INTRODUCTION

The 7th Digital Assembly (the "DA") will take place on 25-26 June 2018 in Sofia in the National Palace of Culture co-organised by the BG EU presidency and the Commission (DG CNECT and DG SCIC). Expected attendance is ~1200 participants, mainly policy-makers, business representatives, academia from across the EU, with some ~20% from Bulgaria. The DA will be an invitation-only event.

The DA will focus on the achievements of the Digital Single Market DSM by 2018, the new Multiannual Financial Framework as well as the main digital policy challenges for the Union ahead.

Drawing on experience from previous Digital Assemblies, the main structural elements/formats of DA 2018 will be: the plenary session (focusing on 3 main themes), technical briefings (max 4 in parallel on the first day), and several workshops (max 5 in parallel in the afternoon of the second day).

Venue: National Palace of Culture
"Bulgaria" Square 1
1463 Sofia

Contact person: Dimitar Valkov (dvalkov@ndk.bg)

Requested services

1. SIGNAGE SCHEME

1.1. Design a signage plan

You are requested to plan and set up a coherent signage scheme with different printed and electronic elements in the conference venue. The signage scheme shall be composed of:

- Floor plans for each floor (max. 10 floors) of the building with schematic drawings of the proposed signage elements, printed or electronic, what items to put where, in particular for the welcome area. The signage scheme should be coherent, allowing to the participants to easily find their sessions wherever in the building. Colour codes could also be used for better identification of the rooms, or other creative ideas. Coherent and flexible signage, which is easy to adapt to last minute changes.

- Description of what elements are recommended to each position. An approximate list of the estimated signage elements are listed under point 1.2 hereunder.

A first signage scheme proposal should be added to your offer.

The recommended floor plans shall be ready by mid-May, and shall be flexible for comments by the European Commission.
The floor plans must be prepared in accordance with the building management of the National Palace of Culture (contact details above) and be, at a later stage, approved by the competent security authorities of the Bulgarian Presidency and the European Commission.

The production delays shall be mentioned in respect of the set-up days prior to the event (24/06/2018) with a deadline for approval for each item's content.

1.2. Rental and set-up of signage

The signage plan shall comprise different elements for an optimal guidance of the conference participants. The signage must allow participants to find their sessions in an easy and clear way throughout the two days.

The signage shall comprise namely:

- Roll-up displays, individually branded (size approximately 200 x 80 cm)
  Estimated quantity: 15
- Arrows at crossways, ideally on poles (size approximately A3, 130 cm high)
  Estimated quantity: 50
- Monitors on standalone poles (size approximately 45”, 180 cm high). Please, specify the format on display and include the production of max. 4 variants per monitor to the price.
  Estimated quantity: 6
- Umbrella stand, with overall building plan and programme (approximately 3x4m)
  Estimated quantity: 2
- Outdoor banner on the top of the main entrance for Welcome message
  Estimated quantity: 1
- Beach flags, branded with the Digital Assembly logo and content, for outdoor areas
  Estimated quantity: 6

All the items and their set-up must be checked with the building management.

The European Commission will provide you with the visual identity of the conference. You will be in charge of the graphical adaptations for each signage item. Production prices shall therefore comprise the graphical adaptation costs, too.

Each signage item will need to be approved by the European Commission before production. For the approvals, please provide us, with a retroactive planning in respect with the production delays, once the signage articles have been chosen.

You are invited to propose any other electronic or other type of signage options which fit in the digital profile of the conference, as optional solutions.

2. Rental of additional furniture and decoration

You are requested to check and note all available furniture in the NCP building, for each room and each session, in line with the room allocation plan of the European Commission. (see Annex 5)
Any furniture which is not available in the building but necessary for the conference shall be rented for the whole duration of the conference and set-up on 24/06/2018.

Although it is estimation only at this early stage, please quote for the following items:

- Stage for a panel of 6 speakers and standing speaker's desk, size: 4x10m, 50cm high.  
  Estimated quantity: 4
- Modern armchairs, club style, identical at least per room, by 6. Please, add photos of the available models.  
  Estimated quantity: 24
- Low coffee table, matching with the armchairs. Please, add photos of the available models.  
  Estimated quantity: 12
- Speakers' desk, modern and light structured, with possibility to install a microphone and preferably the visual identity of the conference. Please, add photos of the available models.  
  Estimated quantity: 6
- Separation screens (wall-like), not heavy, at least 180 cm high.  
  Estimated quantity: for a total of 25m long, in different elements
- Exhibition desk with two high chairs and back panel for posters A1  
  Estimated quantity: 10
- Document holders (shelves) for publications size A4 – at least 2 levels  
  Estimated quantity: 10
- Floral decoration.  
  Estimated quantity: 15 table arrangements of 15cm diameter  
  15 green plants, identical, of at least 180 cm high

3. Hostess Team

3.1 Hostess team

To ensure a smooth running of the event, 30 conference assistants (hostesses) are needed to carry out the tasks described below and generally help the organisers when and where needed during the 2 event days as well as for the set-up, according to the following schedule:

- Sunday, 24 June 2018, set-up day, 10:00-18:00, no uniform necessary
- Monday, 25 June 2018, Conference Day 1, 08:00-21:00, with uniform
- Tuesday, 26 June 2018, conference Day 2, 07:30-18:30, with uniform

All the conference assistants must be fluent in English. Any other languages are an asset.

The working hours given above are provisional. Once the final programme is finalised, we will inform you about the final timetable in case changes or some adaptation are required.

The uniforms of the team members shall be identical and easily recognisable for both female and male assistants. For women, the preferred uniform will consist of a skirt and jacket, or a
modern dress and light jacket, with a scarf. For men: identical suits and ties matching with the women's outfit. The uniform shall be chosen in agreement with the European Commission. Please send some pictures of the uniforms available.

Tasks:
On the set-up day, 24 June, the organisers will brief the conference assistants on the programme and on all tasks required during the event and do preparatory tasks for the conference. One part of the assistants will help at the welcome desk and the Cloakroom during the afternoon to welcome the staff members.

In general, the tasks include:

- Preparation of the conference documents and badges to be distributed to participants;
- Registration/welcome desk: distribution of badges, general and practical information to participants;
- Assistance at the cloakroom;
- Distributing and collecting headphones and receivers,
- Tidy up the meeting rooms (take away coffee cups, glasses and rubbish left behind, push chairs back to place, etc.)
- Conference rooms: prepare the tables for speakers and participants (water, glasses, name plates). Welcome speakers and participants.
- Assist speakers with their presentations (collecting, installing on a computer, advancing slides, etc.)
- Handle the wireless microphones during Q&As.

The conference assistants are entitled to a daily one-hour break (15’ in the morning, 30’ for lunch, and 15’ in the afternoon). Lunches (food and drinks) on the two conference days, 25 and 26 June are provided by the organisers of the conference and do not need to be supplied by your company.

However, there is no food and drinks provided on the set-up day, 24 June.

The team will work under the supervision of the European Commission's conference organisers.

4. CONSUMABLES

4.1 Tickets for the cloakrooms

You are requested to provide sufficient tickets for the cloakrooms in the building.

Number of tickets: 1,500 per day x 2 days

Please, provide different type of tickets, stickers/tape suitable for luggage, too, estimating half of the people coming with luggage on each day.
4.2 Nameplates

You are requested to provide nameplates for the speakers and country delegations. The nameplates shall be of A4 size, folded in two on the long axe, and printed on both sides. They should be either printed on hard cardboard, or put in a plastic holder to stand alone on the tables.

- Estimated number of nameplates with black/white printing: 200
- Estimated number of nameplates with colour printing: 120
- Estimated number of small nameplates for VIP lunches (+-3x10cm): 50

Please indicate in your offer the deadline for submitting the names' lists. The nameplates should be ready by the set-up day (24/06/2018). Some additional names or corrections shall be possible to make on the day of the conference, too, on the spot.

* * *