

## **Venue specification for event on 6-7 November in Brussels**

We are searching for a venue with the following characteristics:

- The venue should be adequate to hold an international conference with 250 participants (including youth, teachers and parents).
- The venue should be located in Brussels city, easy to reach with public transport or at any locations easily accessible from the city centre.
- The conference will take place on 6 and 7 November 2014 and the structure of the programme is as follows, exact timings still to be confirmed by DG CONNECT:
  - 5/11/2014: set-up of the conference
  - 6/11/2014: whole day of conference
  - 7/11/2014: half day of conference + dismantling

### **1. CONFERENCE SPACE**

The following spaces are needed for the conference:

#### **(a) Plenary room**

- The main conference room has to hold **250** participants in cabaret style (with tables seating 8 - 10 participants each);
- A presidency table with 6 seats;
- The room also has to have a lectern.

#### **(b) Parallel workshop room**

- One workshop room to hold up to **125** participants in cabaret style (with round tables);
- A presidency table with 5 seats.
- The room also has to have a lectern.

#### **c) Working room for a separate group**

A room with a capacity of 30 people, set up in a U-shape or group tables.

#### **(c) Area for coffee breaks, buffet lunches**

The area proposed for the morning coffee, coffee breaks and the lunches should be located close to the conference rooms and allow 250 participants to circulate freely while continuing discussions.

Coffee and lunch is served in buffet style, but some participants should be able to sit during the meals.

#### **(d) Registration area**

A registration area/welcome desk should be located near the entrance of the main conference room (could be in same area as coffee breaks). Clear signs indicating the registration area from the venue entrance are required. The area should be sufficient to let 250 participants register within a limited timeframe. The space should be available from the afternoon of 05/11/2014 till 7/11/2014 (or depending on the time needed for the set-up/dismantling of the material).

#### **(e) Area for showcasing material**

Some of the participants in the conference will be showcasing some printed material. Therefore, some 20 small tables should be available, preferably close to the area where coffee breaks and lunches will be served. Each table should have one chair.

#### **(f) Organisers' office and Storage space**

A smaller room should be available for the organisation team. The room should have a fast internet connection and enough workspace for maximum 5 persons at the same time. This room will be used already on 05/11/2014 from 9h on, till 07/11 end of the conference.

A secure storage space should allow for storage of material and equipment prior to the arrival of the organisers. This space could be incorporated in the Organiser's office.

One of the rooms specified above or another suitable area should be made available to the organisers' team (15 people) in the afternoon of Wednesday 05/11 for the preparation of conference material.

Please indicate if any complimentary material (stationary, water or technical) is included in the room rentals. In this case, please specify details.

All spaces should be located within easy reach of each other so that a concentrated atmosphere can be created. Conference participants should not have to cross participants of other events or cover long distances in order to get from one space to another.

## **2. CATERING (250 GUESTS)**

### **(a) Coffee breaks**

Welcome coffee on each morning (06-07/11) and then coffee and tea freely available during the morning sessions 06-07/11 and 1 afternoon session on 06/11 only. The permanent coffee should be self-service, and have water, fruit juice and biscuits regularly renewed for 250 people per day. (The quotation should imply 2 cups / person / day).

### **(b) Lunch**

One buffet lunch including cold/warm food, water and fruit juice. Please propose 2 different menus . The lunch is served at minimum 2 self-service spots. Minimum 1 table per 8 people is required (=50 tables).

### **(c) Water**

Mineral water (still and sparkling) must be provided for the speakers in the conference rooms.

The quotation should count at least 100 small bottles (30cl) in total for the 2 days.

For the conference participants, there should be at least 3 water fountains installed at strategic points of the rooms, with plastic glasses, so that people can serve themselves at any moment.

### **(d) Cocktail**

Cocktail reception at the end of the first day. There should be diverse drinks, champagne method aperitif, wines, fruit juices/smoothies. Hot/cold fingerfood and other easily consumable food should be served in a standing style, for a duration of 90 min. Estimated number of participants for cocktail: 200 in total, including 50 non-alcohol drinking persons.

## **3. TECHNICAL EQUIPMENT**

The following technical equipment has to be provided in the specific rooms:

### **(a) Plenary room**

- A/V equipment;
- 1 laptop for displaying presentations;
- 1 projector, and adapted size screen;
- 7 microphones: 6 on the podium, 1 on the lectern/tribune;

In addition, please note that we will be using table microphones embedded in voting tools provided by an alternative supplier.

- A wireless remote control should be delivered, so speakers can pass this to each other to give their presentation;
- A wired internet connection linked to the presentation computer;

- A monitor opposite the speakers' table to see the presentations;
- "Twitter wall": projection possibility on a plain wall, or a screen with an extra beamer;
- A sufficient number of electricity plugs in all rooms.

**(b) Parallel workshop rooms x 2**

Equipment needed in each room:

- A/V equipment;
- 1 laptop for displaying presentations;
- 1 projector, and adapted size screen;
- 6 microphones: 5 on the podium, 1 on the lectern/tribune. Please note, we will be working with an alternative supplier to provide table-based microphone/voting devices;
- A wired internet connection linked to the presentation computer;
- A wireless remote control, so speakers can pass this to each other to give their presentations;
- A monitor opposite the speakers' table to see the presentations;
- A sufficient number of electricity plugs in all rooms.

**(c) Working room for a separate group**

- A/V equipment for 30 people;
- 1 projector, and adapted size screen.

**(d) Registration area**

- B/W printer with paper and toner for 500 pages;
  - fast internet connection to link to 2 laptops;
  - minimum of 2 electricity plugs to charge devices;
  - 1 high speed photocopy machine close to the registration area, with paper and toner for at least 2000 copies.
- Large moveable bulletin boards where posters can be displayed.

**(e) Organisers office**

- internet connection ;
- high speed internet plugs to link to the European Commissions' laptops.

**(f) WIFI**

Large broadband Wireless Internet for 250 people is needed all over the conference venue.

**(g) Technical assistance** during the whole conference

It is possible that other technical services will be needed to ensure the smooth running of the conference. The supplier agrees to show flexibility during the event to solve all problems.

**(h) Conference hostesses**

A service of 2 hostesses might be provided from 5<sup>th</sup> November 13.30 till 7<sup>th</sup> November 15.00. On the 6<sup>th</sup> November an additional 2 hostesses should be present from 08.00 till 14.00. English and French required. Any additional language would be welcome. This point will be confirmed by June 2014.

**Contact details in case of query: [manuela.martra@ec.europa.eu](mailto:manuela.martra@ec.europa.eu), tel: +352 4301 38230**