



## OFFICE OF INDUSTRY MANPOWER DEVELOPMENT

# TECHNICAL SPECIFICATIONS

(Services of Event Organizer)

### **I. Project Title: Speakers Synergy and Appreciation 2022**

### **II. Background and Project Description**

As mandated under Section 13 of Republic Act 9593, otherwise known as the Tourism Act of 2009, the OIMD is tasked to conduct regular trainings, continuing education programs and capacity building for the tourism industry workforce. In order to implement these programs OIMD is also tasked to engage industry practitioners and experts as resource speakers.

To provide a continuing awareness on the current trends and practices on the tourism industry and monitor the various training programs are effectively delivered ensuring that it is aligned with the updated PTHCD Plan 2021-2025 and to strengthen linkages with industry, government and academe, a speakers' synergy forum will be conducted.

1. Target Participants : maximum of 50 onsite and 70 online participants comprising of OIMD Pool of Resource Speakers and training partners
2. Date/Period Covered : **December 20, 2022**

### **III. Objectives**

- To give recognition to OIMD Pool of Resource Speakers and training partners;
- To update DOT's pool of resource speakers on 2023 policy directions and activities and provide learning opportunities as part of their continuing education
- To give an opportunity for networking and sharing on training concerns and best practices

### **IV. Minimum Requirements**

- Must be an experienced virtual and hybrid event organizer
- Must have previously conducted and facilitated virtual//hybrid events; and
- Must be flexible to make adjustments in schedules and timelines if necessary.

## **V. Scope, Coverage and Deliverables**

1. Host and facilitate the conduct of Speaker's Synergy and Appreciation Gathering to a maximum of 70 virtual/online participants and 50 onsite participants in the identified venue of the OIMD.

2. Provide Zoom platform/webinar subscription for the virtual/online participants.

Any excess mbps internet requirement more than the hotel allowance will be for the account of the service provider.

3. Meet with the OIMD to clarify the purpose, objectives and deliverables of the program expectations.
4. Identify, source, provide promotional giveaways for one hundred twenty (120) guests and participants. Cost of giveaways should be minimum worth of P600.00 per piece. Identified giveaways should be coordinated and approved by OIMD. Courier services for door-to-door delivery of giveaways for Metro Manila guests and participants will be on the account of the service provider.
5. Provide Administrative and Secretariat Services, as follows:
  1. Secretariat and technical support
  - 5.2 Submission of photos and video recording (preferably with same day edit) documentation

### **A. Pre-Event**

6. Prepare program flow and script in close coordination with the Office of Industry Manpower Development.
7. Establish the team of technical personnel required for the production including ingress and egress team, host, director, production assistants, etc. The service provider shall be in-charge in briefing the host/moderator on his assigned tasks/role prior to the event.
8. Prepare/create invitation letters/art cards and other publication materials that will be used in the email invites to participants/OIMD guests list, and social posting to promote and communicate event programs.
9. Prepare registration and webinar link notices to participants in coordination with OIMD. Manage registration list including – participants, speakers, support staff, event management team, etc.
10. Provide and engage the services of a professional emcee/host for the actual event.
11. Engage and coordinate with OIMD identified forum resource speaker requirements for the talk/lecture including payment of professional fees.

12. The service provider will also prepare the program and coordinate with speakers and participants.
13. Follow-up invitation and ensure audience attendance as per list to be provided by OIMD. Send out information note to all participants (details of the event, logistics, etc.).
14. Coordinate with venue for stage set-up, ingress and egress.

**B. Actual Event (50 onsite and 70 online)**

15. Provide and set-up appropriate lights and sound equipment, LED Wall and other technical requirements for the event in the identified venue.
16. Ensure all required audio-video equipment and other technical requirement is available and functioning.
17. Technical team to check on speakers' presentation and other AVP materials to be shown on LED screen, and manage presentations.
18. Manage the zoom admission of participants. Handle back-end operations of the webinar to ensure seamless broadcast.
19. Provide ambient music during cocktails after main program.
20. Provide meals for production/technical staff.
21. Ensure that all guests, participants and production staff are fully vaccinated.
22. Provision for on-site Antigen Test upon entry at venue in case guests and participants are not fully vaccinated. Cost of antigen test will be for the account of the service provider maximum of fifty (50) guests including DOT organizers and officials.

**C. Post-Event**

23. Administer and consolidate feedback/post evaluation of participants.
24. Prepare and submit Terminal Report with photo and edited video documentation not later than December 29, 2022.

**VI. Project Duration**

Will commence upon issuance of Notice of Award.

**VII. Approved Budget Cost**

**Four Hundred Ninety-four Thousand Three Hundred Pesos (Php496,000.00)**  
inclusive of all applicable government taxes in accordance with government procedures.

**VIII. Contact Person**

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