**TECHNICAL SPECIFICATION
FOR THE PROCUREMENT OF CONFERENCE INTEGRATOR FOR THE
DEPARTMENT'S HOSTING OF PACIFIC ASIA TRAVEL ASSOCIATION (PATA)
INTERNATIONAL CONFERENCE: WOMEN IN TRAVEL**
18 – 23 March 2024 | Panglao, Bohol, Philippines

(CONFERENCE INTEGRATOR)

I.   Background and Rationale

Founded in 1951, the Pacific Asia Travel Association (PATA) is a not-for-profit membership-based association that acts as a catalyst for the responsible development of travel and tourism to, from and within the Asia Pacific region. The Association provides aligned advocacy, insightful research and innovative events to its member organisations, which including government, state and city tourism bodies; international airlines and airports; hospitality organisations, and educational institutions, as well as thousands of young tourism professional (YTP) members across the world.[1]

On 20-22 March 2024, the Department of Tourism (DOT) in collaboration with PATA will be host the PATA International Conference: Women in Travel in Bohol, Philippines. The conference will delve into these gender disparities, and will feature inspiring keynote speakers, influential industry leaders, and engaging panel discussion. It will address such topics as breaking barriers for women's empowerment in the travel industry, promoting sustainability and responsible travel practices with women as agents of change, and fostering women's leadership development and mentorship.

II.   Objective

The conference aims the following:

1.   To explore the crucial role of women in the travel and tourism industry, celebrate their achievements, and address the challenges they face.

2.   To shed light on the current state of gender diversity in the travel sector, examine empowering initiatives, and discuss strategies for driving progress and promoting equality.

III.   SCOPE AND SERVICES

The conference integrator shall provide the following:

1.   Provide the following requirements for the conference and coordinate with the technical team of the venue (TBA) for the set up and installation of all physical and technical requirements during the Welcome Dinner and Conference Proper, to include, but not be limited to the following:

- Audio-Visual and Lighting System (speakers, microphones, etc.)
- LED wall screen W 4m x 2.5m H, backdrop, stage / set design
- LED projector and screen (as needed)
- Stage truss system (as needed)
- Speakers' technical requirements
- Microphones (lapel and wireless)
- Amplifiers
- 3 Laptops (mac and windows) with appropriate connectors for the secretariat

- 1 Presentation Clickers/Laser Pointers/Easel
- Appropriate cables and video adapters (VGA, HDMI, etc.); and
- Professional lighting system (if needed)
- Signage/roll-up banner
- Close circuit camera and dedicated camera/s for documentation purposes
- Non-wired/wireless internet connection equipment
- Other requirements/equipment needed for streaming live the pre-recorded/online sessions at the venue
- Lights and sounds
- Furniture (5 chairs) for the speakers
- Ingress on 20 March 2024
- Egress on 23 March 2024
- Conference Kits for 200 pax

2. Talents
- One (1) voice over artist
- Recommended moderator for two (2) panel sessions
- Performer for the opening number and welcome dinner
- Two (2) sign language interpreters

3. Human Resource Assistance
- Coordinator of confirmation of speakers and guests
- Personnel for registration
- IT Personnel
- Layout artist

4. Provision and management of an online event/webinar platform that has a capacity to deliver the following requirements:
- Can accommodate at least 200 to 500 online users/viewers
- With registration system
- Can be integrated and streamed live in Facebook
- Can control and manage speakers in a virtual backstage
- Can facilitate the participation/engagement of delegates
- Has an integrated interactive Q&A / On-Screen Polling Tools

5. Create and manage a Registration System of the Conference
- Registration should be integrated into the online event platform
- Must be able to accommodate at least 200 to 500 registrants
- Manage electronic issuance of registration confirmation, event notifications and reminders including provision of designated links for webinar sessions, event feedback forms and on-demand/recorded sessions
- Dissemination / uploading and collection of digital evaluation form
- Development of an e-Certificate and distribution to qualified delegates

6. Photo and Video Documentation for the arrival of delegates, Welcome dinner, Conference Proper and Technical Tour with the following provision:
- Same-Day Edit Video
- Photo Documentation

7. Provision internet booster

Other requirements

1. Must be Filipino-owned, operated and legally registered professional conference organizer/ production house / events management entity;
2. Must have more than five (5) years of experience in organizing international events in the Philippines.
3. Must have previously handled ASEAN and PATA events in the Philippines.
4. Must be DOT Accredited MICE Organizer.
5. Bidder to submit company profile and events previously handled international events.

IV.   TERMS OF PAYMENT – GOVERNMENT PROCEDURE

The approved total budget amount is **Nine Hundred Ninety-Nine Thousand Pesos (Php999,000.00)** inclusive of all applicable taxes via send bill arrangement.

<u>**CONTACT PERSON:**</u>

KIM BENEDICT B. VITO
Tourism Operations Officer I
Email: kbvito@tourism.gov.ph and ird@tourism.gov.ph
Telephone Number: (02) 459-5200 to 5230 Local 513/514
Policy Formulation and International Cooperation Division (PFICD)
Office of Tourism Development Planning, Research, and Information Management Division (OTDPRIM)

Approved by:

WARNER M. ANDRADA
OIC-Assistant Secretary, Tourism Development