

## *Schedule of Requirements*

The Service Provider shall provide the following:

- I. Requirements needed for the hosting of the PATA Annual Summit 2019 on the following dates:
  1. May 7-12, 2019 – DOT/PATA Offices
  2. May 9, 2019 – PATA Youth Symposium
  3. May 9, 2019 – PATA 2018-2019 Executive Board Meeting
  4. May 9, 2019 – PATA DNA Assembly
  5. May 10, 2019 – PATA Annual Summit 2019 Conference and Breakout Session 1
  6. May 10, 2019 – PATA Annual Summit 2019 Conference and Breakout Session 2
  7. May 11, 2019 – PATA Annual Summit UNWTO/PATA Leader’s Debate
  8. May 11, 2019 – PATA Government/Destination Meeting
  9. May 11, 2019 – PATA Sustainability and Social Responsibility Meeting
  10. May 11, 2019 – PATA Insights Lounge
  11. May 12, 2019 – PATA Chapter Colloquium
  12. May 12, 2019 – PATA Industry Council Meeting
  13. May 12, 2019 – PATA Board meeting
  14. May 12, 2019 – PATA 2019-2020 Executive Board Meeting
  15. May 11, 2019 – PATA Foundation Charity Dinner
  16. May 9-11, 2019 – Media Center
- II. Provision of conference kits and supplies
- III. Design, Production and Purchase of Plaques of Appreciation and Tokens
- IV. Photo and Video Documentation
- V. Voice Recording for the Board Meetings, Conference and Debate
- VI. Other Services/Requirements as provided in Section VII. Technical Specifications