

# Set-up requirement at Radisson Blu Cebu for PAS2019

(version 2)

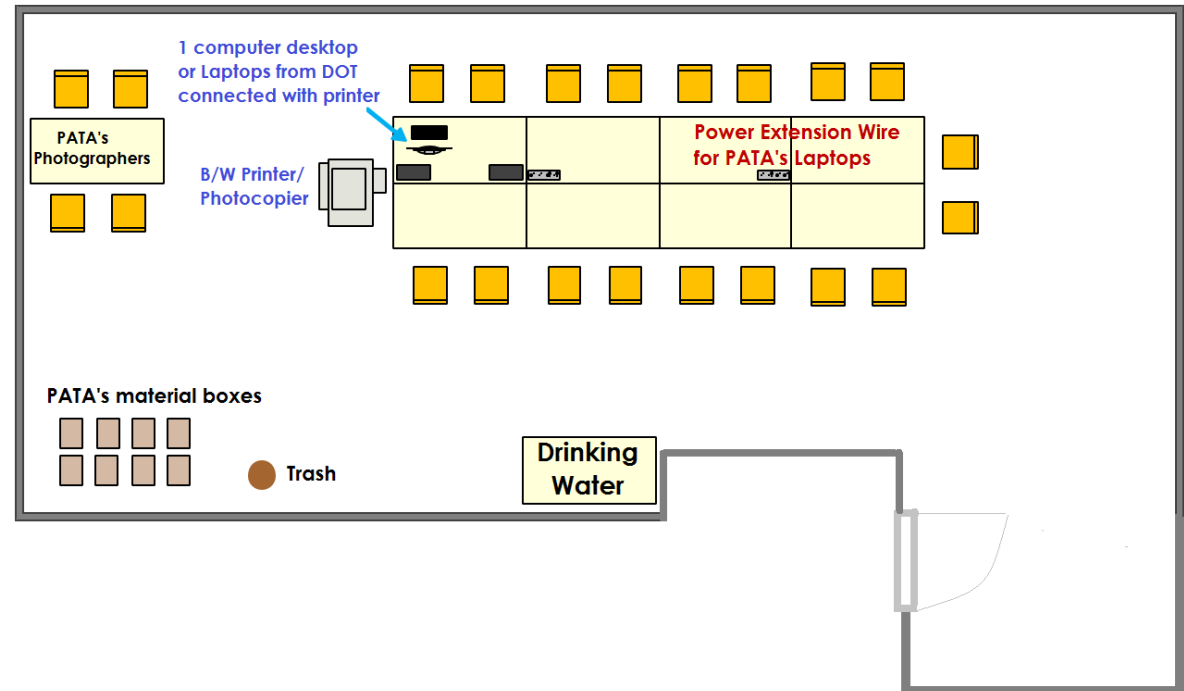
## Tuesday 7 - Sunday 12 May

0900-1700

### PATA Office

Venue: Santiago. 2F

1. Tables and chairs for 16-18 staff working
2. 1 unit of photocopier (B/W is fine)
3. 1 unit of laser printer (B/W is fine)  
(It can be a combining unit of photocopier and printer.)
4. 1 computer desktop or laptop connected with the printer. (Preferable for installing printer driver to each PATA staff laptop)
5. Power sockets for at least 6 PATA staff' laptops
6. Wifi
7. Drinking water
8. Dust bin (clearing the bin at least twice a day)



Printer and photocopier can be a combined unit. Two laptops or Desktops provided by DOT are connected to these combined P&P unit. If possible, all PATA's laptops can be installed this printer driver to order print using wifi.

## Wednesday 8 - Sunday 12 May

1400-1700  
May 8

### Registration and PATA Membership

Venue: Ballroom Foyer, 2F

0830-1700  
May 9-12

### Registration & PATA Member Desks

(manned by PATA staff)

- 3 Long tables and 4 chairs
- Power sockets for one laptop and mobile phone charger

### Hospitality Desk (manned by DOT or agent)

Venue: Hotel Lobby

- 1 Long table and 2 chairs
- Power sockets

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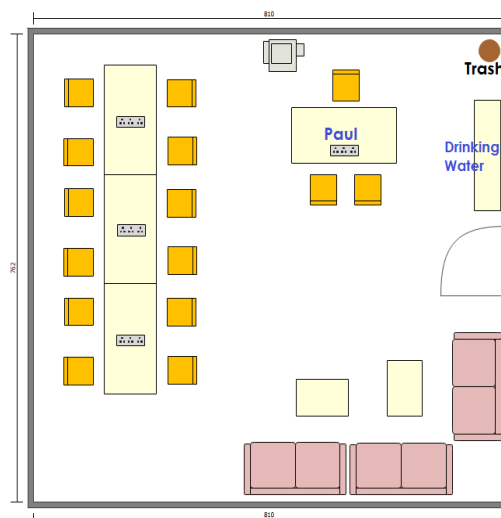
## Thursday 9 May

0900-1700  
May 9-11

### Media Center

Venue: San Martin 3, 2F

- Working table for about 10 pax
- 1 printer, 1 photocopier (or combining unit)
- Power socket 5-6 laptops
- Strong WiFi / internet
- Drinking water
- Coffee/Tea station (if sponsorship available)
- Dust bin

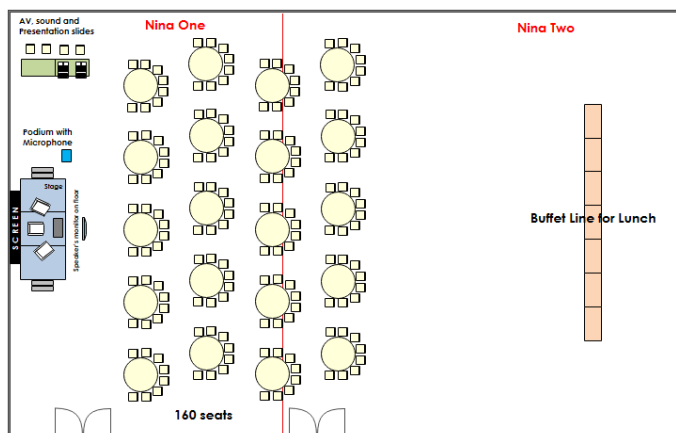


0900-1200

### PATA Youth Symposium and Lunch

Venue: Niña, Ground Floor

1. Stage
2. 1 Projector
3. 1 Screen
4. TV on floor for speakers
5. PATA's laptop linked with the projector
6. Podium with microphone
7. 2 Roaming microphones for Q&A
8. 2 lapel/wireless handheld microphones for speakers
9. Switcher
10. Cabaret set up for about 150 pax
11. Lunch in room??
12. Coffee break at Foyer



1400-1800  
May 9

### PATA Executive Board Meeting

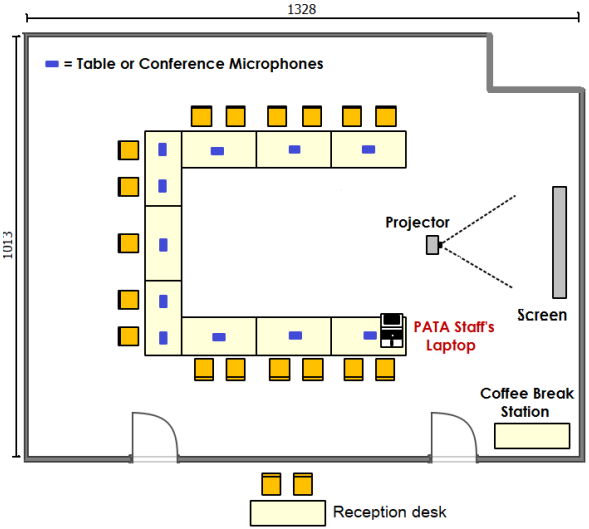
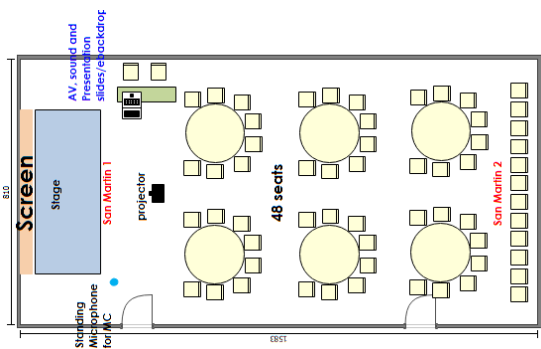
(for Executive Board members only)

Venue: San Cristobal 1&2, 2F

1730-1830  
May 12

- U-shape for 18 pax (5 pax at head table, 6 pax each at each side of the U), 1 spare chair
- 1 Projector (portable)
- 1 Screen
- PATA staff's Laptop (one or two) linked with the projector
- AV system standby for VDO playing from PATA's laptop with sound
- 11 table or conference microphones (1 unit each for head table, 1 unit for 2 pax at the U-sides)
- Wifi
- Coffee/Tea/Water/coffee break food items provided in room at the beginning of the meeting for self-service
- 1 table with two chairs in front of the room for secretariat staff

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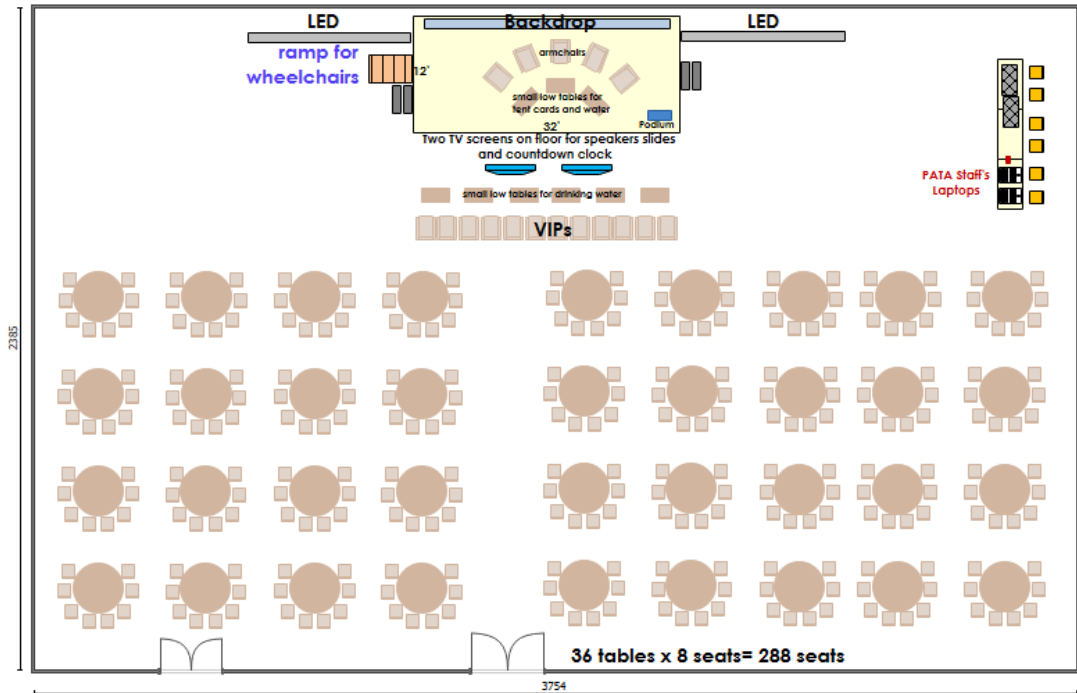
	
<p>1400-1700</p>	<p><b>PATA DNA Assembly (by invitation only)</b> Venue: San Martin 1&amp;2</p> <ul style="list-style-type: none"> <li>• Round tables for 48 pax (PATA YTP members)</li> <li>• Some chairs at the back</li> <li>• Riser or stage</li> <li>• 1 screen</li> <li>• 1 projector</li> <li>• 1 standing microphone</li> <li>• 2 wireless handheld microphones</li> <li>• AV/Sound system</li> <li>• PATA's laptop</li> <li>• Drinking water</li> </ul> 
<p>Afternoon</p>	<p><b>Conference Speakers rehearsal</b> Venue: Santa Maria 2+3</p>

## Friday 10 May

<p>0830-1700</p>	<p><b>VIPs Holding Room</b> Venue: San Pedro, 2F (refreshments by DOT)</p>
<p>0900-1630</p>	<p><b>Conference "Progress with Purpose"</b> Venue: Santa Maria 2+3, 2F</p> <p><b>*Conference and Breakout 1 are in the same room, same set up)</b></p> <ul style="list-style-type: none"> <li>• 1 row of sofa set up for VIPs (numbers to be finalised by DOT &amp; Mam)</li> <li>• 4-5 nice armchairs for stage with 2 low tables</li> <li>• cabaret tables set up, 8 pax per table</li> <li>• Stage set up 12' x 32'</li> <li>• 1 podium with microphone on stage</li> <li>• 1 Lapel microphone for MC</li> <li>• 4-5 Lapel or wireless microphones for panelists and moderator</li> <li>• 2 wireless microphones standby for Q&amp;A, just in case wifi/sli.do is not stable</li> <li>• 2 Projectors</li> <li>• 2 Screens (please advise what presentation slides speakers should prepare 16:9 or 4:3)</li> <li>• AV and Sound control desk</li> <li>• 1 desk stay AV team for 2 PATA staff</li> <li>• 2 PATA's Laptop</li> <li>• 1 Switcher for the 2 PATA's laptops</li> </ul>

# Set-up requirement at Radisson Blu Cebu for PAS2019

- Power socket for 2 PATA's Laptops
- Technician standby
- 1 slide clicker from PATA
- Backdrop in 3 dimensions
- **Ramp at stage for wheelchairs**
- \*\*\*Strong wifi for all participants to use sli.do app on mobile phones\*\*\*
- Internet LAN Line for Live Streaming on PATA Facebook
- Fanfare music, Follow lights

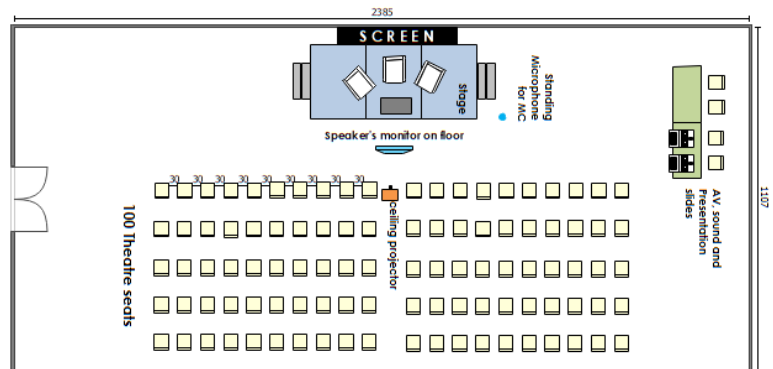


1400-1500

## Breakout 2

Venue: Santa Maria 1, 2F

- Stage
- 3 armchairs on stage
- Low table on stage
- Theatre set-up for approx. 100 pax
- 1 screen
- 1 projector
- 1 TV monitor on floor
- 1 Standing microphone for MC
- 3 microphones for speakers
- 2 desks for PATA to control slides
- AV/Sound system
- PATA Laptops
- Switcher



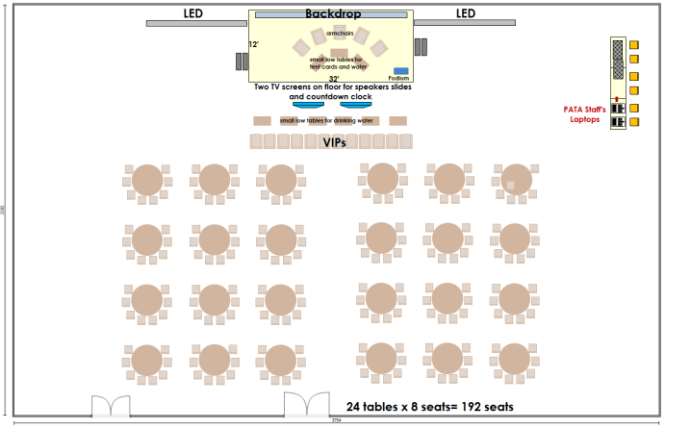
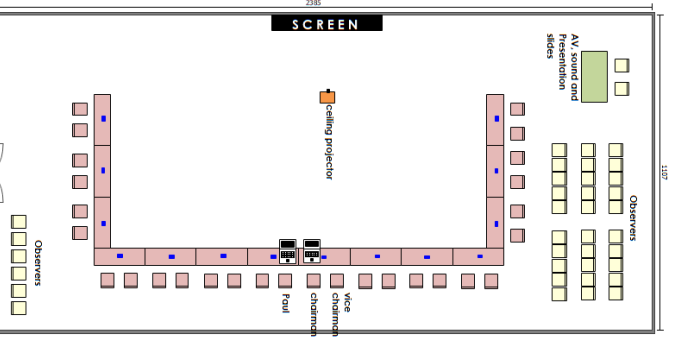
## Saturday 11 May

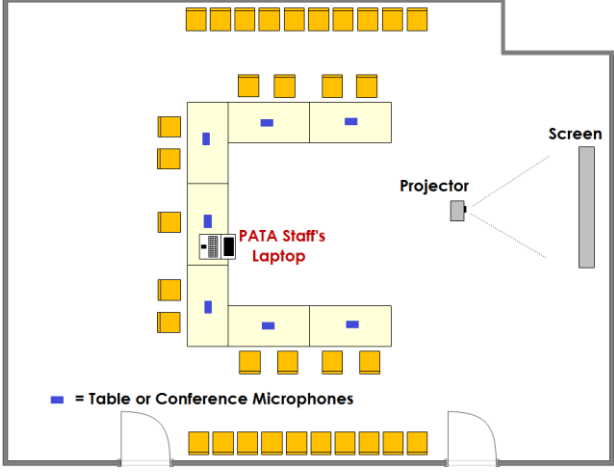
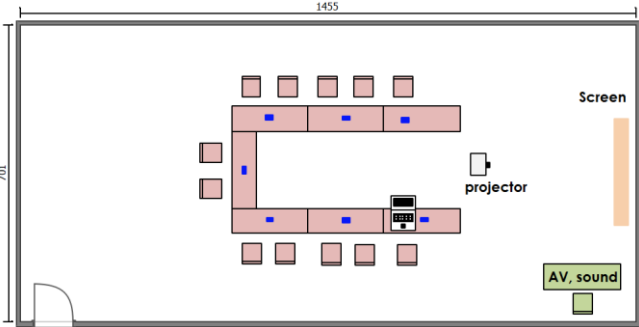
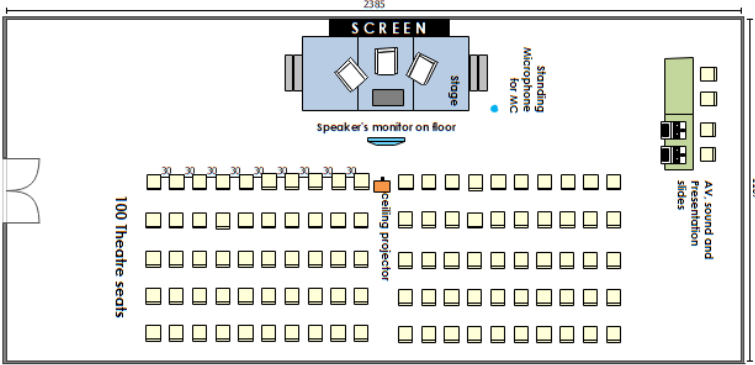
0830-1700

## VIPs Holding Room

Venue: San Pedro (referments by DOT)

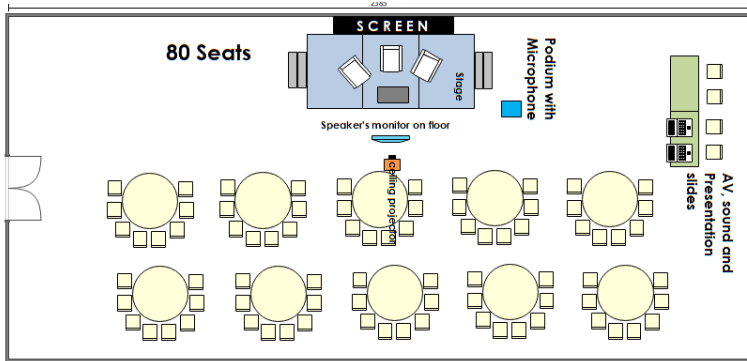
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<p>0900-1140</p>	<p><b>UNWTO/PATA Leaders Debate</b> Venue: Santa Maria 2&amp;3, 2F</p> <ul style="list-style-type: none"> <li>• 1 row of sofa set up for VIPs (numbers TBA)</li> <li>• 5 nice armchairs on stage with low coffee table</li> <li>• Cabaret or Theatre set up for approx. 200 pax</li> <li>• Stage set up</li> <li>• 1 podium with microphone on stage</li> <li>• 1 Lapel microphone for MC</li> <li>• 5 Lapel or wireless microphones for conductor and debaters</li> <li>• 2 wireless microphones for Q&amp;A</li> <li>• 2 Projectors</li> <li>• 2 screens</li> <li>• 1 desk for 2 PATA staff to control slides</li> <li>• AV and Sound control desk next to PATA desk</li> <li>• 2 PATA's Laptop</li> <li>• 1 Switcher for the 2 PATA's laptops</li> <li>• Power socket for 2 Laptops</li> <li>• Technician standby</li> <li>• Voice recording the entire conference</li> <li>• 1 slide clicker from PATA</li> </ul> <p><b>Notes:</b> We can use the same stage and set up as the conference day, only reduce numbers of seats</p>	 <ul style="list-style-type: none"> <li>• Strong WiFi and more bandwidth for "Sli.do" online voting application</li> <li>• 3 Flagpoles on stage (Philippines flag by DOT, UNWTO and PATA flags by PATA)</li> <li>• eBackdrop designed by PATA</li> </ul>
<p>1300-1430</p>	<p><b>Government / Destination Meeting</b> Venue: Santa Maria 1, 2F</p> <ul style="list-style-type: none"> <li>• U-shape for 28-30 pax</li> <li>• Up to 30 chairs for observers on the sides of U</li> <li>• 1 Projector</li> <li>• 1 Screen</li> <li>• PATA's laptop linked with the projector</li> <li>• Be prepared for presentation from MacBook</li> <li>• AV system standby for VDO playing from</li> <li>• PATA's laptop with sound</li> <li>• 14-15 table or conference microphones for U-Shape</li> <li>• 1 wireless microphone</li> <li>• Voice recording the entire meeting and save it for PATA at the end of meeting</li> <li>• Wifi</li> </ul>	
<p>1300-1430</p>	<p><b>Sustainability and Social Responsibility Committee Meeting</b> Venue: San Cristobal 1&amp;2, 2F</p>	

	<ul style="list-style-type: none"> <li>• U-shape for 14-15 pax</li> <li>• 20 chairs for observers on the sides of U</li> <li>• 1 Projector</li> <li>• 1 Screen</li> <li>• PATA's laptop linked with the projector</li> <li>• Be prepared for presentation from MacBook</li> <li>• AV system standby for VDO playing from</li> <li>• PATA's laptop with sound</li> <li>• 7 table or conference microphones</li> <li>• Voice recording the entire meeting and</li> <li>• save it for PATA at the end of meeting</li> </ul>	
<p>1530-1730</p>	<p><b>PATA Foundation Board of Trustees Meeting</b> Venue: San Pablo, 2F</p> <ul style="list-style-type: none"> <li>• U-shape for 12 pax</li> <li>• 1 Projector</li> <li>• 1 Screen</li> <li>• 1 PATA's laptop linked with the projector</li> <li>• 6 tables/conference microphones</li> <li>• AV system standby for VDO playing from</li> <li>• PATA's laptop with sound</li> <li>• Wifi</li> <li>• Voice recording the entire meeting</li> </ul>	
<p>1500-1630</p>	<p><b>PATA Insights Lounge</b> Venue: Santa Maria 1, 2F</p> <ul style="list-style-type: none"> <li>• Chairs set up in theatre style for 100 pax</li> <li>• Stage set up</li> <li>• 3 armchairs on stage</li> <li>• 1 podium with microphone on stage</li> <li>• 1 Lapel microphone for moderator</li> <li>• 2 wireless microphones for speakers and Q&amp;A session</li> <li>• 1 Projector</li> <li>• 1 screen for eBackdrop and presentation slides</li> <li>• AV and Sound control desk</li> <li>• 1 desk next to AV/Sound for PATA staff to manage presentation slides</li> <li>• AV system standby for VDO playing from PATA's laptops with sound</li> <li>• 2 PATA's Laptops linked with the projector</li> <li>• Be prepared for presentation from MacBook</li> <li>• 1 Switcher</li> <li>• Power socket for the two PATA's Laptops</li> <li>• Technician standby the entire meeting</li> <li>• Voice recording the entire meeting</li> <li>• 1 PATA's slide clicker</li> <li>• Wifi</li> </ul>	

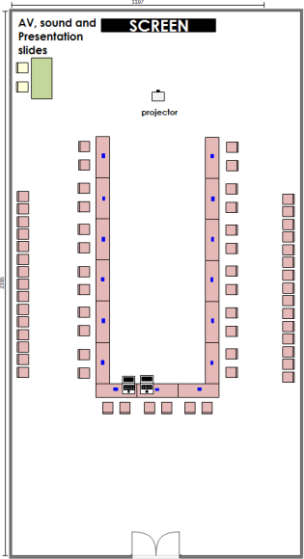
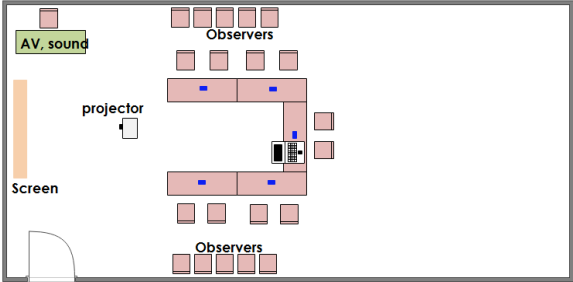

	<ul style="list-style-type: none"> <li>eBackdrop designed by PATA</li> </ul>
1930-2200	<p><b>PATA Foundation Charity Dinner</b>          Hosted by DOT          Venue: TBA          Details: to be discussed</p> <ul style="list-style-type: none"> <li>Theme of the dinner and dress code (PATA Foundation or Host)</li> <li>Set menu options (avoid pork, include vegetarian), we can let delegates tick when buying ticket i.e. seafood, beef, vegetarian etc.</li> <li>Alcoholic drinks include (Host or joint sponsors?)</li> <li>Ticket design and production (PATA Foundation)</li> <li>Ticket sales included in Eventbrite online registration (PATA Events)</li> <li>Dining area set up</li> <li>Stage set up, AV/Sound requirement</li> <li>Backdrop design (PATA or Host can design following the theme, host to produce if printed otherwise eBackdrop)</li> <li>Entertainment i.e. Live band, dance floor, performance etc.. (Host or joint sponsors)</li> <li>Lucky draw prizes (PATA Foundation recruit)</li> <li>EmCee (Host's EmCee and PATA)</li> <li>Run-order (PATA and Host)</li> <li>E-Advert by PATA</li> <li>After party on own expenses</li> </ul>

## Sunday 12 May

0900-1030	<p><b>Chapter Colloquium</b>          Venue: Santa Maria 1, 2F</p> <ol style="list-style-type: none"> <li>10 Cabaret table set up for 8 pax per table (for audience)</li> <li>Low stage</li> <li>1 podium with microphone on stage</li> <li>3 armchairs on stage</li> <li>1 Lapel microphone for moderator</li> <li>4 wireless microphones for speakers and Q&amp;A session</li> <li>1 Projector</li> <li>1 screen for eBackdrop and presentation slides</li> <li>1 desk next to AV control for PATA staff to control presentation slides</li> <li>2 PATA's Laptops linked with the projector</li> <li>Be prepared for presentation from MacBook</li> <li>1 Switcher for the two PATA's laptops for PATA staff to control by themselves</li> <li>Power socket for the two PATA's Laptops</li> <li>AV and Sound control booth next to PATA slide control desk</li> <li>AV system standby for VDO playing from PATA's laptops with sound</li> <li>Technician standby the entire meeting</li> <li>Voice recording the entire meeting</li> <li>1 PATA's slide clicker</li> </ol>	
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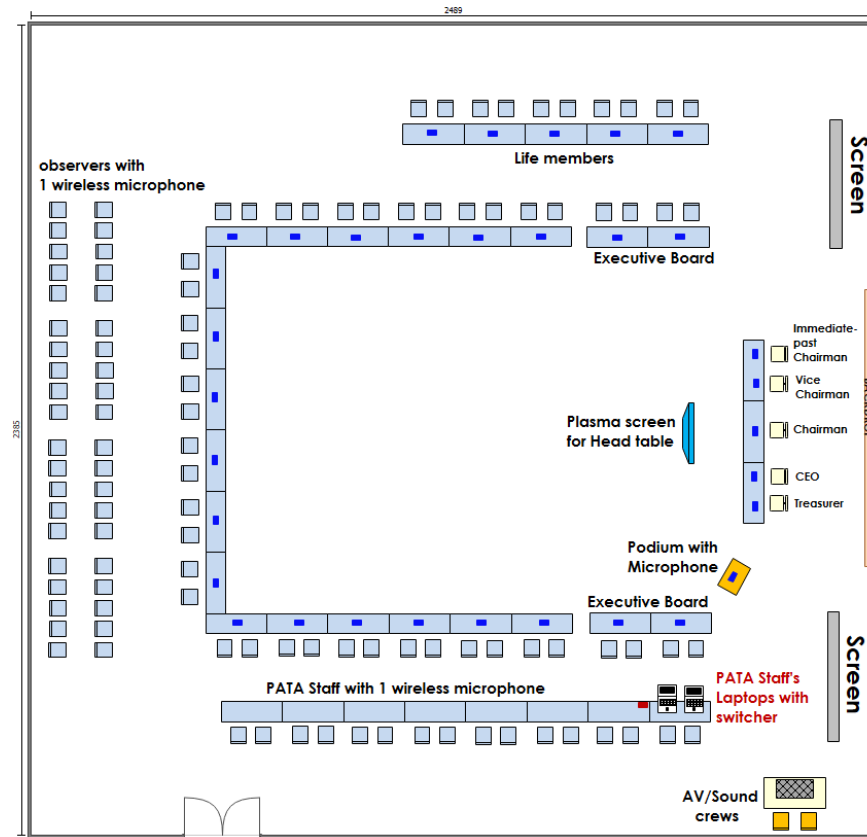
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	<ol style="list-style-type: none"> <li>19. Wifi</li> <li>20. eBackdrop designed by PATA</li> </ol>
<p>1100-1230</p>	<p><b>Industry Council Meeting</b> Venue: Santa Maria 2, 2F</p> <ol style="list-style-type: none"> <li>1. U-shape for 30 pax</li> <li>2. 30 chairs for observers on the sides of U</li> <li>3. 1 Projector</li> <li>4. 1 Screen</li> <li>5. PATA's laptop linked with the projector</li> <li>6. Be prepared for presentation from MacBook</li> <li>7. AV system standby for VDO playing from PATA's laptop with sound</li> <li>8. 13 table or conference microphones for U-Shape</li> <li>9. 1 wireless microphone</li> <li>10. Voice recording the entire meeting and save it for PATA at the end of meeting</li> <li>11. Wifi</li> </ol> 
<p>1100-1230</p>	<p><b>Hospitality Meeting</b> Venue: San Pablo, 2F</p> <ol style="list-style-type: none"> <li>1. U-shape for 10 pax</li> <li>2. 1 Projector</li> <li>3. 1 Screen</li> <li>4. 3 table microphones</li> <li>5. 1 PATA's laptop linked with the projector</li> <li>6. AV system standby for VDO playing from PATA's laptop with sound</li> <li>7. Wifi</li> <li>8. Voice recording the entire meeting</li> </ol> 
<p>1400-1630</p>	<p><b>PATA Board Meeting</b> Venue: Santa Maria 3, 2F</p> <ol style="list-style-type: none"> <li>1. Big U-shape for 40-50 pax</li> <li>2. Head-table for 5 pax</li> <li>3. Classroom for 16 PATA staff</li> <li>4. Classroom for 10 PATA Life members</li> <li>5. 40 chairs for observers</li> <li>6. <b>NO</b> stage required</li> <li>7. 2 Projectors</li> <li>8. 2 screens</li> <li>9. 1 big plasma TV on floor for head table</li> <li>10. 32-35 conference or table microphones</li> <li>11. 2 wireless microphones</li> <li>12. Voice recording the entire meeting</li> <li>13. 2 Laptops from PATA</li> <li>14. 1 switcher for the above 2 PATA's laptop</li> <li>15. Power socket for the PATA's Laptops</li> <li>16. AV and Sound control desk near the PATA's slide control desk</li> <li>17. AV system standby for VDO playing with sound from PATA's laptop</li> </ol> 



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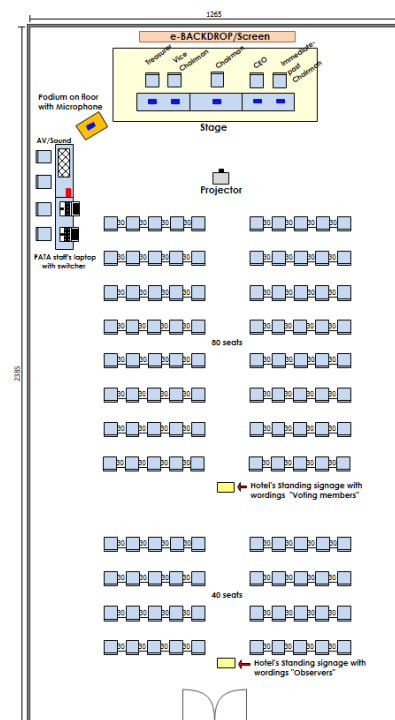
- 18. 3 tall silver stands for reserved signs
- 19. Slide clicker from PATA
- 20. eBackdrop designed by PATA



1630-1730

AGM  
Venue: Santa Maria 2, 2F

- Theatre set up for 80 and 40 pax
- Low stage or riser
- Head-table for 5 pax on stage
- 5 microphones for head table
- 1 podium on floor with microphone
- 2 wireless microphones for Q&A
- 1 e-Backdrop designed by PATA
- 1 Projector
- 1 screen (used for eBackdrop and presentation slides)
- 1 slide control desk for PATA staff
- AV and Sound control desk
- 2 PATA's Laptop
- 1 Switcher for the 2 PATA's laptops
- Power socket for 2 Laptops
- Technician standby
- Voice recording the entire meeting
- 1 slide clicker from PATA
- 2 standing signages



1730-1830

2019-2020 Executive Board Meeting  
Venue: San Cristobal 1&2, 2F  
Same Set up as May 9

# Set-up requirement at Radisson Blu Cebu for PAS2019

