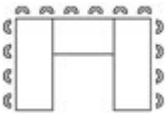

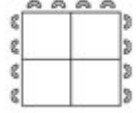
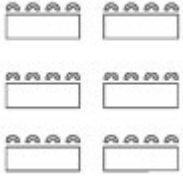
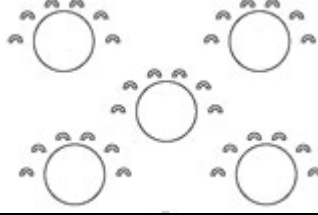
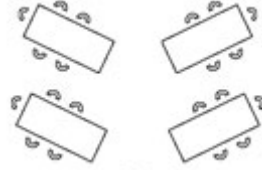
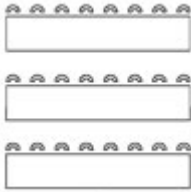
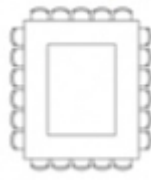
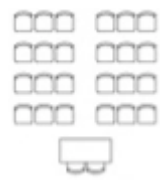


ANNEX 2: MEETING ROOM SET-UP & EQUIPMENT ARRANGEMENT

Bidders are requested to confirm that they can provide the below selected set-up for the venue; if such set-up is not the most recommended based on the dimensions of the group and the size of the room, please ensure to highlight this information in their technical offer.

<input type="checkbox"/>	U-Shape	<input type="checkbox"/>	Single Square or Round	<input type="checkbox"/>	Conference
					
<input type="checkbox"/>	Classroom	<input checked="" type="checkbox"/>	Clusters	<input checked="" type="checkbox"/>	V-Shape / Herringbone
					
<input type="checkbox"/>	Traditional Classroom	<input type="checkbox"/>	Hollow Square	<input type="checkbox"/>	Theatre
					
<input type="checkbox"/>	Other:	Choose an item.			

Bidders are requested to include the below selected equipment(s) in their quote and which are expected to be provided during the meeting service as per Annex 1; if any of the selected options are not available directly or by a third party subcontracted by the bidder, such information shall be communicated in the technical proposal.

<input type="checkbox"/>	Wired Microphone(s)	<input checked="" type="checkbox"/>	Audio Equipment x 1
<input checked="" type="checkbox"/>	Wireless Microphone(s) x 4	<input checked="" type="checkbox"/>	Wi-Fi / High Speed Internet
<input checked="" type="checkbox"/>	Microphone stand: tabletop or floor x 1	<input type="checkbox"/>	Video Conferencing Equipment
<input checked="" type="checkbox"/>	Podium with gooseneck for microphone x 1	<input checked="" type="checkbox"/>	Projection equipment x 1
<input type="checkbox"/>	Computer Desktop	<input checked="" type="checkbox"/>	Large Wall Screen(s) x 1
<input type="checkbox"/>	Computer Laptop	<input type="checkbox"/>	Portable Screen (s)
<input type="checkbox"/>	Printer	<input type="checkbox"/>	Flat panel TV and/or Monitor
<input checked="" type="checkbox"/>	Remote clicker / Pointer x 1	<input checked="" type="checkbox"/>	Paperboard / Flipchart x 6
<input type="checkbox"/>	Desktop Magnifier	<input checked="" type="checkbox"/>	Pad of paper and markers for flipchart x 68
<input checked="" type="checkbox"/>	Assistive tools and technologies for persons with visual, audio and mobility impairments	<input type="checkbox"/>	Interactive boards
<input checked="" type="checkbox"/>	Wheelchair charging stations	<input type="checkbox"/>	NO single-use products, e.g., cutlery, napkins