

## Terms of Reference

Title of Activity:	Logistic Facilities/ Services for conducting Antimicrobial Consumption (AMC) workshop on advocacy and awareness for Sri Lanka
Dates:	13 <sup>th</sup> November 2023

The selected venue for the above programme is responsible for the following.

### **Main conference room**

- Large enough to accommodate 80 pax.
- Venue of the conference to be set up with natural lighting, good ventilation, no external disturbances such as loud noise.
- To provide conference hall and facilities for 80 pax from 8.00 am to 5.00 pm on **13<sup>th</sup> November 2023**.
- To provide conference package including lunch and tea and snacks and running tea corner for 80 pax on **13<sup>th</sup> November 2023** – the exact number of pax to be informed by WHO close to the dates.
- Conference venue should be backed up by a power generator in case of power outage.
- Seating arrangement – Round table (6 persons per table) with adequate distancing
- Notepads, pens/pencils, glass water bottles, drinking glasses and mints to be placed for each table on all days
- To comply with any other arrangements that may be requested time to time by the organizers.

### **Secretariat room**

- Provide a small room (capacity of 10pax) for conference secretariat during **13<sup>th</sup> November 2023**. (Should be available throughout the day).

### **Audio-visual**

- To provide the following on each day;
  - Steady internet connection + WiFi
  - Podium
  - Large screen ( minimum size 12 X10 feet) and multimedia projector
  - Microphones (x 5) 1 clip on and 4 cordless mics
  - Extension cords for setup of the above for each table
  - Flip-charts (x5) with stand and paper
  - An IT technician to be present on all days



## Meals and refreshments

- Provide safe and hygienic food at all times according to standard food safety practices.
- Lunch to be provided at 12.30 pm on 13<sup>th</sup> November 2023.
- Lunch should be provided at a restaurant/ venue outside the main conference room
- Tea with snacks (two savory, one sweet) to be provided on all days (morning tea – 10.30am and evening tea 3.30pm)
- A banquet steward should be available throughout the sessions.

Please fill the below template in response to the request for proposal.

Requirement	Availability (Yes/ No)	Unit Cost/ charges per pax/ or complimentary	Total cost/ total charges/ or complimentary
<b>Main Conference Room (13<sup>th</sup> November 2023.)</b>			
Conference hall and facilities for 80 pax from 8.00 am to 5.00 pm			
Conference package including lunch and tea, coffee station for 80 pax			
Seating arrangement – 6 persons per round table			
Notepads, pens/pencils, glass water bottles, drinking glasses and mints provided on all days			
Venue of the conference to be set up with natural lighting, <b>good ventilation, no external disturbances</b> such as loud noise.			
<b>Secretariat room (13<sup>th</sup> November 2023.)</b>			
Provide a small room (capacity of 10pax) for conference secretariat during (should be available throughout the days).			
<b>Audio-visual support</b>			
To provide the following on each day; <ul style="list-style-type: none"> <li>○ Steady internet connection + WiFi</li> <li>○ Podium</li> <li>○ Extension cords for setup for each table of the above</li> <li>○ Flip-charts (x5) with stand and paper</li> <li>○ An IT technician to be present on all days</li> </ul>			



○ Microphones (x5) 1 clip on and 4 cordless			
○ Large Screen (minimum 12X10 feet) and multimedia projector			
<b>Meals and refreshments</b>			
Provide safe and hygienic food at all times according to standard food safety practices.			
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A banquet steward should be available throughout the sessions.			

