

Terms of Reference

Title of Activity:	Venue meeting logistics for the Health Emergency Operations Centre training in Sri Lanka
Dates:	25 - 28 June 2024 (24 June Pre workshop session)

WHO Sri Lanka is requesting for proposals from interested entities in the hospitality industry to arrange venue and workshop logistics for the Health Emergency Operations Centre training in Colombo or Negombo, Sri Lanka.

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

Pre-workshop session: 24 June 2024

- Large enough to accommodate **20 pax**.
- To provide conference hall and facilities for 20 pax from 3.00 pm to 5.00 pm on **24 June 2024** – *the exact number of pax to be informed by WHO close to the dates.*
- To provide conference package including tea with snacks on **24 June 2024** – the exact number of pax to be informed by WHO close to the dates.

Main session(25-28 June 2024)

- Large enough to accommodate 40 pax.
- To provide conference hall and facilities for 40 pax from 8.00 am to 5.00 pm on **25 - 28 June 2024** – *the exact number of pax to be informed by WHO close to the dates.*
- Venue of the conference to be set up with natural lighting, good ventilation, no external disturbances such as loud noises.
- To provide conference package including lunch and tea with snacks on **25 - 28 June 2024** – 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 cluster 6 persons per table
- 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.

Accommodation

To provide accommodation during the program

- **24 - 27 June 2024:** Accommodation (single occupancy, half board basis) for 40 pax for 4 nights – the exact number of pax to be informed by WHO close to the dates.
- Cost for extra breakfast, lunch to be quoted per pax.

Audio-visual

- To provide the following on each day;
 - Podium with microphone
 - FM Microphones (x6)
 - 1 screen and 1 multimedia projector
 - Power outlets 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 each day
- Lunch should be provided at a restaurant/ venue outside the conference room
- Tea with snacks (two savory, one sweet) to be provided on all days (morning tea – 10.30am and evening tea 3.00pm) with vegetarian options
- A banquet steward should be available throughout the sessions.

Venue location: Colombo and Negombo