

### Terms of Reference

Title of Activity:	Meeting venue and logistics for the Infectious Substance Shipping Training Sri Lanka
Dates:	14-18 October 2024 and pre workshop secretariat session 13 October 2024

WHO Sri Lanka is requesting for proposals from interested entities in the hospitality industry to arrange workshop logistics for the Infectious Substance Shipping Training Sri Lanka in Colombo, Sri Lanka.

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

#### **Pre-workshop session**

- Large enough to accommodate **10 pax**.
- To provide meeting room and facilities for 10 pax from 2.00 pm to 5.00 pm on **13 October 2024** – *the exact number of pax to be informed by WHO close to the dates.*
- To provide tea with snacks on **13 October for 10 pax** – the exact number of pax to be informed by WHO close to the dates.

#### **Main session**

- Large enough to accommodate 35 pax.
- To provide conference hall and facilities for 35 pax from 8.00 am to 5.00 pm on **14-18 October 2024** – *the exact number of pax to be informed by WHO close to the dates.*
- To provide conference package including lunch and tea with snacks on **14-18 October 2024** (for 35 pax on all days except lunch 70 pax on 16 October) - the exact number of pax to be informed by WHO close to the dates.
- Seating arrangement – Round table cluster 5 persons per table. Head table necessary for Day 01 and Day 03.
- 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.

#### **Important requirements:**

- Same venue/ room should be available for the training continuity on all 5 days
- The venue should not have any pillars/ posts in the middle blocking the vision of the participants
- Venue of the conference to be set up with natural lighting, good ventilation, no external disturbances such as loud noises.

- The venue should be a permanent structure/ no temporary venues/ tents and makeshift structures.
- Conference venue should be backed up by a power generator in case of power outage.

#### **Secretariat room**

- Provide a small room that can be locked/ secured (capacity of 10 pax) for conference secretariat during **13-18 October 2024** (should be available throughout these days).

#### **Accommodation**

To provide accommodation during the program

- **14-18 October 2024:** Accommodation (single occupancy, half board basis) for 10 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 (x5)
  - 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 **14-18 October 2024**.
- Lunch should be provided at a restaurant/ venue outside the conference room
- Tea with snacks (one savory, one sweet) to be provided on all days (morning tea – 10.30am and evening tea 3.30pm) with vegetarian options.
- A banquet steward should be available throughout the sessions.

**Venue location:** within Colombo city limits