

Terms of Reference

Title of Activity:	National Workshop on Emergency Medical Team (EMT) Initiative (2-day residential program)
Dates:	28-29 August 2023 (Pre-workshop meeting 27 August 2023)

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

- To provide accommodation during the program (single occupancy) – (the exact number of pax to be informed by WHO close to the dates)
 - 27-28 August 2023: Accommodation (single occupancy, full board basis) for 50 pax for 1 night
 - 28-29 August 2023: Accommodation (single occupancy, half board basis) for 100 pax for 1 nights
- To provide small meeting room for 27 August 2023 for 20 Pax from 1.00pm – 5.00pm for pre-workshop meeting (with conference package including lunch and evening tea).
- To provide conference hall and facilities (conference package including lunch and 2 tea servings) for 90 pax from 8.00 am to 5.00 pm – the exact number of pax to be informed by WHO close to the dates.
- Cost for extra breakfast, lunch, dinner to be quoted per pax
- Conference venue should be backed up by a power generator in case of power outage.
- Provide a small room for conference secretariat during 27-29 August 2023.
- Main conference room large enough to accommodate 100 pax.
- Venue of the conference to be set up with natural lighting, good ventilation, no external disturbances such as loud noise.
- 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
- P3 High-Definition Indoor LED screen (16 feet x 10 feet) with control board, mixer and sound system and a designated operator/ technician throughout the program (28-29 August full day).
- To provide the following on each day;
 - Steady internet connection + WiFi
 - Podium

- Main screen and multimedia projector (as backup to the LED screen)
 - Microphones (x5)
 - Charging ports around tables for laptops and devices
 - Printer
 - Flip-charts (x5) with stand and paper
- A technician and a banquet steward should be available throughout the sessions.
 - Provide safe and hygienic food at all times according to standard food safety practices.
 - To comply with any other arrangements that may be requested time to time by the organizers.
 - Meals and refreshments for the conference to be provided as follows;

Date	Time	Details
Pre-workshop session	20 pax	
27 August 2023	12.30 pm	Lunch
	3.00 pm	Evening tea/ coffee with 3 snacks (1 savory and 1 sweet) (with veg 10 pax)
Workshop sessions	100 pax	
28 August 2023	10.30 am	Morning tea/ coffee with 3 snacks (2 Savoury & 1 sweet) (with veg 10 pax)
	12.30 pm	Lunch
	3.00 pm	Evening tea/ coffee with 3 snacks (1 savory and 1 sweet) (with veg 10 pax)
29 August 2023	10.30 am	Morning tea/ coffee with 3 snacks (2 Savoury & 1 sweet) (with veg 10 pax)
	12.30 pm	Lunch
	3.00 pm	Evening tea/ coffee with 3 snacks (1 savory and 1 sweet) (with veg 10 pax)