

**Local Contractor – Event Organizer for World Population Day Event  
(ToR Ref: MDV-ToR/2023/19) Responses to Queries (13<sup>th</sup> June 2023)**

1. Event Venue: For Main Event and Exhibition

- a. **Answer:** Event venue has been confirmed as Islamic Center, with the photo exhibition to take place in Sultan Park (Sultan Park has yet to be confirmed, event organizer assistance is required).

2. Sizes of the exhibit photos

- a. **Answer:** Approximately A1 size (will not be bigger than A1), but please keep in mind that all 10 photos will require stands and a small area below the image for captions (about a paragraph for each).

3. LED requirements (Islamic Centre LED has been very bad in our experiences, bit risky if we have to use that). How many LEDs?

- a. **Answer:** We expect to have a LED backdrop, rather than print for the event. So for instance we could have 1 main LED backdrop, or have 1 in the middle with 2 on the side (up to the contractor to help us decide). Please keep in mind that we will be showcasing four sets of videos at the exhibition that are filmed landscape.

4. Total no. of pax for catering. Will need to know venue to see if we have to rent tables and chairs for the event as well.

- a. **Answer:** We are expecting 100-200 (maximum) participants for the event.

5. Qty of backdrops and panels required

- a. **Answer:** As mentioned above, we could have 1 main LED backdrop or 3 in total (depending on the setup planned by the contractor for Islamic Center). For the panel discussion please see number 10.

6. Theme for the event (so we can come up with a concept)
  - a. **Answer:** There is no specific theme but the (chosen) contractor will work closely with UNFPA for theme development.
  
7. Total no. of hours for the event: Our suppliers will need to know this as some charge by the hour
  - a. **Answer:** Event timing: 10am – 12pm. Contractors should make sure to put in enough time for setup and takedown of event when booking based on the timing provided.
  
8. Do you need highlight video of the event?
  - a. **Answer:** Not required.
  
9. Live streaming on which platforms?
  - a. **Answer:** After further discussion within UNFPA and MBS, we have decided to take out the requirement of live streaming. **So please note that livestream will not be required from the event organizer. ONLY event photography coverage.**
  
10. Will the panellists be seated at a table or just chairs during panel discussion? (This is in order to find out the mic requirements)
  - a. **Answer:** For the panel discussion, we would like a simple sofa setup with a small side table (have 5 mics, 5 sofas, 1 for each panelist – there will be 4 panelists and 1 moderator). We would like to have the panelists seated nearby each other and the moderator perhaps to a side.

**As Islamic Center booking form requires a lot of inputs (based on theme, etc.) from the organizer, please note that all expenses related to the event venue will have to be paid by the event organizer. Please include these fees in your quotation.**

**(Please find attached the Islamic Center booking form FYI)**