

## Annex A.2 Scenario

### Fundamental Rights Conference 2014

#### 1. BACKGROUND

The Fundamental Rights Conference (FRC) is the European Union's key event on International Human Rights Day, organised by the European Union Agency for Fundamental Rights in cooperation with the incumbent Presidency of the Council of the European Union. The event is expected to bring together around 300 leading figures from EU Member State governments, EU institutions, intergovernmental organisations, local authorities, civil society and specialised bodies on human rights.

The FRC is an annual event. Each year the conference is devoted to a different theme related to fundamental rights. The FRC aims to be a highly interactive event, applying innovative methodologies in order to facilitate dialogue among multiple stakeholders.

#### 2. CONFERENCE

##### 2.1. Agenda

The conference shall take place in Vienna in three months (during the first week of September) for the duration of one and a half day.

Basic time table:

##### PRECEEDING EVENING

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19.30 – 22.00            Welcome reception

##### DAY 1

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08.30 – 09.30            Registration and welcome coffee  
09.30 – 13.00            Meeting incl. coffee break  
13.00 – 14.30            Warm buffet lunch  
14.30 – 18.00            Meeting including a coffee break  
19.30 – 22.00            Dinner

##### DAY 2

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08.45 – 09.15            Registration and welcome coffee  
09.15 – 13.30            Meeting including a coffee break  
13.30 – 15.00            End of the meeting and warm buffet lunch

The contractor is expected to generate a draft agenda which enables the Conference to be a highly interactive event, applying innovative methodologies in order to facilitate dialogue among multiple stakeholders taking the high level nature of participants into consideration. Space shall be given to stakeholders as well to showcase their work.

## 2.2. Advice and input on the organisational matters related to the conference

The contractor is expected to provide advice and input for the following tasks:

- Design of the programme,
- Registration process of participants,
- Communication activities with participants, updates etc.,
- Design of exhibition / information space (interactive stands run by FRA partners, including civil society and international organisations),
- Logistical arrangements,
- Any technical equipment needed (i.e. online voting),
- Stage planning,
- Human resources dedicated to the event,
- Time lines.

## 2.3. Minimum requirements

- Up to 300 participants (covered by the FRA);
- A welcome reception shall take place the evening before the conference;
- A dinner shall take place in the evening of the first day;
- Moderator for the duration of the meeting/during plenary discussions;
- Photographer;
- Interpretation EN/FR for the whole duration of the meeting and in all working groups;
- Rooms for 5 working groups,
- Conference secretariat equipped with laptop, printer, copy machine, stable internet connection;
- WIFI throughout the venue,
- Space for exhibitions (for up to 8 stakeholders to showcase their work),
- Live streaming during the entire meeting,
- Info packs, badges for participants,
- Production and print of a brochure (A5 format and 24 pages in total),
- Production and print of 10 posters (A0 format),
- Registration process and participants management,
- Travel and accommodation arrangements for 300 participants,
- Shuttle services (if applicable),
- Catering during the conference,
- Security measures, emergency measures (medical personnel).

### Financial offer:

- Please ensure that all the minimum requirements as outlined and your respective management fees are included.
- Flights/travel will be evaluated with an average price of EUR 450.00 per person to allow better comparison.

- Only one option shall be offered for the sake of price clarity (this refers to hotel, venue, place of welcome reception etc.).
- Any other costs for additional services you consider necessary for the event are to be added as optional and clearly separated from the total costs (which shall include the minimum requirements only) on an extra page.