

# IPSA AISP

## 26<sup>TH</sup> WORLD CONGRESS OF POLITICAL SCIENCE

### INFORMATION

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- The Bid must include at least one official quotation from the venue's in-house A/V provider or from an external company, with the stamp and the signature of the senior manager.
- All prices must be in \$USD currency, or include a conversion based on the day's rate.
- All prices must include all taxes and all fees.
- If you don't match **ALL** the criteria below, **please DO NOT send a proposal.**

NOTE: The corresponding "Appendix 4\_Venue Rooms & Equipment\_Requirements" must be completed and submitted with the proposal(s).

*Refer to Appendix 4 to view the complete list of room and equipment requirements.*

### GENERAL CRITERIA

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- Technician on site during the congress.
- Installation and dismantle included in rental cost.

### Plenary session (5 days)

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- Sound and lighting to accommodate 6 speakers
- Sound to accommodate questions in the room
- 2 large projectors (per room)
- 2 large screens (per room)
- 1 computer + mouse + wired internet
- The computer must be equipped with a recent version of Windows and MSOffice in English
- Computer keyboard will be in QWERTY or azerty mode, according to the host country practice
- 1 stage
- 1 lectern
- 1 sound system, 4-6 speakers
- 1 technician fluent in English
- 1 podium
- 4 wired microphones at a lectern (stage)
- 2 wireless microphones (stage)
- 2 microphone wired + 2 tripods (for questions, spectators)

### Breakout Lecture Rooms (5 x 5 days)

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- 5 projectors (1 per room)
- 5 screens. (1 per room)
- 5 computers + 5 mouse. (1 per room)
- All computers must be equipped with a recent version of Windows and MSOffice in English.

## ANNEX 2. AUDIOVISUAL & IT (VENUE) - REQUEST FOR PROPOSAL (BID WC2020)

- Computer keyboard will be in QWERTY or azerty mode, according to the host country practice.
- 5 microphones (1 per room) + 10 speakers (2 per room)
- 5 lecterns (1 per room)

### Breakout Panel Rooms (35 x 5 days)

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- 35 projectors (1 per room)
- 35 screens (1 per room)
- 35 computers + mice (1 per room)
- All computers must be equipped with a recent version of Windows and MSOffice in English.
- Computer keyboard will be in qwerty or azerty mode, according to the host country practice.
- Table in front of the room with seating for 8 people

### Opening Ceremony\*

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- 1 stage
- 1 sound system, 4-6 speakers
- 1 technician fluent in English
- 1 podium
- 1 computer + mouse + wired internet (TBD)  
must be equipped with a recent version of Windows and MSOffice in English and keyboard in QWERTY mode
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- 1 projector
- 1 large screen
- 4 wired microphones (stage)
- 2 wireless microphones (stage)
- 1 lectern

\*The cultural part of the Opening Ceremony will be organized by the LOC and further requirements for IT and audio-visual equipment will be provided before the event.

### Closing Ceremony

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- 1 stage
- 1 sound system, 4 speakers
- 1 technician fluent in English
- 1 podium
- 1 computer + mouse + wired internet
- 1 projector
- 1 large screen
- 2 wired microphones (stage)
- 1 lectern

### Internet café (5 days)

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- Wired internet.
- 4 computers + 4 mouse.
- The computer must be equipped with a recent version of Windows and MSOffice in English.
- 2 Computer keyboard will be in QWERTY mode.
- 2 Computer keyboard will be in azerty mode.

## ANNEX 2. AUDIOVISUAL & IT (VENUE) - REQUEST FOR PROPOSAL (BID WC2020)

- 1 printer / photocopier.

### Information Booth

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- Wired internet.
- 1 computers + 1 mouse.

### Registration area (7 days)

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- Wired internet.
- 1 telephone (optional)
- 10 computers  
with a recent version of Windows and MSOffice in English, QWERTY keyboard
- 4 printers (BW)
- 1 printer (color) connected to 5 computers in Pre-registered booths.
- 6 barcode scanners
- Working tables in the back

### IPSA Congress Staff Office (9 days)

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- 2 computers + mouse.
- All computers must be equipped with a recent version of Windows and MSOffice in English.
- Computer keyboard must be in **qwerty** mode.
- Wired internet / WiFi Internet.
- 1 printer / photocopier.
- 1 telephone with outside line access.

### Printing / Photocopy / Paper Room

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- 1 desktop computer
- The computer must be equipped with a recent version of Windows and MSOffice in English.
- Computer keyboard will be in QWERTY or azerty mode, according to the host country practice.
- Wired internet / WiFi Internet.
- Printer (B&W)

### Council Meeting Room

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- 1 laptop computer  
The computer must be equipped with a recent version of Windows and MSOffice in English.  
Computer keyboard will be in QWERTY or azerty mode, according to the host country practice.
- Wired internet / WiFi Internet.
- 1 projector
- 2 screens
- 3 microphones (wireless) for presenters in front
- 30 wired microphones set up around the tables (every 3 seats)
- Recording system
- Sound system with 4 speakers

### Executive Committee Meeting Room / Lounge (5 days)

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## **ANNEX 2. AUDIOVISUAL & IT (VENUE) - REQUEST FOR PROPOSAL (BID WC2020)**

- 1 computer + mouse.  
The computer must be equipped with a recent version of Windows and MSOffice in English. Computer keyboard will be in QWERTY.
- Wired internet / WiFi Internet.
- 1 telephone with outside line access.
- 1 Printer B&W