

## RYME+ PROJECT - FINAL EVENT ORGANIZATION

### TERMS OF REFERENCE

#### 1. Scope and specifications of the services

The aim of this public procurement procedure is to acquire a set of services needed to the organization of the final event of RYME+ project – Transnational Support Network to the Internationalization of SME: Innovative tools of matching and mentoring.

RYME+ is a European project co-financed by the European Regional Development Fund (ERDF) through the Interreg V-B Southwest Europe Cooperation Program 2014-2020 (Interreg Sudoe Program).

The specifications of the services required to the organization of the final event are the following:

##### 1.1. Online registrations and badges

- Setting up an online tool for the registration of participants using the logo and identity of RYME+ project.
- The tool should be able to register different types of participants (partners, speakers, guests, etc.), control the number of people registered in real time and issue the tickets in different formats, such as QR code or pdf.
- Issue of badges in the reception desk

##### 1.2. Reception desk service and technical support

- 2 persons to welcome the attendees, manage the attendance sheet and signatures, print the badges and hand out promotional materials, such as brochures, flyers, etc.
- 1 technician to support the staff in issues such as sound, image, furniture and ornamentation.

##### 1.3. Video of the event

- Technical team to record highlights of the event in video format.
- Sound mixer, microphones and other equipment necessary to record the event.
- Edition of the video of the event.
- The video should last 1 minute.

##### 1.4. Catering

- 2 coffee-breaks
- 1 lunch with starter, main course (meat and fish), fruit and dessert
- 1 gala dinner with starter, main course (meat and fish), fruit and dessert

1.5. Transfer service

- Transportation of the attendees from Instituto Pedro Nunes to the restaurant where the Gala dinner will take place (Coimbra downtown).

2. Technical coordination of the event

CCI Nouvelle-Aquitaine delegates the technical coordination of the event in the lead partner of RYME+ project, Instituto Pedro Nunes. Thereby, it is up to Instituto Pedro Nunes to manage the logistics and administration of the event, namely all the interactions needed with the provider of the service.

**The term “delegation of the Technical coordination of the event to Instituto Pedro Nunes (IPN)” shall be clearly notified on all proposals and the final invoice.**

3. Place of the provision of services

The final event will take place in Coimbra, Portugal. The main venue of the event will be the Auditorium of Building D on Instituto Pedro Nunes, Rua Pedro Nunes, 3030-199 Coimbra.

4. Number of attendees

It is expected to have a total of 40 attendees coming from several different countries.

5. Calendar of the execution of services

The event will take place in 27<sup>th</sup> and 28<sup>th</sup> of May 2019.

6. Price and payment terms

6.1. Price

The total amount to be paid for the services cannot exceed 7.000,00€ (seven thousand euros), VAT included.

6.2. Payment terms

There will be issued 2 invoices as follows:

- a first invoice of 30%, 1 month before the date of the event.
- a final invoice of 70%, after the event
- payment : 30 days end of the month

7. Consultation deadline

- April 15<sup>th</sup> 2019 at 00 h pm

8. Languages

The proposal shall be in French or in English

9. Contact and address to send the proposal, by mail or e-mail

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