

# Taftie Presidency 2022 - Event Production

## FAQs

1. **I notice on the Taftie tender application it requires applicants to have Cyber Essentials Plus. We currently have Cyber Essentials as this is the most appropriate for our size and status as an SME. Is this something you would reconsider?** Yes, we will accept Cyber Essentials only as long as the supplier won't need to access any of our online systems or handle any data.
2. **Is the 1st date and the last date including travel days?** No. Set up will likely be required on-site the day before.
3. **You mention 'delegates attending online' is this on top of the delegate numbers referenced and how many do you expect online?** Yes, online delegate numbers are TBD. Likely to be 30 people roughly.
4. **What content would be hosted online?** PowerPoint presentations only.
5. **Would online participants be viewers only, or active members of the meetings?** They would be active meeting participants.
6. **Is delegate registration to be provided by the event contractor?** Yes.
7. **Would partners be invited and do you need a partner programme?** No partner programme required.
8. **We note that you have provided UKRI/Innovate UK branding guidelines, but you have not asked for any specific creative items in the ITT. Are there any specific branded items you require?** We will need brochures, signage and other delegate/event material. The cost of this is separate to the budget outlined in the tender notice.
9. **Will costs associated with entertainments form part of the event supplier's budget? If it does, what type of entertainment is required?** Entertainment budgets/costs are separate from the tender notice budget.
10. **Will there be any remote speakers, or will they all present at the in-person events?** There may be some remote speakers.
11. **Is there a particular format for the dinner i.e. welcome speech, after dinner speaker, etc.** Format for the dinner is TBD. There are likely to be short speeches.
12. **Is there a rough itinerary for the in-person event (i.e. timings)?** Itineraries are still in development.

13. **Is evening catering and entertainment required for only one evening or multiple evenings?** For one evening only.
14. **Is there a preferred layout for in-person event (cabaret / theatre / classroom style)?** Theatre style.
15. **Is there a particular format for the in-person event (Keynote speakers? Panel sessions? Roundtable discussions?)** There will be keynote speakers and panel sessions.
16. **Would evening catering / entertainment take place in the same venue as primary meetings or separate venues to source?** Separate venues to source.
17. **There's reference to arranging airport transfers and transport to and from primary venue/offsite events, is the supplier required to source delegate accommodation? If so, for which nights?** The supplier is not required to source delegate accommodation.
18. **Do you require any breakout rooms or just a main plenary?** Just the main plenary.
19. **Are there any specific AV requirements for the in-person event?** Just live streaming of the event for the online audience and two-way communication as noted above.
20. **Do you require a stage set for the in-person meeting?** Staging, yes.
21. **For items where they are to be under a separate budget, ie. entertainments, print etc. should Glasgows provide options and examples in our response? Would the sourcing and supply of these items and materials form part of this contract, as venue sourcing and contracting does?** Yes the sourcing and supply would be in scope for this contract, so options and examples would be welcome as part of the tender submission.
22. **Please can you confirm how AV is to be sourced and provided for the events? Is there another supplier lined up already to provide these services?** No, we would be looking for support with finding and briefing an AV supplier.
23. **Will there be a requirement for staging, presentation lectern for a dinner speaker etc at the evening dinner? Therefore, do we need to search for a venue with space to accommodate these elements as well?** No.
24. **Will transportation to the dinner venue from accommodation(s) or the venue be required?** Yes.