



ITT Clarifications

Tender Reference: CFAQ-WH-044-27032023

Issued 06/04/2023

Q1	Are you looking to use any of the in-house facilities in the Exeter suite (i.e. the screens/projectors)
	Are the projectors and lighting at the venue going to be used or would you like the events team to supply these?
	Does the venue hire include access to in-house screens?
A1	The venue hire includes access to their in-house screens which we could anticipate using
Q2	What is the maximum panel size you are expecting?
A3	The maximum panel size will be five with a moderator.
Q4	Are you looking for some branding in the space (e.g. a set or backdrop for the stage)
A4	Yes, we would be interested in branding elements, backdrops and some form of set dressing in line.
Q5	Does the maximum budget (£15) Exclude VAT
A5	The £15k noted in the contract notice is a minimum, not a maximum.
Q6	Is the £15K posted budget for the management fee (including on-site) only or for the complete delivery, including any extra AV equipment (not supplied by the venue), stage, branding, IT, camera, and AV techs?
A6	We are looking for prices (as outlined in detail within the ITT) to deliver the full scope of work. The £15k noted in the contract notice is a minimum, and we anticipate offers more than this amount. We would encourage bidders to carefully review the ITT when preparing their commercial offers.
Q7	Do you need captions, interpreters, hearing loops for the event?
A7	We need to ensure that we remain fully accessible and therefore welcome proposals which consider methods which ensure equal access to all. We do not need interpreters.
Q8	Are chairs provided by the venue or will you need the events team to source these?
	Does the venue hire already include the hire of soft furnishings (tables/chairs)?
A8	Yes, chairs and tables are provided.
Q9	Are there specific types of microphones you need, such as handhelds, lapel microphones, a lectern?
A9	We anticipate needing a lectern and handheld microphones as a minimum. The venue does supply audio equipment sufficient for in-room presentations, however we are not able to confirm whether this is sufficient to meet the scope of work requirements.
Q10	The tender mentioned to 'Manage delegate arrivals'. Will the events team need to provide all staff for sign-in or do you provide internal staff that can be an extension of our team? (This would keep costs down!)
A10	For the purposes of preparing a proposal, please assume that we cannot provide internal staff.
Q11	Do you require us to bring in a guest speaker?
A11	No. We have confirmed most speakers already
Q12	Do you have an expectation for the number of virtual attendees?
A12	We do not expect virtual attendees to exceed 200





Q13	Will there be any virtual presenters?
A14	At this stage, we would prefer in-room presenters and are therefore not offering a virtual option. However, proposals should consider the possibility of virtual presentations as a contingency
Q15	Does the venue have WI-Fi included or is this an additional charge that would need to be factored into this tender budget?
A15	The venue does have WI-Fi. As we are not production specialists, we cannot confirm whether the bandwidth is fully sufficient to meet the scope of work requirements and therefore look forward to proposals which consider this contingency.
Q16	Do you already have impact videos or would you be looking for support in the creation of these for the event?
A16	We have some video and presentation materials already; hand expect to have more within the next month or six weeks. We welcome professional guidance on filling any gaps or making existing content more visually appealing.
Q17	
A17	
Q18	
A18	
Q19	
A19	
Q20	
A21	
Q22	
A22	
Q23	
A23	
Q24	
A24	

