



Request for proposal

Virtual conference platform, recording and presentation upload, distribution and streaming services for IAS 2023 and HIVR4P 2023

Summary

This request for proposal is sent to potential suppliers providing the setup, deployment and management of a virtual conference platform, recording services, and the virtual and in-person presentation upload, distribution and streaming for IAS 2023, the 12th IAS Conference on HIV Science and HIVR4P 2023, the 5th HIV Research for Prevention Conference.

Proposal submission deadline: 15 December 2022

- No proposals will be considered after the deadline.
- An electronic version of the proposal is required.
- Incomplete proposals will not be considered.

Submit your complete proposal to:

IAS – the International AIDS Society
Avenue de France 23
CH-1202 Geneva, Switzerland
Email: tamara.torri@iasociety.org



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1. General

IAS – the International AIDS Society – convenes, educates and advocates for a world in which HIV no longer presents a threat to public health and individual well-being. After the emergence of HIV and AIDS, concerned scientists created the IAS to bring together experts from across the world and disciplines to promote a concerted HIV response. Today, the IAS and its members unite scientists, policymakers and activists to galvanize the scientific response, build global solidarity and enhance human dignity for all those living with and affected by HIV.

The IAS also hosts the world’s most prestigious HIV conferences: the International AIDS Conference, the IAS Conference on HIV Science and the HIV Research for Prevention Conference.

1.1. IAS Conference on HIV Science

The IAS Conference on HIV Science is the world’s most influential meeting on HIV research and its applications. This biennial conference presents the critical advances in basic, clinical and operational HIV research that move science into policy and practice. Through its open and inclusive programme, the meeting sets the gold standard of HIV science, featuring highly diverse and cutting-edge research.

The 12th IAS Conference on HIV Science – known as IAS 2023 – will take place in Brisbane, Australia, from 23 to 26 July 2023. More than 5,000 scientists, clinicians, public health experts, community leaders and people living with HIV are expected to attend IAS 2023.

1.2. HIV Research for Prevention Conference

The HIV Research for Prevention Conference is the only global scientific conference focused exclusively on the challenging and fast-growing field of HIV prevention research. This conference fosters interdisciplinary knowledge exchange on HIV vaccines, microbicides, PrEP, treatment as prevention and biomedical interventions, as well as their social and behavioural implications.

HIVR4P 2023, the 5th HIV Research for Prevention Conference will take place in Lima, Peru, and virtually from 22 to 26 October 2023 and is expected to bring together around 1,500 participants.

1.3. Project scope

The supplier is responsible for providing the setup, deployment and management of a virtual conference platform, recording services, and the virtual and in-person presentation upload, distribution and streaming services for IAS 2023. Based on the current programme



planning, seven in-person session rooms are required, and the programme taking place in these session rooms need to be mirrored on seven virtual live channels. In addition, on-demand content needs to be made available on the virtual conference platform and other areas like the virtual exhibition, the e-poster exhibition/library, the media centre and the rapporteur centre are required.

The same requirements (excluding the virtual exhibition) will be needed for HIVR4P 2023 on a smaller scale and based on four meeting rooms and the same number of channels.

1.4. Format of the proposal

1.4.1. Pricing model

The supplier shall provide a detailed cost breakdown based on the scope of the project defined in this RFP, including any license and system set-up fees (e.g. development, interfaces and system integrations, deployment, testing, etc.), managing the virtual conference platform and in-person requirements during the conference period, providing the virtual and in-person presentation upload, distribution and streaming services, recording and hosting the content, transferring data to the IAS and any other services and requirements mentioned in this document.

Small adaptations to the project scope, testing employed systems and solutions, changes and improvements of the products and services provided by the supplier, preparatory materials such as templates and guidelines, as well as any preparatory and follow-up meetings should be factored in the price. This includes kick-off meetings for any individual projects, general weekly meetings, rehearsals and meetings dedicated to specific issues or developments.

1.5. Currency

All prices should be given in US dollars and must be final 2023 prices.

1.6. RFP – Proposal – Final agreement

The proposal should be based on the scope defined in the RFP. The supplier should clearly specify which virtual conference platform would be used and what functionalities this platform provides, the recording services as well as for the presentation upload, distribution and streaming services. If a part of the service cannot be provided, please clearly specify this in your proposal and suggest alternative solutions.

Suppliers are encouraged to come forward with suggestions for an interactive and vibrant hybrid conference process and innovative technical solutions to engage with virtual and in-person audience the same way.

Please note that the IAS may contract one supplier for both conferences or decide to use separate providers for IAS 2023 and HIVR4P 2023. Clearly state in your proposal if it



applies to one or both conferences. Should the supplier be selected, the RFP and the proposal will constitute part of the final agreement. The final agreement will, apart from standard contractual arrangements, only contain deviations/ additions/ clarification from the proposal and the RFP. The final agreement will be based on the IAS' standard agreement with suppliers.

1.7. Aim and objectives

The supplier shall work towards a fully hybrid conference format, but should have the flexibility to move to a fully virtual conference in case of need. As part of the proposal, the supplier should provide best practices, as well as proven and experienced methodologies that will innovate and engage attendees from both audience groups (in-person and virtual).

The virtual conference component should be intuitive and easy to use in low and high bandwidth settings, for a wide demographic, from young tech-savvy individuals to an older, less mobile-friendly generation, allowing the user to easily attend and participate in the various virtual sessions and activities.

1.8. Confidentiality

IAS will not give out any information or share any proposals received during the bidding process. The supplier, or any subcontractor of the supplier, shall not give out any information (including this document and all containing documents) received during the bidding process to a third party without prior written consent of the IAS.

2. Overview of the conferences' programme and activities

2.1. IAS 2023 conference sessions

The conference programme consists of in-person and virtual components, with speakers who will present in-person in the session rooms and others who will present virtually. All sessions need to be fully accessible in-person and virtually. An overview of the different session types can be found below.

2.1.1. Prime sessions (opening, closing, plenary, and rapporteur sessions) - live

During each full day of the conference, the one-hour long prime sessions will be released at specific times that allow for maximum accessibility across multiple time zones (no other programme activities are scheduled in parallel at these times). Prime sessions represent key moments that serve to unite delegates from different regions of the world and onsite, to give the opportunity for live and virtual interactions with world-class topic experts.

Opening and closing sessions

The opening session, which takes place on the first day of the conference, kicks off the conference with a series of high-level addresses from key stakeholders such as HIV scientists, policy specialists and community leaders. In addition, there is typically a live performance component such as music or dance. The opening session is also streamed via the IAS' social media channels.

The closing session is the final session of the conference, where a number of closing and "thank you" speeches are made. There is also typically a keynote speech from a high-level speaker and a final musical or cultural performance by a local performer or group. The closing session is also streamed via the IAS' social media channels.

The presentations in the opening and closing sessions may vary from pre-recorded to in-person live presentations, depending on speaker's availability.

Plenary sessions



Plenary sessions feature presentations by leading HIV scientists, policy specialists and community leaders. These distinguished speakers highlight issues and answer delegates' questions on the latest breakthroughs in the response to HIV. IAS 2023 will have seven plenary sessions, each comprising two talks of 15 minutes followed by a 20-minute live Q&A with a moderator. There should be a synchronized way for virtual audience members to ask questions to the speakers and moderators, and also allow for speakers and moderators to respond.

The IAS, together with its partners, sponsors a number of scientific prizes and awards to reward promising researchers who are conducting outstanding work in HIV research. The presentations of these awards are part of the plenary sessions. These presentations can include videos and animated text or live presentations to describe the prize, the winner and research.

Rapporteur session

A rapporteur session is held immediately before the closing session. At the rapporteur session, lead rapporteurs synthesize the highlights of the conference week, focusing on important results presented and the key recommendations put forward. In addition, rapporteur teams publish daily reports and session summaries on the conference website and the online programme.

2.1.2. Parallel sessions

During the four conference days, a multitude of one-hour sessions will happen simultaneously in the seven conference session rooms and the respective seven live channels on the virtual conference platform.

Symposia – live or semi-live sessions, including pre-recorded presentations, live Q&A, streamed for virtual participants

Focusing on a single, clearly defined topic or issue, speakers and delegates share experiences and contribute relevant research findings. Sessions also report on new results and announce forthcoming research and new initiatives.

Oral abstract sessions – live- or semi-live sessions, including pre-recorded presentations, live Q&A, streamed for virtual participants

Abstract- driven sessions typically feature four speakers presenting their research with slides for eight minutes each, with a moderated Q&A following the presentations. Each presentation is accompanied by a 350-word abstract text (including abstract title, authors, author institutions), which should be accessible from the session.

Sessions are either specific to one of the five tracks (A-E), or composed of abstracts from different tracks that focus on one theme. On the virtual conference platform, abstracts should be able to be searched by track, theme, presenter name and be able to be viewed individually or as a part of the entire session.

2.1.3. E-Poster library – self-recordings

The e-poster library will consist of roughly 1,000 electronic posters (pdfs with a mix of text, links and images that may also include a 3-minute recording accompanying them) that the presenters submit online before the start of the conference. Viewers should be able to search the e-posters by title, theme, presenter name, keywords. They should also be able to view the e-posters by zooming in and out on the images, download the e-poster, and submit questions to the authors.

It should be possible to generate a QR code for each e-poster for presenters to use allowing participants to directly access the e-poster on the conference platform. Each e-poster is accompanied by a 350-word abstract text (including abstract title, authors, and author institutions), which should be accessible from the page on which the e-poster is displayed.

2.1.4. Overview of the IAS 2023 conference sessions

Session type	Number of sessions	Structure	Format	Length
Opening session	1	In-person / streamed and recorded	The opening session will include official welcoming by the Indigenous peoples of Australia, Conference Co-Chairs, Master of Ceremonies, and government and community representatives. The session will finish with a live performance. The opening session is in addition streamed via the IAS' social media channels.	1h30
Closing session	1	In-person / streamed and recorded	The closing session will include official closing remarks by the Conference Co-Chairs and government representative, followed by a keynote address by a community representative. The session will finish with a closing by the Indigenous peoples of Australia.	1h
Rapporteur session	1	In-person / streamed	The rapporteur session will include five live presentations of 10 minutes each, which will be presented by the lead rapporteurs.	1h

		and recorded		
Plenary sessions	7	In-person / streamed and recorded	<p>Three sessions per day on the second and third days of the conference, and one session on the last day of the conference. The plenary sessions are scheduled at the most convenient timeslot for worldwide participants.</p> <p>Each plenary session will comprise two presentations of 15 minutes followed by a 20-minute live Q&A with the audience.</p> <p>Prizes and awards presentations will be scheduled in the plenary sessions.</p>	1h
Invited-speaker symposia	37	Semi-live streamed and recorded	<p>Invited-speaker symposia sessions take place in parallel to other sessions each day of the conference.</p> <p>60-minute symposia comprise a mix of recorded, streamed and in-person presentations, typically including a short introduction from the moderators (in-person), three in-person or pre-recorded presentations (~8/10 minutes each), ending with a ~20-minute live Q&A between in-person and virtual presenters and delegates.</p> <p>Prizes and awards (~5 minutes) may be scheduled in some symposia.</p>	1h
Oral abstract sessions (incl. late breakers)	30	In-person / live or semi-live streamed	Oral abstract sessions take place in parallel to other sessions each day of the conference.	1h

		and recorded	60-minute oral abstract sessions comprise a mix of recorded, streamed and in-person presentations, typically including a short introduction from the moderators (in-person), four in-person or pre-recorded presentations (~8 minutes each), ending with a ~20-minute live Q&A between in-person and virtual presenters and delegates.	
E-posters library	1,000	Virtual	Electronic poster in PDF or PPT format. Presenter can also record a 3-minute presentation of the poster in mp4 format. Available on-demand.	Conference duration / virtual

2.2. IAS 2023 satellite sessions

Satellite sessions are sessions which are fully organized and coordinated by a third party in a number of different formats and duration times. Delegates can attend the satellite symposium in-person in Brisbane or via the conference platform at the scheduled time. At this stage we are expecting between 45-65 satellites.

2.2.1. Satellite session formats

Fully pre-recorded satellite session

The fully pre-recorded satellite symposium is streamed in parallel on the virtual platform and broadcasted to in-person delegates at the scheduled time.

Semi-live satellite session

The semi-live satellite symposium is a combination of pre-recorded and live presentations, with speakers presenting live in person and/or virtually.

Fully live satellite session

The fully live satellite symposium has speakers presenting live in person and/or virtually.

2.2.2. Satellite session duration

The duration of a satellite session is either 60 minutes or 90 minutes.

2.2.3. Overview of the satellite sessions

	Fully live	Semi-live	Fully pre-recorded
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	satellite session	satellite session	satellite session
Format	Fully live sessions are taking place in-person and virtually at the same scheduled time, with speakers either presenting in-person or virtually, streamed during the scheduled session on the virtual conference platform and in the session room at the same time.	Semi-live sessions are a combination of pre-recorded presentations, live presentations and live Q&As in one session, with speakers either presenting in-person or virtually or pre-record their presentation to be streamed during the session on the virtual conference platform and in the session room at the same scheduled time.	Fully pre-recorded session streamed at the same scheduled time on the virtual platform and broadcasted to in-person delegates
Session length	60 or 90 minutes	60 or 90 minutes	60 or 90 minutes
Presentation and/or session recording requirements	Full session recorded by the supplier, including QA and post-production as required. Recording available on-demand between 4 and 12 hours after the session.	Presentations either recorded with the supplier, including QA and post-production as required, or self-recorded and uploaded by the presenter with QA and post-production (if required) by the supplier. Full session recorded by the supplier, including QA and post-production as required. Recording available on-demand between 4 and 12 hours after the session.	Either full session or individual presentations (which then need to be combined to a full session recording) recorded by the supplier, including QA and post-production as required. Recording available on-demand immediately after the session.

Statistics	Number of unique views Country and region breakdown Organization name Profession Time spent on the session <i>Final requirements TBC by the IAS</i>	Number of unique views Country and region breakdown Organization name Profession Time spent on the session <i>Final requirements TBC by the IAS</i>	Number of unique views Country and region breakdown Organization name Profession Time spent on the session <i>Final requirements TBC by the IAS</i>
Interactivity features	Q&A depending on the organisers choice Chat function during session, depending on the organisers choice <i>Final requirements TBC by the IAS</i>	Q&A depending on the organisers choice Chat function during session, depending on the organisers choice <i>Final requirements TBC by the IAS</i>	Q&A depending on the organisers choice Chat function during session, depending on the organisers choice <i>Final requirements TBC by the IAS</i>

In addition, the following items might be required as add-ons:

Lead capture	When clicking on a session, delegates should be asked to (optionally) share their contact details. If accepted, lead (contact name, organization, email, telephone, etc.) will be captured.
Evaluation form	Possibility to include an evaluation form to be filled out by delegates participating in the session.
Interpretation	In different language for the respective session.
Polling	To engage with the delegates in the session.
Branded background	Possibility to personalize the background for the speaker presentation / satellite.
Session rehearsal	Rehearsal for as semi-live or live satellite session.
Direct link to the satellite	Direct link to the satellite to be shared with the organizer in advance of the satellite.

Clarification:

Recorded content referred to in the packages above is defined as:

- Video recording of the presenter or session (video image of presenter(s) and audio synchronized), or
- PPT and video recording of the presenter or session (video image of speaker, audio and ppt synchronized)

2.3. IAS 2023 exhibition



The exhibition should offer unparalleled opportunities to both commercial and non-commercial organizations to showcase their products and services to delegates. The virtual exhibition entry page should include a map with the exhibitors' names and/or logos. Each name/logo should link to the respective exhibitor's page (customizable 2D page per exhibitor or ideally the option to link to a URL should the exhibitor prefer).

The exhibitor page should include the following:

- Customizable 2D page
- Organization logo or banner
- Organization name and description
- Contact form
- Document upload
- Video upload
- Links (website/social media/website)
- Page statistics as defined by the IAS
- Back-office access to the page
- Technical support during set up and the conference
- Link to a microsite (for some specific exhibitors only). This requires creation of a customizable button (colour, text, URL) within the text description field on the page, or similar highly visible option.

In addition, the following items might be required as add-ons:

Lead capture - Pre-filled data form	When clicking on a booth, delegate should be asked to (optionally) share their contact details. If accepted the lead (contact name, organization, email, telephone, etc.) will be captured.
Pop up content	Upon entry of the exhibition page, automatic pop up of organization information, contact, welcome video etc.
Direct link to exhibition page	Direct link to the exhibition page to be shared with the exhibitor in advance of the exhibition opening.

Please provide the following information as part of your proposal:

- Images of your exhibition entry page options
- Images of and information on your standard 2D exhibition page
- Materials that can be presented on the 2D page:
 - What are the files types (+ size) supported?
 - Is there a maximum quantity
 - How can they be uploaded?

- Do exhibitors have direct access to the backend to create and amend the page themselves, including for uploading material or adding logos, text and links? If not, how does the process work. How do document and links work?
 - Can they open in an iFrame or in a separate window?
 - Can links to in other platform pages be created? How would internal links function (for example to satellite sessions, an abstract-based poster or presentation of the exhibitor etc.)?
- How can exhibitors test their 2D page settings before the exhibition opening? Is there a preview button in the backend?
- How does the navigation function within the 2D page and between the other exhibition booth pages?
- Solutions you can provide to drive traffic to the exhibition

2.4. IAS 2023 Continuing Medical Education (CME) requirements

Delegates' attendance at the conference will need to be verified via the platform in order for them to claim Continuing Medical Education credits (CMEs). For this reason, the following features are required:

- Statistics/reports: A tracking system to monitor when delegates enter or exit each scientific session that they have attended. This applies to live and on-demand content.
- In the back office:
 - Space where sessions are added has to include a line (or a box to tick) where one can add if the session is eligible for CME or not.
 - In the programme: Sessions marked as CME-eligible in the back office should also be marked as such (for example by a small icon) in the conference programme on the virtual conference platform.
 - On the speaker profile: Speaker profile should give the opportunity to tick a conflict of interest/financial relationships form. This form should be available in the same space as the consent form.

2.5. HIVR4P 2023 conference sessions

The conference programme consists of in-person and virtual components, with speakers who will present in-person in the session rooms and others who will present virtually. All sessions need to be fully accessible in-person and virtually. An overview of the different session types can be found below.

2.5.1. Plenary sessions

Plenary sessions feature presentations by global leaders in HIV prevention research and policy.

During each full day of the conference, the one and half-hour long plenary sessions will be released at times that allow for maximum accessibility across multiple time zones (no other



programme activities are scheduled in parallel at these times). Plenary sessions represent key moments that serve to unite delegates from different regions of the world and in person, to give the opportunity for live and virtual interactions with world-class topic experts. HIVR4P 2023 will have four plenary sessions, each comprising of three talks of approximately 25 minutes.

The IAS, together with its partners, sponsors a number of scientific prizes and awards to reward promising researchers who are conducting outstanding work in HIV prevention research. The presentations of these awards are part of the plenary sessions. These presentations can include videos and animated text or live presentations to describe the prize, the winner and research.

2.5.2. Parallel sessions

During the four conference days, a multitude of sessions will happen simultaneously in the four conference session rooms and the respective four live channels on the virtual conference platform.

Symposia - semi-live sessions, in-person and pre-recorded presentations, live Q&A, streamed for virtual participants

Focusing on a single, clearly defined topic or issue, speakers and delegates share experiences and contribute relevant research findings. Sessions also report on new results and announce forthcoming research and new initiatives. In addition, sessions provide opportunities for debate and discussion around hot topics in the field.

Oral abstract sessions – live or semi-live sessions and pre-recorded presentations, live Q&A, streamed for virtual participants

Abstract driven sessions feature five to six speakers presenting their research using slides for 10 minutes each, with a moderated Q&A following the presentations. Each presentation is accompanied by a 350-word abstract text (including abstract title, authors, author institutions), which should be accessible from the session.

Sessions are either specific to one thematic area or composed of abstracts from different thematic areas that focus on one theme. On the virtual conference platform, abstracts should be able to be searched by theme, presenter name and be able to be viewed individually or as a part of the entire session.

2.5.3. E-Poster library – self-recordings

The e-poster library will consist of roughly 400-800 electronic posters (pdfs with a mix of text, links and images that may or may not have a recording accompanying them) that the presenters submit online before the start of the conference. Viewers should be able to search the e-posters by title, theme, presenter name, keywords. They should also be able to view the e-posters by zooming in and out on the images, download the e-poster, and submit questions to the authors.

It should be possible to generate a QR code for each e-poster for presenters to allowing participants to directly access the e-poster on the conference platform. Each e-poster is accompanied by a 350-word abstract text (including abstract title, authors, and author institutions), which should be accessible from the page on which the e-poster is displayed.

2.5.4. Overview of the HIVR4P 2023 conference sessions

Session type	Number of sessions	Structure	Format	Length
Plenary sessions	4	In-person / streamed and recorded	One session per day, at the most convenient timeslot for worldwide participants. Each plenary session will include three presentations of approximately 25 minutes each. Prizes and awards will be scheduled in the plenary sessions.	1h30
Invited-speaker symposia	12	In-person / semi-live streamed and recorded	Invited-speaker symposia sessions take place in parallel to other symposia each day of the conference. 90-minute symposia comprise a mix of recorded, streamed and in-person presentations, typically including an introduction from the moderators (in-person), three in-person or pre-recorded presentations (~15 minutes each), ending with a ~35-minute live Q&A between in-person and virtual presenters and delegates. Symposia can also be scheduled in the format of panel discussions or roundtables. Prizes and awards (~5 minutes) may be scheduled in some symposia.	1h30
Oral abstract sessions	22	In-person / live or semi-live	Oral abstract sessions take place in parallel to other oral abstract	1h30

(incl. late breakers)		streamed and recorded	<p>sessions each day of the conference.</p> <p>90-minute oral abstract sessions comprise a mix of recorded, streamed and in-person presentations, typically including a short introduction from the moderators (in-person), five to six in-person or pre-recorded presentations (~10 minutes each), ending with a ~30-minute live Q&A between in-person and virtual presenters and delegates.</p>	
E-posters library	400-800	Virtual	<p>Electronic poster in PDF or PPT format.</p> <p>Presenter can also record a 3-minute presentation of the poster in mp4 format. Available on-demand.</p>	Conference duration / virtual

2.6. HIVR4P 2023 satellite sessions

Satellite sessions are sessions which are fully organized and coordinated by a third party in a number of different formats and duration times. Delegates can attend the satellite symposium in-person in Lima or via the conference platform at the scheduled time. At this stage we are expecting between 15-25 satellites.

2.6.1. Satellite session formats

Fully pre-recorded satellite session

The fully pre-recorded satellite symposium is streamed in parallel on the virtual platform and broadcasted to in-person delegates at the scheduled time.

Semi-live satellite session

The semi-live satellite symposium is a combination of pre-recorded and live presentations, with speakers presenting live in person and/or virtually.

Fully live satellite session

The fully live satellite symposium has speakers presenting live in person and/or virtually.

2.6.2. Satellite session duration

The duration of a satellite session is either 60 minutes or 90 minutes.

2.6.3. Overview of the satellite sessions

	Fully live satellite session	Semi-live satellite session	Fully pre-recorded satellite session
Format	Fully live sessions are taking place in-person and virtually at the same scheduled time, with speakers either presenting in-person or virtually, streamed live during the scheduled session on the virtual conference platform and in the session room at the same time.	Semi-live sessions are a combination of pre-recorded presentations, live presentations and live Q&As in one session, with speakers either presenting in-person or virtually or pre-record their presentation to be streamed during the session on the virtual conference platform and in the session room at the same scheduled time.	Fully pre-recorded session streamed at the same scheduled time on the virtual platform and broadcasted to in-person delegates
Session length	60 or 90 minutes	60 or 90 minutes	60 or 90 minutes
Presentation and/or session recording requirements	Full session recorded by the supplier, including QA and post-production as required. Recording available on-demand between 4 and 12 hours after the session.	Presentations either recorded with the supplier, including QA and post-production as required, or self-recorded and uploaded by the presenter with QA and post-production (if required) by the supplier. Full session recorded by the supplier, including QA and post-production as required. Recording available on-demand between 4 and 12	Either full session or individual presentations (which then need to be combined to a full session recording) recorded by the supplier, including QA and post-production as required. Recording available on-demand immediately after the session.

		hours after the session.	
Statistics	Number of unique views Country and region breakdown Organization name Profession Time spent on the session <i>Final requirements TBC by the IAS</i>	Number of unique views Country and region breakdown Organization name Profession Time spent on the session <i>Final requirements TBC by the IAS</i>	Number of unique views Country and region breakdown Organization name Profession Time spent on the session <i>Final requirements TBC by the IAS</i>
Interactivity features	Q&A depending on the organisers choice Chat function (during session and at defined times) depending on the organisers choice <i>Final requirements TBC by the IAS</i>	Q&A depending on the organisers choice Chat function (during session and at defined times) depending on the organisers choice <i>Final requirements TBC by the IAS</i>	Q&A depending on the organisers choice Chat function (during session and at defined times) depending on the organisers choice <i>Final requirements TBC by the IAS</i>

In addition, the following items might be required as add-ons:

Lead capture	When clicking on a session, delegates should be asked to (optionally) share their contact details. If accepted, lead (contact name, organization, email, telephone, etc.) will be captured.
Evaluation form	Possibility to include an evaluation form to be filled out by delegates participating in the session.
Interpretation	In different language for the respective session.
Polling	To engage with the delegates in the session.
Branded background	Possibility to personalize the background for the speaker presentation / satellite.
Session rehearsal	Rehearsal for a semi-live or live satellite session.
Direct link to the satellite	Direct link to the satellite to be shared with the organizer in advance of the satellite.

Clarification:

Recorded content referred to in the packages above is defined as:

- Video recording of the presenter or session (video image of presenter(s) and audio synchronized), or

- PPT and video recording of the presenter or session (video image of speaker, audio and ppt synchronized)

2.7. Virtual media centre (both conferences)

The supplier should provide a platform/space, titled Media centre, accessible via the conference platform but only accessible by registered media representatives.

Requirements:

Landing/welcome page (that only can be accessible by the press with clear path from the virtual platform homepage) with editable text box, banner, and links/buttons to:

1. View and download:

- PDF documents, e.g. Press releases, abstracts of interest, transcripts, etc.
- Press programme with links to zoom calls for the press conferences
- Image files, e.g. conferences' branding and approved speaker images
- Conferences' speaker recordings and presentations in advance of their scheduled broadcast*.
- Press conference and third party press conference recordings

Note: This is subject to speaker consent. In addition, to avoid an embargo break, the IAS Communications team will instruct which recordings are to be made available to media ahead of scheduled programming.

2. Access:

- Web links e.g. social media channels, conference embargo policy, news articles, etc.
- Press conferences via the Media centre. Press conferences will be streamed from the in-person conference centre, as well as virtually via Zoom link. Media must be able to see a calendar of upcoming Press conferences, access/watch live Press conferences, and re-play past press conferences via the Media centre.
- Chat with an IAS Communications representative (this can either be a live chat function, or simply an email address)

In addition, a nice-to-have, but not mandatory, would be the ability for media to text chat with each other via the Media centre.

* Media should be able to search for selected presentations and recordings based on the following search criteria (by using either one only or combine several criteria):

- Title
- Speaker name
- Date
- Time
- Session room/channel



Based on the search criteria, the respective presentations including the below details should be displayed:

- Presentation title
- Presenter name(s)
- Session room or channel
- Date and time
- Status (uploaded and consent given, uploaded but no consent given, not uploaded)

2.8. Rapporteur centre (both conferences)

The supplier should provide a platform/space where rapporteurs can view and download uploaded speaker PowerPoint/PDF presentations and recordings. Rapporteurs should be able to view recordings and presentations independent of the consent given by the speaker. They should be able to download presentations if the speaker has given consent.

The first page should be a welcome page, displaying key information for rapporteurs plus a login section where rapporteurs log in with individual user names and passwords. After the login, rapporteurs should be able to search for uploaded presentations and recordings based on the following search criteria (by using either one only or combine several criteria):

- Session code
- Presentation code
- Key word
- Track
- Session type
- Room and/or virtual platform channel
- Presenters' names

Based on the search criteria, the respective presentations including the below details should be displayed:

- Session title
- Presentation title
- Session code
- Presentation code
- Track
- Session type
- Room and/or virtual platform channel
- Presenters' names
- Date and time
- Status (uploaded and consent given, uploaded but no consent given, not uploaded)

The platform for rapporteurs should give access to all programme sessions (regardless if they are live, on-demand, virtual only etc.).



The presentation search tool for the rapporteurs should be made available as soon as some content gets uploaded by the speakers.

2.9. HIV community activism and protests (both conferences)

At the in-person conference organised protests and demonstrations take place. Activists also need to be able to raise their voice and organize protests in the virtual world. A virtual space for community members, for activism and protests is therefore required in a virtual space, allowing for their visibility both during the conference and after the conference itself.

3. Additional features

3.1. Attendee networking

The hybrid conference format requires networking opportunities which equally engage in-person and virtual attendees throughout the conference. In-person attendees have the benefit of experiencing the community first hand and network naturally during the conference. This community needs to be connected to the virtual attendees and both targeted groups need to be engaged. In addition, specific networking opportunities for virtual attendees to connect and exchange virtually need to be created and managed, including individual networking, i.e. private chat and private group chat.

Requirements:

- Profile and access rights setup
 - When enabling the chat feature, delegates must read and accept terms of use
 - Delegates who have enabled the chat can view in their profile the list of chat(s) they created, they are moderating, they joined, they declined, they are invited to join, and chats they have left
- Possibility to create unlimited number of private / 1 to 1 chats, as well as group chats
- Possibility to create areas of interest in the profile, for delegates to search other delegates and engage with through chat
- Process to start a chat: Search delegate from the list of delegates who enabled the chat feature, start a discussion by sending a private message. Contacted delegates will see a new message indicator in the status bar.
- Possibility for the chat creator and moderator(s) to give a name to their chat
- Possibility for the IAS (admin/ ethical committee) to view the chat creator, moderator(s), view all messages, publish a message, delete any documents or comments shared
- Possibility for the chat creator, the moderator(s) and the IAS (admin/ ethical committee) to exclude a person from the chat and to notify him/her automatically when doing so
- Possibility for the IAS to receive a report after the conference detailing how many chats of each type (group/individual) have been created during the conference
- Possibility for the IAS to receive a report after the conference detailing
 - Number of delegates who enabled the chat feature
 - Number of delegates who actively participated in a chat
 - Number of chats initiated per profile

Please detail individual networking and any other networking features the virtual conference platform provides, such as virtual hangouts, creating social walls, member identification and



links to the IAS members' area, appointment scheduling tool, share contact details/virtual business cards, etc.

3.2. Interactivity and engagement

The virtual conference platform should allow and encourage as much interactivity as possible for both in-person and virtual attendees during the conference and its various sessions. This includes interaction between attendees, speakers, moderators and essentially anyone who chooses to engage with other fellow conference participants.

Please detail the interactivity and engagement features the virtual conference platform provides, such as live Q&A (moderated and non-moderated), live poll, Q&A for on-demand content, ranking of posters or presentations, roadmaps, etc.

3.3. Sync with calendars

Delegates should be able to personalize their agenda and select their sessions and activities in advance of the conference, and easily be able to add these events to their platform calendar and to their Outlook/Gmail calendars (.ics file format).

3.4. Sponsorship and branding

Sponsors are a key revenue stream for the IAS. The virtual conference platform should therefore include digital sponsorship opportunities (like e.g. e-bag, online banners, logo placement, push notifications, etc.), as well as innovative options to amplify brand exposure and create targeted messaging. Please detail the possibilities offered by the virtual conference platform, taking into consideration that many IAS sponsors are pharmaceutical companies subject to specific regulations (leader boards are e.g. not an option).

Digital sponsorships must be optimized for analytics. In addition, recording attendee data is essential for proving return on investment to sponsors and informing any necessary improvements. Please detail how you will capture granular attendee data and how you will deliver effective post-event follow ups.

3.5. Help desk

In order to assist attendees with questions (technical questions, login, navigation, report of inappropriate behaviour, etc.) a help desk is required. Please describe how you usually set the help desk up and how you staff it.

4. Virtual conference platform requirements

The below indicated requirements are not the complete technical specification but should at this stage be seen as minimum requirements which will be further specified by the IAS.

The IAS encourages the suppliers responding to the RFP to describe any useful feature, service and tool offered by the supplier that relate to the areas below or that the IAS may have missed entirely in this document, which may enhance the final solution.

Please provide details and images introducing your virtual conference platform, considering the below.

4.1. Look and feel

The supplier shall provide a solution that guarantees ease of use and a seamless user experience. The virtual conference platform should be an accessible and easy to navigate platform with a UI that's intuitive and understandable also to those with limited virtual knowledge.

Please provide an overview summarizing the virtual conference platform capabilities. In addition to describing the concepts and different options, please provide screenshots on how the different scenarios could look like, including features, graphics, user journey, entrance and other areas, etc.

Video recordings should also have their own dedicated landing page with share functionality to encourage greater sharing of the videos.

4.2. Data integration and interfaces

4.2.1. Virtual conference platform – IAS CRM

The Registration and IAS CRM system (Dynamics 365) shall be integrated into the virtual conference platform. All the conference sessions and activities shall be available by log-in for registered delegates only, with some having restricted access only (activity or time, defined by registration type). Any setup or testing should be done together with the IAS' ICT team as needed.

The virtual conference platform should be using the IAS SSO (*See Annex 1 for Architecture diagram*).

Access to the virtual platform will be done with the IAS SSO:



- The supplier shall interface their virtual conference platform with the profile (IAS platform). The implementation must be set up as required by the IAS and fully tested and launched as defined by the IAS.
- Registration is to be checked against the IAS API by using the email address (email address must be case sensitive).
- HCP (healthcare provider) / Non-HCP status / Industry representative:
 - The HCP / Non-HCP / Industry representative status of each delegate is collected in the IAS system and exchanged with the supplier via the IAS SSO / as part of the required integrations.
 - When accessing the virtual conference platform for the first time, a pop up with text indicating the delegates' status and some explanation text is required.
- As part of the Conference Programme Management Integration, the following integrations are requested:
 - Conference data synchronization from IAS to the supplier and the supplier to IAS
 - Synchronization between the supplier and IAS Registration (or an IAS-designated Third Party) which should take place every 5-10 minutes and only updated/new data since the last synchronization should be transferred.
- Raw data required for analytics as defined by the IAS through the API, including but not limited to:
 - Participant type
 - Country
 - Profession type
 - Key demographic info
 - Unique clicks
 - Total clicks
 - Repeat clicks
 - Duration of views
- Export of speakers' conference content:
 - Speakers' conference content (ppt, uploaded video, pdf, recording) will be available on the supplier's servers which the supplier will provide for the IAS. All files are available on the event- specific server in real time. These files will be accessible using the API provided by the supplier, but also, as a backup solution, through File Transfer Protocol (FTP).
 - The folder structure will be in accordance with the requirements of the IAS.

4.2.2. User interface / Graphical profile

The IAS will provide specifications and details for the supplier to set up the virtual platform in line with the graphical profile of the conferences.

4.2.3. Virtual conference platform – Online programme



All conference data, programme data and materials (webcasts, presentations, recordings, etc.) should be synchronized with IAS. The initial structure of the conference programme will be provided by IAS through an API (*See Annex 1 for Architecture diagram*)

4.2.4. Usability and adaptability

The virtual conference platform should be highly adaptable for various devices (PC, laptops, mobiles, tablets etc.) and various platforms (Windows, Mac, iOS, Android etc.), both old and new. The virtual conference platform should be highly responsive, readable, and adaptive to the screen size of the device being used.

The virtual conference platform should allow the content and services to be personalized and adapted to the user's preferences (e.g. through profile management and user right assignment).

4.2.5. Hardware and software requirements

Please provide all necessary information to describe the technical infrastructure that will host / support the virtual conference platform.

Provide a description of the video player that will be used to play all videos and the identified limitations (browser limitations, ability to avoid download of content, etc.).

Provide possible backup solutions in case security restrictions apply for individual companies (like e.g. not using Zoom, plugins, etc.).

4.2.6. Network and bandwidth requirements

Please list the optimal network setup and infrastructure needed for streaming the live, semi-live and pre-recorded sessions for the hybrid conference format. This should include a sample room setup (number of drops and location) and bandwidth requirements.

4.2.7. Web streaming services

Please provide the details of the system to adapt and deliver multiple formats based on the user's connectivity speed, information about the codecs, etc.

4.2.8. Disaster recovery/high availability/CDN capabilities

Please indicate cloud/server infrastructure and capacity to handle multiple parallel sessions in the hybrid conference format (live, semi-live and pre-recorded sessions streamed in the session room and on the virtual conferenced platform at the scheduled time in parallel) with access for over 10,000 attendees.

4.2.9. GDPR compliance

Please describe the measurements in place on how you ensure GDPR compliance.

4.2.10. Code of conduct



Delegates need to agree to the IAS code of conduct before being able to access the virtual conference platform.

The IAS should be allowed to restrict access to delegates or to force intruders out of the platform.

4.2.11. Backups, redundancy and data security

To ensure maximum security, all data shall be stored and kept safe. Backup of all data should be done systematically, and redundancy solutions should be in place for all systems. To ensure maximum security of the data, the supplier will follow industry best practices and will take best efforts to ensure that data is backed up and secured. This applies to possible hack attempts as well as hardware failures. All communications and passwords must be encrypted. Databases accessed through APIs should have the highest encryption standards available. User data must always be protected. Please describe all measures that are in place to guarantee the data security and to protect against cyber-attacks, e.g. DDoS attacks, pirated content and website defacement etc.

4.2.12. Response to failures

The supplier is requested to provide information regarding the response time it will have in case of system failures. Please include example cases.

4.2.13. Backend

Access to the backend

The IAS staff and selected third parties need to have access to the backend as described below to:

- Check and update session details (session and presentation titles and details, descriptions, speaker details, moderators, role definition, timing)
- Add new sessions or presentations or speakers
- Check the consent form status and change if needed
- Update the virtual media centre
- Check and upload recordings
- Check and update satellite session details (session and presentation titles, descriptions, speakers, moderators, role definition)
- Add new satellite sessions including the session details
- IAS 2023 only – general access to the exhibition if applicable
- Upload documents, presentations (ppt) and recordings on behalf of the speakers, satellite organizers and exhibitors (IAS 2023 only)
- Access to online reports and statistics (e.g. missing consent form, missing ppts or recordings, etc.)

Satellite organizers

Access to their own satellite only to:



- Check and update satellite session information (session title, description, presentation titles and details including presentation duration, speaker details, moderators, role definition)
- Add new presentations
- Check and update the session consent form status (optional consent form choices only)
- Check the recordings
- Upload documents, presentations (ppt) and recordings on behalf of their speakers
- Check all content for their satellite session
- Extract their session outline

Exhibitors (IAS 2023 only)

Access to their own exhibitor page to:

- Add and update all information (logo/banner, name, organization description)
- Upload documents, videos and add links
- Set up contact form
- Live page statistics

Speakers

Access to their own profile to:

- See the list of their activities throughout the conference (all speaking or moderating/chair roles)
- Complete and submit the consent form as well as the conflict of interest form
- Uploading of presentations (ppt), recordings and other documents
- Access to guidelines
- Extract their session outlines

4.2.14. Consent form handling

As part of your proposal, please describe your consent form handling processes, including:

- Handling of multiple consent forms / different consent forms for conference sessions and satellites, with use of template(s) and process(es) to be developed with the IAS for all speakers, regardless if they upload presentation content or not. Consent forms refer to disclosures IAS requests from speakers.
- Handling of multiple selection options per consent form
- Handling of consent for speakers with multiple roles in one session (e.g. intro, presentation, Q&A) / process for consent form to be signed on a session and not on a presentation level
- Integration of the consent forms with the backend of the virtual platform in a way that this feature is easily accessible to speakers (if applicable) and/or to session organizers completing consent on behalf of the speakers (if applicable). IAS staff need to be able to amend the consent form and presentation choices.
- Consent form distribution and reminder process

4.2.15. Virtual green rooms for semi-live and live sessions



As part of your proposal, please describe your processes for the green rooms required for semi-live and live sessions and detail the technical support provided to session organizers. Please also include a description of how speakers, organizers, moderators, IAS staff and green room technician can communicate with each other in the back-end (green room) and in the session room:

- The virtual green room linked to each semi-live or live session needs to open for all active session participants (i.e. presenters, moderators, session organizers, IAS staff in charge of the session) one hour before the actual session starts. During that time the technical staff has to be available for a full technical briefing and rehearsal as well as to go through the final session outline with the active session participants.
- With the limited time between sessions, at least two virtual green rooms or breakout rooms need to be connected to each virtual channel, to allow access to a green room for the upcoming session while the previous one is still running.

4.2.16. Access right

Specific access right for different categories of users using the backend:

- Delegates
- Media
- Rapporteurs
- Exhibitors
- Staff
- Other categories as needed

4.2.17. Training, guidelines and documentation

As part of your proposal, please provide samples of different trainings, guidelines and documentation you provide, including:

- System training for IAS staff
- Examples of different type of guidelines provided (e.g. recording guidelines, self-recording guidelines, uploading guidelines, interactive features / chat, third party backend access guidelines, exhibitor page set-up etc.)
- How to navigate / delegate introduction video for the virtual conference platform users/attendees

4.2.18. Reports and data

During the contract period, the supplier shall render all available data and analytics from the virtual conference platform to the IAS, e.g. statistics and raw data.

Specific reports concerning the virtual conference metrics must also be made available in real-time, such as:

- Which parts of the virtual conference platform and which sessions and areas are the most/ least visited?
- Times the conference was more/less active and also compare it to the number of people who were present at the beginning of the conference vs the end



- Attendance/Retention Rate (unique visits, total visits, per session, booth, duration of participation, etc.)
- Daily Active Users (DAU)
- Return on Investment (ROI)
- Demographic attendee information / delegate demographic per session (and per exhibitor page)
- Number of messages sent (chat and messaging functions)
- Any other data/statistics the supplier thinks could be useful for the IAS to have access to

4.2.19. Virtual conference platform language

The virtual conference platform needs to be available in English. Should the platform or sections of the platform be available in other languages, please provide details.

4.2.20. Further development of the virtual conference platform/ upgrades

As part of your proposal, please describe how you will manage additional developments and modifications that are required by the IAS (processes, staff involved, timeline policy, evaluation of extra costs, etc.).

4.2.21. Technical support and project management

As part of your proposal, please

- describe the different options you provide for technical support, including a 24/7 coverage during the conference (virtual and in-person)
- detail your project management costs

5. Presentation upload, distribution, streaming and in-person services

IAS 2023 and HIVR4P 2023 are planned as a hybrid conferences. All sessions are scheduled to take place in parallel in the session rooms in the venue and on the respective channels on the virtual conference platform:

- Fully pre-recorded sessions: Fully pre-recorded sessions (video/sound or video/ppt/sound) need to be streamed in parallel on the virtual platform and broadcast to in-person delegates at the scheduled time.
- Semi-live sessions: Semi-live sessions are a combination of pre-recorded and live presentations, with speakers presenting live in person and/or virtually.
- Fully live sessions: In fully live sessions, all speakers are presenting live in person and/or virtually. There is no pre-recorded content.

For both, semi-live and live sessions, the following applies for the live presentations:

- Speakers presenting in-person in a session room: The live presentation need to be streamed on the virtual conference platform (video/sound or video/ppt/sound) at the scheduled time.
- Speakers presenting live virtually: The live presentation need to be streamed on the virtual conference platform and in the session room and (video/sound or video/ppt/sound) at the scheduled time.

In-person and virtual audience engaged in the same session. Moderation assistance tools for incoming questions from the audience are required.

5.1. Presentation upload

All speakers should upload their presentation and materials (incl. self-recordings) in advance of the conference on the virtual platform. The in-person presentation support centre should allow for last minute uploads only. Supplier's presentation upload and distribution software shall be used to manage the upload, the check-in (incl. consent form and conflict of interest management) and the distribution.

Speakers shall be able to:

- Upload their presentation and/or material
- Preview their presentation and/or material
- Edit their presentation and/or material
- Change their presentation and the presentation title (except abstracts). In case of a presentation title change, the change needs to be displayed in the reception



interface, the session outlines and in the conference session rooms on the presentation computers and the session room screens

- Delete their presentation file
- Upload stand-alone video files
- Give or reject consent for presentation and recording upload on the IAS website (except for satellite speakers where consent is given or rejected by the organizer at a session level)
- Be able to edit the PPT after the presentation took place.

Once a presentation or material is uploaded, the reception interface should show that the presentation or material has been uploaded. It is the supplier's responsibility to ensure quality assurance and that the presentation recording is ready and displaying correctly before it is set to be released or broadcast.

If there are two or more speakers with presentations or materials under the same presentation title, one slot per speaker needs to be created in order to be able to upload the individual presentation or material. Each speaker should be asked about consent to sharing the presentation or material and the recording (except for satellite sessions).

The IAS shall also be able to upload slide loops per session (to be displayed before the sessions start) and shall have empty slots for each session where additional files can be uploaded by the IAS (e.g. disruption slide, etc.).

The folder structure on both servers should be as defined by the IAS. Please find an example below:

- Default folders' naming convention: "Presentation ID_Speaker ID" (based on the specification / excel file provided by the IAS)
- Specific case 1: No speaker for a single presentation: "Presentation ID_000"
- Specific case 2: Multiple speakers for a single presentation: "Presentation ID_0"

Please describe how your software works, what your standard processes are and to what extent it can be customized.

As part of your proposal, please describe how the uploading system (uploading ppts, self-recorded content, etc.) works. Please also include details how the reminder process for missing uploads (presentation, recording etc.) and other actions (e.g. booking recording appointment, consent form, etc.) works.

5.2. In-person presentation support

The in-person presentation support (Presentation support) is intended to support all speakers, presenters, chairpersons and moderators that will present in the conference session rooms. Check-in at the presentation support is only for last minute changes and in-person support. As it will not be possible to upload presentations directly from the



presentation computer in the conference session rooms, all presentations must be uploaded on the virtual platform beforehand (or in the presentation support if needed).

For the in-person presentation support and the conference session rooms, the presentation upload computers can either be provided by the supplier or by IAS IT provider (in this case the supplier need to provide the image beforehand, the computers will then be ghosted by the IAS IT provider and controlled by the supplier). The IAS will provide an internet drop for the supplier to build the distribution network within the presentation support. An IP network for the presentation and video distribution that connects the presentation support to the conference session rooms should be set up by using the existing venue network as much as possible.

In the in-person presentation support, speakers first come to the reception. Through supplier's reception interface, IAS reception staff should be able to do the following:

- Check-in the speaker (date and time of arrival in the presentation support)
- Small edits to names and presentation titles
- Changing the consent form choice at all times (before and after the presentation takes place)
- Generate an Online Programme presentation opt-out document (with session, presentation and speaker details) for those speakers that don't wish to have their presentation available online, based on a template to be provided by the IAS
- Generate an Online Programme recording opt-out document (with session, presentation and speaker details) for those speakers that don't wish to have the recording of their presentation available online, based on a template to be provided by the IAS
- Generate a Media opt-out document (with session, presentation and speaker details) for those speakers that don't wish to have the presentation available to Media in advance of their presentation, based on a template to be provided by the IAS
- Provide a script that provides the session outline (run of show) for each session, including the following information:
 - Conference identification
 - Date and time of generation of outline
 - Session code
 - Session day, time and room
 - Presentation type (pre-recorded, live, semi-live)
 - Presentation material (ppt yes/no, recording yes/no)
 - Empty field for additional info (security information, for example)
 - Chairperson(s) first name, last name and country
 - Presentation(s) code, start time and title
 - Speaker(s) first name, last name, country and biography
 - Speaker presentation status (joining virtually or in-person)
 - Consent form choices (regardless of having material or not attached)
 - Missing presentations



Supplier shall make these session outlines available to the AV technicians in the session rooms (ideally shared drive where the session outlines can be accessed and downloaded by the AV supplier and the AV technicians in the session rooms as required).

As part of your proposal please describe presentation support and on-site management, indicate how many staff members will be required on-site to staff the presentation support and to manage the presentation distribution and streaming, in the session rooms and virtually, and their daily rates.

5.3. Presentation and material distribution

At the scheduled time, all uploaded presentations and materials shall be distributed to the respective Channel on the virtual platform and to the respective conference session rooms in the venue via the venue network. In each conference session room, a computer needs to be provided at the lectern, displaying an entry page for each session as follows:

- Header: Session Room, date and time, session title.
- Session outline: Time, presentation title and speaker name.

As soon as a speaker either clicks on the presentation title or the speakers name, the presentation should open and be displayed on the computer and on the session room screen.

5.4. Technical requirements for uploads and in-person support

The uploaded presentations and materials shall be stored on a shared drive on supplier's server. A file copy system (file synchronization) shall be set up to copy the presentations, PDFs, materials and other files onto the IAS server, based on the folder structure defined below. Continuous programme changes and changes regarding the uploaded files have to be taken into consideration.

Supplier shall provide a server (main and backup server) in-person in the speaker centre as part of the Services.

The presentation upload computers in the presentation support and in the conference session rooms as well as any other equipment required by the supplier to provide the Services are provided by the supplier. The IAS will provide an internet drop in the presentation support. The supplier will build the capillary network structure (i.e. the network structure in the speaker centre and in the session rooms) as required for the provision of the Services.



For the in-person presentation and material distribution, an IP network that connects the presentation support to the conference session rooms should be set up by using the existing venue network as much as possible.

As part of your proposal please describe, how you will fulfil the above technical requirements.

5.5. Recording, QA and post-production services

The following recording services are required from the virtual conference platform supplier:

- Pre-recording of presentations for conference sessions, satellite sessions, incl. Q&A and cutting as required
- Pre-recording of full for conference sessions, satellite sessions, incl. Q&A and cutting as required
- Q&A for uploaded self-recorded presentations, incl. cutting if required
- Full session recording of all scheduled semi-live and live conference sessions, satellite sessions, incl. Q&A and cutting as required
- Special post-production for high-level sessions, incl. cutting and adding transition slides, with a min. turnaround time

6. Proposal

6.1. Supplier overview

Kindly complete the [Supplier Overview form](#).

6.2. Services provided

Please provide a detailed description of the services provided, following the sections in this RFP. Illustrate your descriptions with visuals and examples you already delivered.

Given your expertise in the field of hybrid conferences, please present and describe any other features, services or tools that have not been mentioned throughout this RFP that you believe would be worth implementing and could add value to the final solution.

6.3. Virtual conference platform setup, hybrid conference management and support plan

Please provide a breakdown of the distribution of labour in terms of setup the virtual conference platform and then running the hybrid conference, outlining the various roles and responsibilities of the supplier and the IAS during this process, including support staff during the conference itself.

Please also provide a summary of the service level support plans that are offered pre and post conference (e.g. overall project management, administration, reminder processes, etc.).

6.4. Project timeline

Please provide a detailed project timeline that outlines the start dates, activities to be carried out and deliverables for the required services.

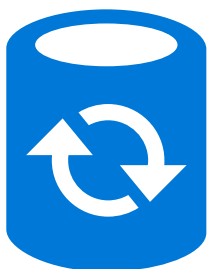
6.5. Quotation

Please provide a detailed quotation based on the services provided, detailing the costs per service item as described in the RFP.



Azure
Active Directory B2C

This is our cloud Single Sign On platform, it manages everything related to username password, when a provider or a system needs to authenticate one of our contact it needs to go through this unique platform.



Dynamics 365 CRM

This is our cloud CRM platform, it's some sort of super database with lots of functionality to manage data. IAS is using this to manage information related to our contact.



Media
Services

This is our platform to host all video/webcast for history



Conference Profile Platform
(Dynamics 365 Portal)

This is our cloud CMS platform dedicated to the conference. We are using this as a web portal to delegates so they only have one entry point (and one account) for all activities related to the conference (registration, abstract submission, scholarship, ...).



IAS API Management Platform

This is our API management platform that provide all endpoint to synchronize data with IAS + the documentation related to those endpoint.