Request for proposals (RFP):
Webcast, live-streaming and overflow services for AIDS 2020

Submission of proposals
Proposals must be received no later than Tuesday 12th November. Submit complete proposal to:

International AIDS Society HQ
To: Alessandro Cavo, Associate Conference Project Manager
Avenue de France 23
CH-1202 Geneva
Switzerland

Email: alessandro.cavo@iasociety.org
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1. **Submission of proposals**

Proposals must be received by AIDS 2020 no later than **Tuesday 12th November**.

1.1 **Containing documents**

The RFP contains the following documents:

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<td>Supplier Overview</td>
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1.2 **Submit to**

Submit complete proposal to:

Alessandro Cavo, Associate Conference Project Manager  
Email: alessandro.cavo@iasociety.org

Proposal should be submitted in electronic form.

1.3 **The proposal**

1.3.1 **Pricing and Currency**

All costs for systems, services, system adjustments, system integrations and other activities mentioned in this document must be included in the proposal. All prices must be given in **USD** and must be final 2020 prices.

1.3.2 **Transportation, set up, dismantling, labour and insurance**

All transportation costs should be clearly specified in the proposal. All set up, dismantling and labour costs as well as full insurance coverage (material and staff) should be included and detailed in the prices.

1.3.3 **Accommodation, travel, per diem costs and communication equipment (e.g. walkie talkies) for staff**

Per diem costs and staff communication equipment should be included and detailed in the prices. AIDS 2020 will not reimburse the supplier for any costs for meals or other expenses. Accommodation and travel costs will be covered by AIDS 2020 in accordance with the International AIDS Society Travel Policy.

1.3.4 **Staff language skills**

Almost all presenters and chairpersons at the conference will be speaking English and all presentations with a few exceptions will be in English. Apart from set up/dismantling staff, all technical staff must speak English fluently.
1.3.5 **RFP – proposal – final agreement**

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/clarifications from the proposal and the RFP. In case of conflicting information between these documents the final agreement shall prevail. The final agreement will be based on AIDS 2020 standard agreement with suppliers.

1.3.6 **Other information to include**

The supplier should indicate if they have any agreements (of significance) with the conference venue(s) (Moscone Center, San Francisco and Oakland Marriott City Center, Oakland), United States authorities, subcontractors or others that could benefit AIDS 2020 or the conference delegates.

The supplier should submit the completed supplier overview.

1.3.7 **Drawings**

It is expected that the selected supplier, as part of the contracted services and at no additional cost, will provide all necessary drawings required to illustrate the service provided.

For the proposal the supplier shall include draft versions of the necessary drawings for the respective part of the RFP.

1.3.8 **Interaction with the Convention Centres**

It is mandatory that all suppliers are or will make themselves thoroughly familiar with the rules and regulations that apply to their particular service area of the Convention Centres.

1.4 **Confidentiality**

AIDS 2020 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 AIDS 2020 Secretariat.
2. **About the conference and the organizers**

2.1 **International AIDS Society**

The International AIDS Society leads collective action on every front of the global HIV response through its membership base, scientific authority and convening power. Founded in 1988, the International AIDS Society is the world’s largest association of HIV professionals, with members in more than 170 countries. Working with its members, the International AIDS Society advocates and drives urgent action to reduce the impact of HIV. The International AIDS Society is also the steward of the world’s most prestigious HIV conferences: the International AIDS Conference, the IAS Conference on HIV Science, and the HIV Research for Prevention Conference. For more information, visit [www.iasociety.org](http://www.iasociety.org).

2.2 **The International AIDS Conference**

The International AIDS Conference is the premier global platform to advance the HIV response. As the world’s largest conference on HIV and AIDS, it sits uniquely at the intersection of science, advocacy and human rights, bringing together scientists, policy makers, healthcare professionals, people living with HIV, funders, media and community. Since its start in 1985, the conference continues to serve as an opportunity to strengthen policies and programmes that ensure an evidence-based response to HIV and related epidemics. The 23rd International AIDS Conference – known as AIDS 2020 – will be hosted in San Francisco and Oakland, US, on 6-10 July 2020 with the theme, *Resilience*. AIDS 2020 will be a historic conference, being held for the first time in two venues concurrently. AIDS 2020 will gather more than 20,000 participants from more than 170 countries. For more information, visit [www.aids2020.org](http://www.aids2020.org).
3. Services

In an effort to encourage wider participation and dissemination of conference content, a number of sessions and press-conferences will be recorded and/or live-streamed and made available to the public online. We are therefore looking for a provider to capture conference sessions and make them available online.

3.1 Webcast, live-streaming and overflow of sessions

3.1.1 Webcast services

A number of conference sessions, specified by AIDS 2020, will be captured. The supplier will record PowerPoint, video and sound synchronized or, in case of no PowerPoint, video and sound synchronized. Some session rooms may not have cameras for recording – in those rooms the supplier will record only PowerPoint and sound synchronized. The supplier will provide one layout for each recording version, as required by AIDS 2020, and needs to make sure that the correct layout is used for each session/presentation, which needs to be recorded.

The supplier will take care of the quality assurance/editing as well as cutting the session webcasts as required by AIDS 2020. The supplier’s onsite team will transfer each session webcast straight after the session finishes to the quality assurance/editing team for the respective quality assurance and editing (presentation recordings where the presenter has not given his/her consent will be cut out). Recordings where the original AV signals are corrupt will be edited, using the backup recordings made available by the AIDS 2020 AV company. The supplier will provide the final recordings (i.e. quality assurance done, cut and edited as required by AIDS 2020) as defined below:

- AIDS 2020 will prioritize uploading time in 3 levels (either within 2, 6 or 12 hours). The supplier shall make session recordings available for download according to the level the session has been assigned.
- The folder structure naming for the uploading of the recordings will be in accordance with AIDS 2020 specification.

The AV company selected for AIDS 2020 will provide the cameras in the session rooms that are to be recorded, the audio and video signals, and the backup files of the audio and speaker videos. Please indicate in the proposal additional material and equipment that AIDS 2020 (or third party suppliers) will need to provide.

Pre-conferences and satellite sessions

Pre-conferences and satellite sessions which take place before and during the conference respectively, are organized by third parties. Some organizers will request recording of their pre-conference or satellite session, to be provided and invoiced directly by the supplier. Please provide package prices for some different recording options as detailed below. Please also include the proportion of commission that can be offered to AIDS 2020 for these services.

- 90 minutes, ppt, video, sound synchronized
- 120 minutes, ppt, video, sound synchronized
- 4 hours, ppt, video, sound synchronized
• 8 hours, ppt, video, sound synchronized
• 90 minutes, ppt, sound synchronized
• 120 minutes, ppt, sound synchronized
• 4 hours, ppt, sound synchronized
• 8 hours, ppt, sound synchronized
• Only audio

Please also provide package prices for live streaming, again to be provided and invoiced directly by the supplier, as some organizers may request this service as well. Please also include what you would need from an AV perspective to make live streaming possible.

Please describe the type of webcasting solution you can offer, describing its functionality and options to customize.

To get an idea of what the conference schedule looks like and how many sessions we have in total, it may be useful to have a look at the two links below:

• AIDS 2018 Online Programme: http://programme.aids2018.org/

3.1.2 Live streaming:

A number of conference sessions (those with video) and press conferences (number still to be determined) may be live-streamed on the conference YouTube or social media channels. AIDS 2020 would require the supplier to set up and manage the live-stream.

The format of the sessions and presentations to be streamed live on the conference YouTube or social media channels will be the same as for the recordings: PowerPoint, video and sound synchronized or, in case of no PowerPoint, video and sound synchronized.

A number of conference sessions (incl. video) and press conferences (number still to be determined) may be live-streamed from the venue in Oakland to the venue in San Francisco and vice versa.

For the Press conferences the live stream is required from the Press Conference Room in Oakland to the Media Center in San Francisco and vice versa (from the Press Conference Room in San Francisco to the Media Center in Oakland).

The conference sessions (Plenaries and Special Sessions) need to be live-streamed on some days from the Main Plenary Hall (SR1) in Oakland and on other days from the main Plenary Hall (SR1) in San Francisco to the venue in Oakland. These are 1-way live streaming and there won’t be any interaction required.

The format of the sessions and presentations to be streamed live between the venues are the same as for the recordings: PowerPoint, video and sound synchronized or, in case of no PowerPoint, video and sound synchronized.

Please describe what kind of live-streaming options you can provide and the costs.

3.1.3 Overflow

Overflow of sessions will be offered either outside each session room or in a central overflow area at the conference (final number of overflow spaces to be defined by AIDS 2020). Overflow screens will
be provided by the AV supplier. The supplier will need to provide the stream from the session rooms via the local network. The supplier will also need to provide the interface in the overflow area for opening the stream of the respective room as the situation requires. Please indicate if you are able to provide overflow computers/smaller devices, which can be discretely placed next to or behind the overflow screen. AIDS 2020 will provide one network drop per overflow laptop/device.

The signals of the sessions to be displayed in the overflow spaces follow the same format and templates as for the recordings.

Please describe what kind of overflow system you can provide.

3.1.4 **Transcriptions**

Please describe transcription services (if any) that you can provide.

3.1.5 **Technical Requirements Onsite**

Feeds from the presentation, video and audio will be provided at the tech table in each session room.

Please provide your recording, live-streaming and overflow set up requirements and process onsite.

3.1.6 **Staffing**

Please provide a staffing plan based on the requested services above.
4. **Required information to be included in the proposal**

   - Describe, in writing and with illustrations, how your system for the above services works.
   - Describe your usual processes, based on the required services above.
   - Feel free to add any further services you might think will be needed or make any suggestions you would like us to consider.

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Alessandro Cavo, Associate Conference Project Manager (email: alessandro.cavo@iasociety.org)

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