

**Note:** Answers to questions posed by bidders in the following call for proposals:

### [EITI 2023 Global Conference - event support company](#)

**Q1: Is the deadline for submitting proposals Oslo time or Senegal time?**

A1: Proposals must be submitted by 17:00 CET (Oslo)/16:00 GMT (Senegal).

**Q2: Has EITI already booked the conference centre or any other logistical services?**

The government of Senegal has already agreed to book the CICAD conference centre. The EITI has booked a block of rooms at the Radisson Diamniadio. These bookings could be managed by the International Secretariat or taken forward by the event support company. A general inquiry is pending with the Pullman group of hotels for additional options.

**Q3: Can we submit a group/joint application?**

A3: Yes.

**Q4: Which agencies have been contacted for this tender?**

A4: Only companies with proven experience of organising events at CICAD have been contacted with an offer to submit their proposals for this bid, as this is one of the requirements. The list of companies was provided by the conference centre. The tender is also published on the EITI website.

**Q5: Can we share a draft programme for the Global Conference?**

A5: Yes, however the programme is not yet set for all the days. These [terms of reference](#) provide an overview of preliminary plans. The draft programme can also [be found here](#).

**Q6: Do we expect Conference sponsors to attend the event?**

A6: Yes. Conference sponsors are made up of supporting companies and countries. The majority of participants will be experts working on implementing the EITI.

**Q7: How will protocol be handled?**

A7: The International Secretariat will work with the President's office on all protocol related matters.

**Q8: Has the EITI already started implementing a communication plan or do we need a company to do that in Senegal?**

A8: The government of Senegal has a communications committee that will work closely with the EITI International Secretariat. The plan is currently under development. The EITI does not need a company to support on a communications plan.

**Q9: Do we need an external provider for communications?**

A9: It is a part of the conversation between the Senegal EITI and the International Secretariat, but at this point there are no plans on booking an external provider. The participants of the event are part of a very specific group of stakeholders and not really the general public.

**Q10: Is there a plan for a VIP reception?**

A10: The International Secretariat is currently in discussions about a VIP reception. The Office of the President will lead on this, together with the International Secretariat.

**Q11: Will there be side events and what strategy and partners will be involved?**

A11: We are expecting side events in various locations close to the conference venue, as well as the conference venue itself. It depends on the programme, which is under development now.

**Q12: Would we allow other sponsors to be a part of the event?**

A12: We only have two groups of supporters: supporting countries and supporting companies. We don't differentiate between levels of sponsorship.

**Q13: Can we have the list of EITI implementing countries?**

A13: Yes, EITI implementing countries can be found here: <https://eiti.org/countries>

**Q14: How many people are expected to attend from Monday (12 June) to Thursday (15 June) ?**

A14: We expect around 300-400 people on 12 and 15 June, and around 1200 on 13-14 June.

**Q15: Why are there two different proposals? Is it possible to have one supplier for both contracts?**

A15: Yes, it would have been our preference to maintain one supplier to make it simple. But we want to ensure that each supplier has the capacity to provide quality services.

**Q16: Is the conference open to the public or by invitation only?**

A16: The conference will be open to the public and free of charge. Some conference sessions will be by invitations only.

**Q17: What types of people are coming to the Global Conference?**

A17: We expect high level delegates (Head of State, minister, high-level speakers etc), as well as multi-stakeholder groups from EITI implementing countries (governments, civil societies, companies, EITI national secretaries etc). There will be sponsored delegates from each implementing country, global partners, Board members, Senegalese stakeholders, staff from Norway and the general public.

**Q18: What are the language requirements for all the activities and sessions?**

A18: English and French are the minimum requirement. Some of the plenary and parallel sessions will also be translated into Spanish, Russian and possibly some other languages spoken in EITI implementing countries.

**Q19: Does the event support company need to provide interpreters?**

A19: No. EITI will work with its suppliers on hiring interpreters with proven record.

**Q20: What are the following steps after submitting the proposal?**

A20: The deadline for the proposal is close of 23 January. Shortlisted candidates will be contacted following initial assessment.

**Q21: Who will be responsible for badges?**

A21: EITI will be responsible for badges.

## Other notes

- EITI is also looking for solutions for how to accommodate 57 countries with booths for the Innovation Exchange EXPO in the proposal. EITI is very open to any alternative suggestions or innovative ideas
- Transportation: EITI will be providing transportation for all participants, such as buses, shuttle bus, vans, etc.
- Hotel: We will need the event support company to support and identify the right accommodation close to the conference center. Sponsored delegates' accommodation will be taken care of by the EITI International Secretariat with the event support company. For self-sponsored delegates, we intend to offer a list of recommended hotel lists.
- Link to the 2019 Global Conference photos:  
<https://www.flickr.com/photos/eiti/48093102007/in/album-72157709136855312/>