



10th Pacific Islands Conference

## NATURE CONSERVATION AND PROTECTED AREAS

*Nature conservation action for a resilient Pacific*



# ANSWERS TO CLARIFICATION QUESTIONS

File: AP\_2/2/24/1  
Date: 17 July 2020  
To: Interested suppliers  
Contact: Maraea S. Pogi [maraeap@sprep.org](mailto:maraeap@sprep.org)  
Subject: Request for tenders: **Services to convert a face to face conference to a virtual conference**

- 1. Question: how long will the platform be expected to be available post-event? Presuming the recordings will be made available from the event platform post event.**  
Relevant pages and content should remain available on the platform after the event. Related work should be realised within the contract duration (expected duration of this consultancy is 4 months). However, the platform should be available for 1 year after the event.  
Eventual additional nice-to-have services or features related to post-conference activity can be included in the technically more advanced scenario.
- 2. Question: who will hold the archive recordings that will be made available post event? SPREP? (recordings will need to be housed in a repository such as YouTube, Vimeo, Wisteria in order to be made available via the event platform post-event)**  
Housing of the archived recording will be arranged by SPREP.
- 3. Question: What percentage of participants will be French speaking?**  
This depends on the registration and cannot be answered correctly now. Given the audience of the conference is mainly from the Pacific region, more English-speaking participants than French-speaking participant can be expected.
- 4. Question What percentage of speakers will be English speakers / French speaking**  
This depends on the confirmation of the speakers and cannot be answered correctly now. More English-speaking speakers than French-speaking speakers can be expected.
- 5. Question: What is the purpose of the “subscribe to update” form? Is this intended for pre-event, pre-registration or for wider comms and promotion during and post event?**  
This form is intended for wider communication and promotion pre, during and post event.



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6. Question: The website sitemap and website structure contain minimally some pages described in the terms of reference. Is there an intention for some pages to only be available to registered delegates?

We intend to make the Virtual Exhibition space (including a Digital Event Bag) and the Networking Lounge only available for registered delegates.

7. Question: how many exhibitors are expected? how many sponsors in addition to exhibitors are expected?

We estimate between 25-50 exhibitors/sponsors. Sponsors will have the option to exhibit. Eventual services or features related to a higher than this expected number can be included in the technically more advanced scenario.

8. Question: is there an opportunity to contribute to the sponsor/exhibitor prospectus to include features of the virtual platform to maximise exposure for the sponsors and exhibitors?

The conference organisers are aware that the options of the sponsor/exhibitor prospectus depend on the features of the virtual platform. That is why the conference organisers have decided to plan for finalising the sponsor/exhibitor prospectus with the selected contractor. A draft version of a prospectus will be available for the selected contractor at the start of the contract.

It is important to know that exhibitors/sponsors from the face-to-face event will have first access to the options of the prospectus as part of reconfirming their support to the virtual conference. Only after this reconfirmation process potential new exhibitors/sponsors can be contacted.

9. Question: is there an expectation that the sessions will be a webinar format only? We have some alternative ideas.

Alternative format ideas are welcome if the ideas reflected in the concept note are maintained.

10. Question: who will provide the interpretation services?

As indicated in the tender (page 5) remote interpretation capability of the livestreaming platform for both English and French is to be provided under the standard scenario. However, the provision of qualified conference interpreters (preferably with subject matter knowledge), is not part of this standard scenario. Potential tenderers have the choice to include this in their technically more advanced scenario. If the selected contractor has not included this provision in the technically more advanced scenario, the conference organisers will contract interpreters.

11. Question: Will simultaneous interpretation be required for each Action Track? Or if not, which sessions will require interpretation?

The virtual conference is run in French and English. Simultaneous interpretation is required for all sessions.



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**12. Question: Will there be a chance that 18 Action Tracks will simultaneously need interpretation?**

The amount of sessions run parallelly/ simultaneously is 3 (cf concept note and ideation).

**13. Question: Please explain further the role of the simultaneous interpretation services - are they required for the benefit of the panellists only or for the attendees? (This is important - do the panellists need to hear interpreted audio or just the attendees watching the Session?)**

Both attendees and panellists should be able to benefit the interpretation.

**14. Question: Who will provide bi-lingual content for regular updates?**

In coordination and cooperation with the selected contractor, all content will be delivered by SPREP. Content coordination with other conference partners and conference sponsors / exhibitors is managed through SPREP. This will be in both English as French language.

**15. Question: Will a database of previous attendees be available. What other databases of potential attendees will be made available?**

Available databases of previous attendees and newsletter receivers will be made available. Also, a databank with email addresses of PIRT members will be made available.

**16. Question: Will SPREP provide the survey questions (for the survey to receive attendees' feedback)? Or will you want survey questions to be developed for your approval?**

SPREP will provide survey questions but is open for any suggestions from the selected contractor.

**17. Question: Does SPREP already have video content from key participants/presenters who may face greater technical challenges in connecting online?**

No SPREP does not have this video content available. Eventual pre-recording of key participants/presenters' contributions to conference sessions is to be included in the standard scenario.

**18. Question: Can we confirm that any additional content and the post conference video are considered to be part of the Advanced Scenario only?**

Yes. If wanted, the tenderer should specify options in the technical more Advanced Scenario.

**19. Question: Can we confirm that all pre-recorded video segments will be coordinated by SPREP**

Eventual pre-recording of participants/presenters' contributions to conference sessions is to be included in the standard scenario.



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**20. Question: Does SPREP already have a list of confirmed participants/contacts based on plans to attend the original physical conference?**

All databases from the original physical conference will be made available to the selected contractor.

**21. Question: Is there scope to consider a two-tier approach with participant and observer tracks?**

A two-tier approach for session attendance can be considered. However, SPREP wishes to stress that given the conference objectives, its target audience of 500 to 800 attendees is meant as 'participant' not 'observer'. If an observer track is set-up, the tenderer will be expected to also collect evaluation information from observers.

A two-tier approach that broadens the programmatic options for attendees in the sense of participating to additional activities that are run simultaneously to sessions, is not supported.

**22. Question: Does SPREP have any expectation on numbers of people who may wish to observe online for selected segments of the event?**

There is no such expectation.

**23. Question: Does SPREP expect to see a detailed social media budget for advertising the event?**

FOR THE STANDARD SCENARIO and in line with the form, the financial proposal MUST include a total price per group of activity as well as a breakdown of costs per group of activity.

FOR THE TECHNICALLY MORE ADVANCED SCENARIO and in line with the form attached, the financial proposal can include specific prices per additional services or features described in this tender or added.

**24. Question: Does SPREP expect to see detailed social media/media metrics around engagement and awareness of the event pre/during/post?**

FOR THE STANDARD SCENARIO and in line with the form, the financial proposal MUST include a total price per group of activity as well as a breakdown of costs per group of activity.

FOR THE TECHNICALLY MORE ADVANCED SCENARIO and in line with the form attached, the financial proposal can include specific prices per additional services or features described in this tender or added.

**25. Question: Experienced online facilitators: Is there scope for identification/training of Pacific facilitators with experience of working on virtual events?**

Training in online facilitation by session host is to be included in the standard scenario.

Eventual additional online facilitation services or features can be included in the technically more advanced scenario.





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**26. Question: Entertainment: Is there scope for identifying comedians or entertainers who could help to generate greater audience engagement/excitement**

Eventual additional services or features can be included in the technically more advanced scenario.

**27. Question: Livestreaming partners: Is there scope to livestream key portions of the event with key media partners around the region?**

The idea to cooperate with key media partners around the region has been considered. Eventual services or features can be included in the technically more advanced scenario.

**28. Question: Is a copy of the existing Marketing and Communications Strategy available?**

A copy of the existing Marketing and Communications Strategy will be made available to the selected contractor.

**29. Question: Does a registration fee need to be collected during registrations? If so, what currency does it need to be collected in?**

There will not be a registration fee to be collected.

**30. Question: Are sponsors required to register? Do we need to collect payment for sponsorship?**

Content and payment coordination with conference sponsors/exhibitors is managed through SPREP.

**31. Question: is the \$75k a set limitation.**

For the standard scenario, bids may not exceed a budget of USD 75,000.

Tenderers can specify additional options in the technically more advanced scenario.

**32. Question: Will all content be provided and formatted by SPREP, or will you require assistance with formatting content for presentations and sessions?**

For provision of content: see request for tender document as well as the answers on questions 17, 18 and 19 above.

For provision of content formatting services: the tenderer is expected to create templates, both for start and end of sessions and backdrops for sessions, as well as for presentations. The Contractor will need to edit and copy-edit content before actual online publication or use in communication activities. The editing process will include a revision of the text inputs and might entail substantive re-drafting and synthesizing of text inputs to make them more readable and attractive in a virtual setting. For this task, in addition to consulting expert SPREP staff, the company/consortium is expected to refer directly to the author of texts to ensure validity of statements.

**33. Question: Are presenters anticipated to be in the same location per session or are they likely to be remote in multiple locations?**

Presenters will be remote in multiple locations.



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34. Question: Data gallery and story gallery submissions for the website: Participation page - is the intended purpose of this page to collect data/story gallery submissions which will be displayed on the 'theme' pages, or will this page display participants and their submissions? Historically, how many submissions are you anticipating? Is there a review process on the submissions, or is it intended that all submissions will be displayed, similar to a 'live stream'? How are the submissions allocated to each theme/action tracks?

Yes, the submission for the data gallery and story gallery are to be collected through the participation page but the actual submissions will need to be made visual per action track. Some more information on the data gallery and story gallery is available in the concept note.

For the face-to-face event 140 submissions were received. The data and story galleries are set up to integrate the experiences that were submitted in the call for speakers and sessions for the original conference. We intent to display all submissions but a quality control of the submission will be organised by the conference organisers before displaying. Allocation of submissions per action tracks will be guaranteed through the submission process and form. This process and form will be developed by SPREP in cooperation with the selected contractor.

35. Question: Is a copy of the updated Sponsorship Prospectus available?

See the answer on question 8.

36. Question: We are required to submit a business license as part of the application and actually don't have that exact document due to our registration structure in the UK. Do you know if there is a different evidence of status that would be acceptable?

Any other official documentation that can be submitted as evidence of your business status will suffice.