

ANNEXURE- “C”

Virtual Event Management Platform Proposal

Provision of Virtual / Hybrid Event Management Platform and Related Services

1. Objective

To appoint a qualified service provider for design, setup, management, and execution of a **Hybrid (Physical + Virtual)** Conference/Event, ensuring seamless participation for both in-person and remote attendees, high-quality content delivery, interactive engagement, and long-term accessibility of conference materials.

2. Scope of Work

The selected service provider shall provide an integrated **Virtual Event Management Platform** and complete end-to-end operational support, including the following components:

2.1 Conference Digital Platform & Website

- Provide a dedicated, **custom-branded online conference portal** accessible via web browser and mobile devices.
- The portal must include:
 - Event Schedule and Agenda Navigation
 - Speaker and Session Directory
 - Parallel Track/Room Navigation Support
 - Workshop / Tutorial / Keynote Session Listings
 - User login and authentication system
- No separate mobile application shall be required to access core conference features.

2.2 Video Hosting, Archiving & Post-Event Access

- Host all live-streamed and pre-recorded sessions.
- Enable attendees to **view recorded content on-demand** post-event for a defined duration.
- Provide **asynchronous Q&A and discussion forums** under each recorded session.
- Support **high-quality HD video playback** and adaptive streaming.

2.3 Collection, Validation & Upload of Presentation Materials

- Coordinate with all speakers, session chairs, and poster presenters for submission of:
 - Pre-recorded presentation videos (where applicable)
 - Slide decks and supplementary materials
 - Digital posters and short video summaries (if applicable)
- Perform **technical quality checks** (audio, video, resolution, file format consistency).
- Upload and organize materials in relevant session categories.

2.4 Hybrid Conference Technical Coordination

- Collaborate with the event's **local Audio-Visual (AV) vendor**.
- Develop and share **equipment specifications** for:
 - Live streaming,
 - On-site video capture,
 - Multi-room sessions
- Provide **technical supervision onsite** to ensure:
 - Smooth live streaming
 - Recordings of all sessions (including parallel tracks)
 - Support for remote presenters joining sessions live

2.5 Presenter & Session Chair Training

- Conduct structured **orientation/training sessions** for:
 - On-site and remote presenters
 - Session moderators/chairs
 - Technical support staff
- Organize **pre-event test runs and rehearsals**.

2.6 Event Production & On-Site Support

- Provide necessary **staffing for event production**, monitoring, and technical coordination.
- Ensure:
 - Scheduled session flow
 - Speaker readiness
 - Troubleshooting of streaming or connectivity issues
 - Consistent audio/video quality across rooms

2.7 Helpdesk & Technical Support

- Provide **multi-channel support** (email/chat/phone/helpdesk).
- Maintain support during:
 - Pre-event preparation
 - Live event days
 - Post-event archival period

3. Additional Requirements

- Assignment of **Digital Object Identifiers (DOIs)** for recorded conference talks.
- Integration with Institutional Digital Libraries / Repositories.
- Multi-lingual subtitle support or AI-assisted transcription.
- Virtual networking spaces / digital poster halls / avatar-based environments.

4. Proposal Requested for Virtual / Hybrid Event Management Platform and Related Services

Virtual plus supervisory personnel on-site		
I. Service Requirements		
a.	Collection of the Pre-recorded Videos, Posters, Author info, Metadata	
b.	Schedule Management, updating, reconciliation	
c.	Dedicated Event Manager and operations team	
d.	All Zoom Sessions (and licenses). Gather Town license, preparation and operation	
e.	Planning meeting with Chairs, Workshops, Tutorials, Sponsors, Speakers	
f.	Virtual event site	
g.	Support: Help desk and Author Correspondence	
h.	Setup and Operation of the Whova Site	
II. On-site Conference Support		
During the Conference		Number
a.	Number of Parallel Rooms	10
b.	Site Manager	1
c.	Technicians	1
Technicians physical presence during the conference		
a.	Conference Days	5
b.	Setup days	1