

Handling of all payment procedures (for both onsite and online types of event)

- The Contractor's national partner handles all payments for the ordered activities as well as the additional services ordered directly by the EU-OSHA's national partners at their own costs. The Contractor's national partner should quote those additional services requested by the EU-OSHA's national partner and then invoices the EU-OSHA's national partner for the corresponding balance.

On site management, supervision of all service providers and smooth running of the event (for onsite, online, "onsite + streaming" and hybrid events)

- On-site attendance of 1 Contractor's national partner is obligatory for all event formats but for the 15-pax event where attendance of a Contractor's national partner is only necessary if the EU-OSHA's national partner specifically demands it.
- Early decision-making on agenda and distribution of roles for all parties is necessary, including any necessary briefings.

Branding & Sign posting (for onsite events, onsite, "online +" and hybrid events)

To guarantee a certain level of quality standard the compulsory visibility given to the projects and the activities, it is strongly recommended that:

- The Contractor's national partner provides signage for registration and cloakroom in accordance with overall event design (=laminated A3 signs that give signage on spot), (for onsite and hybrid events).
- The signage and branding should include the EU-OSHA logo, the project design when applicable as well as the respective EU-OSHA's national partner's logo.
- When branding alone is applied, it should include EU-OSHA logo, the project design as well as the respective EU-OSHA's national partner's logo when applicable. (E.g., for journalists' visits or Good Practices Exchanges visits (MSEs/SMEs) to large companies...).
- EU-OSHA's national partner should provide its own logo in high-resolution vector file – 4 weeks prior to event.
- Templates for signage and brandings are provided by the Contractor. (Templates and information are also available on EU-OSHA's online collaborative tool and on a restricted section of the campaign website for HWC material).
- The document may be laid-out in WORD or a comparable format and laminated.