

- They shall be used in publications, exhibitions and the web.
- Provision of pictures:
  - Contractor's national partner has to ensure that pictures are provided in a timely manner in digital format;
  - Contractor to provide selected pictures from different events to EU-OSHA for reporting.
- The Contractor's national partner to provide selected photos (up to 15, showing the branding and key moments of the event) to the Contractor who will upload them to EU-OSHA's online collaborative tool. The pictures should be "creative" as far as possible, meaning that they should portray the main speakers/guests in professional though original settings.

## Speakers

**From 1 to 5 speakers including chairperson national travel costs and daily subsistence allowance are covered – Lump sum including travel and accommodation set by EU-OSHA.**

- EU-OSHA's national partner and Contractor's national partner to identify and brief a suitable speaker(s);
- For example, below an indication of a maximum number of speakers per size of event:
  - for 15/30/50/75pax: 1 speaker
  - for 100 pax: 2 speakers
  - for 150 pax: 3 speakers
  - For 200 pax: 3 speakers
  - For 250 pax: 4 speakers
  - for 300 pax: 5 speakers
- Contractor's national partner will handle payments of travel costs and daily subsistence allowance (lump sum set-up by EU-OSHA).

## Moderator

**Booking moderator (both onsite and all types of online events)**

- EU-OSHA's national partner and Contractor's national partner to identify a suitable moderator (e.g. a journalist or professional with proven experience in moderating events);
- Handling payment of a fixed lump sum set up by EU-OSHA;
- Briefing moderator (both onsite and all types of online events)