

## 2.3 Lot 3: Organisation of corporate events

The overall aim of lot 3 is to select a company to assist EU-OSHA in organising onsite, hybrid<sup>1</sup> and online events (conferences, workshops, seminars, exhibitions, etc.) and facilitate the Agency's participation in events led by other organisations.

Services to be provided include designing and organising onsite, hybrid and online events, and conceptualising and producing exhibition stands of various sizes and levels of professional quality (standard or top of the range, depending on the size and prestige of the event, the subject of the event and the location).

The events concerned will take place mainly in Bilbao (Spain) and Brussels (Belgium), but also in other EU Member States, occasionally in EEA countries or accession or candidate countries and, more rarely, in third countries.

The event management will involve facilitating the organisation of events and actions such as:

- conferences, seminars, working group meetings, workshops, round-table discussions, presentations, etc.;
- public events, exhibitions, fairs, educational, training, cultural or any other type of promotional events;
- internal events for staff and/or team-building activities;
- online and hybrid events such as webinars, virtual conferences, virtual meetings, online workshops or any other type of online meetings.

EU-OSHA estimates that the contractor will have to implement the following corporate events in the coming 4 years (2022-2025). It should be highlighted that the events mentioned below could be implemented as onsite, hybrid or online meetings (to be specified in the relevant request for services):

- **Management Board meeting:** ordinary meetings of EU-OSHA's Management Board shall be organised at least twice a year. These meetings for up to 120 participants will consist of two half-day plenary sessions and three parallel half-day break-out sessions. For the plenary sessions, two-way simultaneous interpretation in five EU languages shall be provided.
- **EU-OSHA flagship events:** every 2-3 years, EU-OSHA organises the Healthy Workplaces Summit for around 300 participants from all over Europe. This summit is a 2 half-day event with plenary sessions and three parallel workshops (2 hours during 1 half-day), with two-way interpretation carried out in four EU languages. In addition, once a year the Agency organises an important corporate or campaign event for up to 100 participants, with two-way interpretation in up to four EU languages.

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<sup>1</sup> Hybrid events bring together the elements of a onsite and an online meeting. The moderator(s) and speakers or some of the audience gather in one onsite space and the rest of the audience participates via an online platform, which allows interaction between all participants.