

Event/conference assistant (half/full day)

Event assistant(s) to run cloakroom, registration process on-site, handing out material (for onsite and hybrid events)

- The Contractor's national partner is responsible for securing event assistant(s) to assist in the field of registration, cloakroom attendance, distribution of material etc.;
- The event assistant(s) will receive a briefing on responsibilities from the Contractor's national partner beforehand and on-site;
- Number of conference assistants required depending on the size of the event:
 - 15 pax: no conference assistant
 - 30, 50, 75 and 100 pax event: 1 conference assistant
 - 150 pax event: 2 conference assistants
 - 200 pax event: 2 conference assistants
 - 250 pax event: 3 conference assistants
 - 300 pax: 3 conference assistants

Photographer

- Photographer to be available for half/full day:
 - Contractor or Contractor's national partner to identify and order a professional photographer;
 - Photographer to be approached at least 3 weeks in advance;
 - The Contractor's national partner should ensure that the photographer signs a contract clarifying the rights on the produced pictures (i.e.: confirming EU-OSHA will have the right to use the pictures for all promotional (and non-commercial) aims.
 - The photographer should also add captions to all the photos indicating, names, surnames and job titles of people.
- Briefing the photographer:
 - Contractor or Contractor's national partner to brief photographer including objectives of event and requested shots – at least 1 week in advance of event;
 - Briefing needs to be agreed with the EU-OSHA's national partner in advance;
 - 50 pictures and 15 high quality pictures including metadata need to be provided (size of min. 300 dpi);