

The services marked by an asterisk (*) in the summary table below are already described in the "press conference" chapter above, the others are described in the text below.

Onsite journalists' visit package	Online journalists' visit package
Overall management (incl. identification of company and media channels)	Overall online management (incl. identification of company and media channels)
Social media posts*	Social media posts*
Invitation management via e-mail	Invitation management via e-mail
Follow-up via phone	Follow-up via phone
Packing and handing out of press kits	Packing and handing out of press kits (online)
Onsite support by 1 PR consultant	(included in the overall management)
Coffee break	X
Transport	X
	E-platform
	Technical equipment and technician*

Overall management incl. identification of company & identification of journalists

Kick-off meeting for identification of company and definition of concept (for both onsite and online)

- Kick-off meeting between the EU-OSHA's national partner and the Contractor's national partner should determine the overall approach and concept of the visit (including its focus, topic and key messages);
- Concept to be elaborated including a structure and agenda of the visit with a suggestion of spokespersons and experts;