

## STATEMENT OF WORK

**Subject:** Request Price Quotation for 2024 - Education USA 2024 College Fair *Conference Package in Accra September 13-14, 2024*

**Location:** Accra, Ghana

SERVICES NEEDED (I): → Conference +Cocktail+ Accommodation

1. Conference Package Day 1- September 13, 2024

- *Conference room facilities (suitable for 2,000+), Audio-visual equipment provided, Wi-Fi access, water and any additional amenities included*
- *Additional three meeting/breakout rooms/spaces for approximately 40 people*
- *Packed lunch including water and non-alcoholic beverage for 40 people*
- *Coffee break for 50 people*
- *Evening Cocktail reception: finger food for 80 people, non- alcoholic beverage package for 40 people and alcoholic beverage package for 40 people*

2. Conference Package Day 2- September 14, 2024

- *Conference room facilities (suitable for 3,000+), Audio-visual equipment provided, Wi-Fi access, water and any additional amenities included*
- *Additional three meeting/breakout rooms/spaces for approximately 40 people*
- *Packed lunch including water and non-alcoholic beverage for 40 people*
- *Coffee break for 50 people*

3. Accommodation *September 11-14/15, 2024*

- *Hotel should be able to accommodate approximately 60+ Higher Education Representatives with a conference room rate, but cost should not be included in the quotation since the school representatives will self-pay.*