

Occupational Safety and Health Conference - AEH 2026

(November 4th - 5th)

1. Background

Addu Equatorial Hospital (AEH) is organizing the OSH Conference 2026, to be held in Addu City from 4–5 November 2026. The conference will bring together occupational safety and health professionals, speakers, facilitators, moderators, and other relevant stakeholders.

To facilitate the participation of invited speakers and ensure the smooth delivery of the conference, the following services are required.

INTERNATIONAL SPEAKERS AND CONFERENCE SERVICES

1. International Speaker Accommodation

Accommodation is required for 3 international speakers.

Requirements:

- 3 persons
- Single occupancy
- Check-in: 3 November 2026
- Check-out: 6 November 2026
- Accommodation to include breakfast where applicable.

1.1 Room Type and Occupancy

- One private room per international speaker.
- Single occupancy is preferred, with no sharing of rooms with other delegates.
- A queen-size or king-size bed, or an equivalent comfortable bed, shall be provided.
- Rooms must be clean, adequately ventilated, well maintained, and suitable for overnight stays.

3.2 Essential Room Facilities

- Individual air-conditioning.
- A private, en-suite bathroom with a shower and toilet.
- Reliable hot and cold water supply, where available at the reference property.
- Clean bed linen, pillows, blankets, and fresh towels.
- Wardrobe or clothes storage facilities.
- A desk or suitable work surface with a chair.
- Adequate lighting and accessible electrical power sockets.
- Free and reliable Wi-Fi internet access.
- Television or equivalent basic entertainment facilities.
- Drinking water and basic toiletries.
- A secure door lock and safe storage for personal belongings.

3.3 Comfort, Safety, and Privacy

- Accommodation must be in a safe and reasonably quiet environment.
- Doors, windows, electrical installations, and bathroom fixtures must be in good working order.
- The property must provide appropriate fire-safety arrangements and emergency contact information.
- Non-smoking rooms should be provided wherever available.

2. Conference Catering

Catering services are required for conference participants on 4 and 5 November 2026.

Date	Service	Required Quantity
4 November 2026 – Day 1	Breakfast	200 persons
	Lunch	150 persons
	Evening Tea	150 persons
5 November 2026 – Day 2	Breakfast	150 persons
	Lunch	150 persons
	Evening Tea	150 persons
Both Days	Tea & Coffee Station Throughout the conference Throughout the conference	

The tea and coffee station should remain available throughout the conference programme on both days and should include appropriate refreshments and necessary serving arrangements.

All meals and refreshments should be provided in a suitable setting and in accordance with the conference schedule.

3. Non-Conference Meals – International Speakers

Non-conference meal arrangements are required for 3 international speakers travelling to Addu City for the conference.

Required meals:

- 2 dinners: 3 November 2026 and 4 November 2026
- 1 breakfast: 6 November 2026
- Total: 9 meal servings

These meals are required outside the scheduled conference catering arrangements.

4. Transportation – International Speakers

Transportation services are required for the 3 international speakers.

Required transfers:

Airport ↔ Hotel

- Airport to hotel upon arrival: 3 November 2026
- Hotel to airport upon departure: 6 November 2026

Hotel ↔ Conference Venue

- Hotel to conference venue: 3 November 2026
- Hotel to conference venue: 4 November 2026
- Return transfers to hotel as required following the conference programme.

Transportation should be arranged according to the speakers' confirmed flight and conference schedules.

5. Non-Conference Meals – Local Speakers

Non-conference meal arrangements are required for 17 local speakers participating in the conference.

Required meals:

- 2 dinners: 3 November 2026 and 4 November 2026
- 1 breakfast: 6 November 2026
- Total: 51 meal servings

These meals are required outside the scheduled conference catering arrangements.

6. Gala Night

A Gala Night is to be organized as part of the OSH Conference 2026 programme for approximately 150 persons.

The service provider will be required to provide and coordinate:

- Food and catering for approximately 150 persons
- Venue/event decoration
- Lighting
- Sound system with 6 Mics
- Stage/event setup as required
- Necessary technical and event support throughout the programme

The Gala Night should provide an appropriate formal/social setting for conference speakers, participants, and invited guests.

7. Conference Light and Sound Requirements and event Set up

a) Equipment

Pointer	3
Panelists Mics (Headset mic)	8
Handheld Mics	8
Microphone accessories Microphone stands, batteries, chargers and other necessary accessories	
All required power extensions, distribution equipment, signal cables and cable covers	
Sound System - Sufficient for the venue capacity of approximately 150–200 persons	
Lighting - Appropriate lighting for speakers, panelists and the stage	
Technical support for LED synchronization for presentations & videos	
Installation, testing, operation and dismantling of all supplied equipment	

b) Set up for the Conference

- Supply of 35 round tables with table linen – Suitable to seat 6 people (around 5ft Diameter)
- Chair covers – approximately 200 (chairs will be provided by the venue partner)

Summary of Specific Required Services (Food & Accommodation)

Service	Quantity / Requirement
International speaker accommodation	3 persons
Day 1 – Breakfast	200 persons
Day 1 – Lunch	150 persons
Day 1 – Evening Tea	150 persons
Day 2 – Breakfast	150 persons
Day 2 – Lunch	150 persons
Day 2 – Evening Tea	150 persons
Tea & Coffee Station	Throughout conference
International speaker non-conference meals	3 persons
International speaker transportation	Airport, hotel and venue transfers
Local speaker non-conference meals	17 persons
Gala Night	Approximately 150 persons

General Requirements

The service provider is expected to coordinate the above services in accordance with the OSH Conference 2026 programme and confirmed travel schedules.

All services should be provided to an appropriate professional standard suitable for an official conference. The final quantities and transportation timings may be adjusted based on confirmed participant numbers, flight schedules, and the finalized conference programme.

Where applicable, quotations should clearly indicate the unit cost, quantity, applicable taxes, and total cost for each service to facilitate evaluation and procurement.