







## Annex1

### Services required for the Bar Conference event to be held on 10<sup>th</sup> & 11<sup>th</sup> October 2022

1. To provide LED Screen with technical support
2. Sound setup for the event and live (Minimum 3 mic)
3. Hybrid meeting facility setup
4. Zoom connector to display on the LED screen
5. To provide lighting for the stage (front light)
6. To arrange Facebook and YouTube live setup with technical support.
7. Photography and videography throughout the event
8. Manages the pre-event tech checks for speakers and moderators
9. To conduct tests to make sure sound and hybrid setup are functioning according to expectations
10. Troubleshoot any platform issues for example: conference event platform, live streaming platform