

MASTER
SPECIFICATIONS OF PLENARY, MEETING ROOMS AND OFFICES REQUIRED DURING WHO REGIONAL COMMITTEES AND CONFERENCES

Annex II - Detail of Commitment

Last Edit: 19-מרץ-20
 By: WHO/Europe

Title of meeting: Regional Committee, 70th Session, Israel

Room	Function	Availability for set up and use - all rooms & equipment to be available as indicated (*)	Equipment required	Quantity (subject to final set-up)	Comments
Meeting rooms					
1	Plenary hall				
			SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			Seating arrangements for delegates - final lay-out to be decided depending on the venue (U-shape, class room, theatre etc.)	250-300 persons	
			Additional chairs with writing rests, approx. (approx., arrangement, number of seats and tables is subject to final number of participants)		
			Head table and chairs: front row	seating max. 10 pers	
			Head table and chairs: rear row	seating max 5 pers	
			Chairs and coffee tables for panel discussions	seating max 6 persons	
			Rapporteurs tables and chairs (right or left-hand side of head table)	seating 2 persons	
			Resolutions table and chairs	seating 2 persons	
			Tables + chairs for directors and VIPs (right- and/or left-hand side of front table)	seating max 40 persons	
			Speaker's podium with microphone and reading lamp	1	
			Tables and chairs for Conference assistants/social media at the back of the room	seating max 6 persons	
			6 m2 space for WHO IT technicians/equipment (close to the local technician)		
			4 m2 space for WHO webcast technician/equipment (close to the local technician)	seating max 6 persons	
			AV EQUIPMENT / REQUIREMENTS		
			Conference event lighting, incl. Stage lighting and ambient lighting for the plenary		
			Wireless handheld microphones (for the panel discussions)	6	
			Belt Pack and Headset Wireless Microphone (for the moderator of the panel discussions)	2	
			Conference system microphones	est. 75 (exact number is subject to final seating arrangement)	
			Interpretation headsets	est. 400 (exact number is subject to final number of participants)	
			Simultaneous-interpretation booths (4-5 languages) to relevant ISO standards (2 working interpreter console per booth)	4 or 5	
			Sound recording equipment for 4-5 languages + floor		
			2 separated audio signals (ENG, RUS languages) from local technicians audio mixer (by XLR cable)		
			Separate, dedicated Internet line (2 separate LAN CAT5 cables) with a minimum of 10 Mbit/s upload-download		
			Projection screens to show 3 different images (ENG/RUS/Presenter, Branding, Videos) Exact size of screen depend on size of the room, final lay-out, lights etc.	to be confirmed	
			Convenient displays for persons seating at the directors and VIP tables (ENG channel signal only)	(exact number is subject to final seating arrangement)	
			Screens to face the heads of delegations (2 simultaneous signals, ENG and RUS).	(exact number is subject to final seating arrangement)	
			Screens in front of the head table (2 simultaneous signals, ENG and RUS)	(exact number is subject to final seating arrangement)	
			Screen in front of the presenter with separate signal from WHO IT technician	1	
			Simultaneous projection of the 2 (two) signals behind the head table (size appropriate for the room, min.20.000 LUM, full HD, for testing before the event)	(exact number is subject to final room arrangement)	
			IT EQUIPMENT / REQUIREMENTS		
			Separate, dedicated Internet line (LAN CAT5 cable, min. 2 Mbit/s)		
			Accept and distribute to the screens/projectors in the room 2 outgoing simultaneous signals, ENG and RUS (SDI)		
			Accept and deliver to the presenter screen 1 outgoing signal (SDI)		
			Accept and distribute in the room 1 outgoing audio signal (XLR)		
			Laptops for reports and resolutions teams	4	
			Printer Type 1 + paper, located for the Resolutions team	1	
			Floor Monitors for head table with appropriate size to follow presentations	6	
			LCD screens on head table to follow presentations (in case floor monitors not feasible due to space limitation)	10	
			Floor Monitors for delegations of appropriate size (if required depending on seating arrangement)	TBD	
			Laptops for Conference documentation team	2	
			ADDITIONAL REQUESTS		
			Flower/plant displays for head table	as appropriate	
			Bottled water for head table/VIPs/Directors' tables (to be renewed during coffee/lunch breaks)	final number to be confirmed	
			Water glasses (to be changed during coffee/lunch breaks)	final number to be confirmed	
			Wire extensions with multi sockets	est. 100 exact number subject to final room arrangement	
2	Meeting Room 1				

Room	Function	Availability for set up and use - all rooms & equipment to be available as indicated (*)	Equipment required	Quantity (subject to final set-up)	Comments
	SCRC, technical briefings, NGO meeting on Sunday		SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			Seating arrangements to be specified here (U-shape, class room, theatre etc.)	est. 100 persons	
			Head table and chairs (final lay-out to be decided)	for approx. 5 persons	
			Additional light chairs to be available	50	
			Table and chairs for rapporteur/social media	for approx. 4 persons	
			Table for documentation	3	
			AV/IT EQUIPMENT/REQUIREMENTS		
			Conference system microphones for head table	5	
			Wireless handheld microphones (for the panel discussions)	5	
			Belt Pack and Headset Wireless Microphone (for the moderator of the panel discussions)	1	
			Interpretation headsets	100	
			Simultaneous-interpretation booths (2-4 languages) to relevant ISO standards.	2 to 4 subject to final confirmation	
			Laptop (or PC)	2	
			Projector/Screen (size appropriate for the room)	2	
			Clicker for PPT	1	
			ADDITIONAL REQUESTS		
			Flower arrangements	as appropriate	
			wire extensions with multi sockets		
3	Meeting Room 2		SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
	EU Coordination		Seating arrangements to be specified here (U-shape, class room, theatre etc.)	60 pers	
			Additional chairs	25 pers	
			AV/IT EQUIPMENT/REQUIREMENTS		
			Conference system microphones	30	
			Laptop (or PC)	1	
			Projector/Screen (size appropriate for the room)	1	
			Clicker for PPT	1	
			Small printer type 1 + paper		
			ADDITIONAL REQUESTS		
			wire extensions with multi sockets	10	
4	Meeting room 3		SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
	Nordic countries, bilateral meetings		Seating arrangements to be specified according to the use of the room (U-shape, class room, theatre etc.)	20 pers	
			Additional chairs	10	
5	Meeting room 4		SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
	NGO daily morning meetings/bilateral meetings		Seating arrangements to be specified according to the use of the room (U-shape, class room, theatre etc.)	50 pers	
			Additional chairs	10	
6	Meeting room 5		SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
	Breakfast meetings, bilateral meetings		Seating arrangements to be specified according to the use of the room (U-shape, class room, theatre etc.)	50 pers	
			Additional chairs	25	
			AV/IT EQUIPMENT/REQUIREMENTS		
			Conference system microphones	5	
			Wireless microphones	4	
			Laptop (or PC)	1	
			Projector/Screen (size appropriate for the room)	1	
7	Meeting room 6		SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
	Breakfast meetings, bilateral meetings		Seating arrangements to be specified according to the use of the room (U-shape, class room, theatre etc.)	50 pers	
			Additional chairs	25	
			AV/IT EQUIPMENT/REQUIREMENTS		
			Conference system microphones	10	
			Wireless microphones	4	
			Laptop (or PC)	1	

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8	Meeting room 7		Projector/Screen (size appropriate for the room)	1	
	Press Office		SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			Chairs in theatre style	25	
			Head table and chairs to seat 4 (on podium if required in actual room)		
			Working stations with desk, chair and table lamps	4	
			Table for press documents	1	
			Armchair for interview corner	2	
			Coffee table for interview corner	1	
			AV/IT EQUIPMENT/REQUIREMENTS		
			Wireless microphone	1	
			Microphone and PA system (for head table)	3	
			TV set with connection to the proceedings in plenary	1	
			Laptops	4	
			Laser printer type 1	1	
			ADDITIONAL REQUESTS		
			Bottled water and glasses for head table		
			Bottled water and glasses for press officers		
			wire extensions with multi sockets		
			Flower arrangement for head table		
	catering				
9	Coffee breaks area, delegates lunch		SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			Buffet tables and high tables and chairs as appropriate	accommodation approx. 400 pers	
			AV EQUIPMENT REQUIREMENTS		
			Ambient light as required, number of lights and specification depend on actual room		
			Screens - appropriate for the room size (ENG signal from Plenary hall)	2	
		Necessary?	Laptop (or PC) for the media content	2	
		Still necessary?	Speaker/public address system	1	
			ADDITIONAL REQUESTS		
			flower/plants decoration as appropriate		
10	Ministerial lunch		SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			stage/podium, carpeted, 20 cm high - actual size dependant on size of room		
			round tables and seats (8-10 pax)	120 persons	
			desk for documentation	3	
			AV EQUIPMENT REQUIREMENTS		
			lectern with microphone and reading lamp	1	
			Stage and ambient conference lighting as required, numbers and specification depend on the lay-out of the room		
			wireless microphones	12	
			screen and laptop for projection	exact number and size depending on room size and lay-out	
			clicker		
			interpretation booths for 4 languages	4	
			Interpretation headsets	120	
			ADDITIONAL REQUESTS		
			Tables for documentation/displays	4	
			Flower/plants arrangement as appropriate		
	Offices				
11	Director General		SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			Executive desk	1	
			Executive Chair	1	
			Meeting table and chairs	to accommodate 8 persons	
			Desk Lamp	1	
			sofa	1	
			armchairs	2	
			coffee table	1	
			IT EQUIPMENT		
			Laptop	1	
			Printer - type 1	1	

Room	Function	Availability for set up and use - all rooms & equipment to be available as indicated (*)	Equipment required	Quantity (subject to final set-up)	Comments
			ADDITIONAL REQUESTS		
			Tea/coffee snacks fruit catering		
			Coat hanger		
			Wire extensions with multi sockets		
			Flower/plant decoration		
12	Regional Director				
			SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			Executive desk	1	
			Executive Chair	1	
			Meeting table and chairs	To accommodate 8 persons	
			Desk Lamp	1	
			sofa	1	
			armchairs	2	
			coffee table	1	
			IT EQUIPMENT		
			Laptop	1	
			printer type 1		
			ADDITIONAL REQUESTS		
			Tea/coffee snacks fruit catering		
			Coat hanger		
			Wire extensions with multi sockets		
			Flower/plant decoration		
13	RDO + RGO Secretariat				
			SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			Desk	3	
			Secretary chair	3	
			coffee table	1	
			Chairs	4	
			Desk Lamp	3	
			Waste bin	3	
			IT EQUIPMENT		
			Laptop	3	
			Printer Type 2 + paper	1	
			ADDITIONAL REQUESTS		
			Wire extensions with multi sockets		
14	Translators team offices				
			SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			Desk	depending on size of team	
			Secretary Chairs	depending on size of team	
			Desk lamp	depending on size of team	
			Extra tables for documents	depending on size of team	
			IT EQUIPMENT		
			Laptop	depending on size of team	
			All computers in the room connected to the local network		
			Printer Type 2 + paper, shared through the local network		
15	Report writers/language coordinator office				
			SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			Desk	2	
			Secretary Chairs	2	
			Desk lamp	2	
			IT EQUIPMENT		
			Laptop	2	
			All computers in the room connected to the same local network as translators team		
			Printer Type 2 + paper, shared through the local network	1	
			ADDITIONAL REQUESTS		
			Wire extensions with multi sockets		

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16	Executive Management				
			SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			Desk	6	
			Secretary Chairs	6	
			Desk lamp	6	
			IT EQUIPMENT		
			Laptop	6	
			Printer Type 1 + paper	2	
			ADDITIONAL REQUESTS		
			wire extensions with multi sockets		
			Waste bin	2	
17	Legal Counsel and WHO/HQ staff				
			SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			Desk	3	
			Secretary Chairs	3	
			Desk lamp	3	
			IT EQUIPMENT		
			Laptop	3	
			Printer Type 1 + paper	1	
			ADDITIONAL REQUESTS		
			wire extensions with multi sockets	3	
			Waste bin	3	
18	General Secretariat room (common use)				
			SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			Desk	8	
			Secretary Chairs	8	
			Desk lamp	8	
			tables for documentation/stationery	4	
			IT EQUIPMENT		
			Laptop	8	
			Printer Type 3 + paper	2	
			WiFi Internet connection		
			ADDITIONAL REQUESTS		
			wire extensions with multi sockets	5	
			Waste bin	8	
			Water/coffee/tea catering	as appropriate	
19	Head of Country Offices (10 persons)				
			SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			Desk	10	
			Secretary Chairs	10	
			Desk lamp	10	
			IT EQUIPMENT		
			Laptops	5	
			Printer Type 2 + paper	1	
			WiFi Internet connection		
			ADDITIONAL REQUESTS		
			wire extensions with multi sockets	10	
			Waste bin	5	
	Other areas				
20	Prayer room		Carpeted room - preferably without windows		1
21	Stationary, Printing				
			SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			Tables to display documents	5	
			Desk	2	
			Chair	2	
			IT EQUIPMENT		
			Laptop	2	
			Heavy duty colour copiers, digital, with min. capacity 75 cop/min, with document feeder/stapler/sorter and large capacity tray (LCT) with direct connection (and drivers) to the laptops note above	2	

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			ADDITIONAL REQUESTS		
			wire extension multiple socket	4	
			Waste disposal	2 (big bags)	
22	Registration area		A4 white paper 90 GRS Xerox Colotech+ quality or similar	30000 sheets	
	(nearby the entrance)		SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
			Tables for registration	4	
			Chairs	6	
			IT EQUIPMENT		
			Laptop	2	
			Printer Type 1 + paper	1	
			ADDITIONAL REQUESTS		
			wire extension multiple socket	3	
			waste bins	4	
23	Information Desk		SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
	entrance/exhibition area		Tables for registration	2	
			Chairs	4	
			IT EQUIPMENT		
			Laptop	2	
			Printer Type 1 + paper	1	
			ADDITIONAL REQUESTS		
			wire extension multiple socket	2	
			waste bins	2	
24	Internet Café		SEATING ARRANGEMENTS AND FURNITURE REQUIREMENTS		
	Exhibition area		tables and chairs	to accommodate 10 persons	
			IT EQUIPMENT		
			PC + Monitor + Keyboard + Mouse or Laptop + Monitor + Mouse	10	
			Printer Type 2 + paper, shared between all the computers	2	
			ADDITIONAL REQUESTS		
			Recharging station (for delegates laptops)	10	
			Paper bins	4	
25	Main entrance		ADDITIONAL REQUESTS		
			Metal detector gates and/or security scanners - appropriate to venue and sufficient for number of participants, as per UN security requirements		
	Transportation desk		It is recommended that the transport company to have permanent presence to coordinate shuttle service and transportation in general.		
26	Exhibitions				
	(to be identified)				
27	Miscellaneous				
			Wifi access open for all participants (no vouchers, general code OK)		
			Internet connectivity for all computers in the secretariat, internet cafee		
			Printing service, computers in the same offices share printer		
			Computers to be networked for rooms 11 +12 +13, so it is possible to share Network Attached Storage and printers (NAS)		
			garbage bin, waste paper basket, coat hanger		
			storage for WHO transportation boxes, flag boxes etc. - approx. 20 m2		

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(*) Dates and time indicated refer to rooms availability
(**) 2-4 booths for E/F/G/R matter of consultation closer to the session

Personal Computers (or laptops): according to specification attached (to be revised closer to the date of the RC).

All PCs or laptops should have access to the internet (detailed IT specification refers).

Printer Specifications:

Type 1 - Small laser printer:

- b/w laser printer,
- 250+ sheets supply,
- 10+ ppm
- no scan/copy capability,
- USB interface + wifi if possible

Type 2 - Multifunctional printer:

- laser,
- print / scan / copy
- Card-reader & USB
- 10+ ppm
- 250+ sheets supply

Type 3 - Multifunctional heavy-duty shared printer:

- laser,
- print / scan / copy
- USB and Ethernet, wifi if possible
- Card-reader & USB
- 20+ ppm
- 500+ sheets supply

Specifications for ICT equipment and Connectivity to be provided, as listed in Annex 2

Desktop or Laptop Computers:

- Hardware certified for running Windows 8
- Processor: minimum Intel i5 or 2.6GHz (or equivalent)
- RAM: minimum 8GB
- Hard disk: minimum 120 GB
- Minimum 2 free USB slots
- Screen: minimum 24" LED VGA monitor (in case of Desktop), 15" in case of laptop
- Keyboard: English (US)
- Optical Mouse

Software:

- Windows 10 Enterprise English International, with most recent Service Pack installed
- Office 365 ProPlus
- Proofing tools in English, French, German and Russian
- Adobe Acrobat Reader (English)
- Winzip
- Antivirus software
- Postscript printer drivers

Wi-Fi Access

- WIFI coverage of all conference areas, offices and meeting rooms, providing a minimum 1 Mbps uplink / 1 Mbps downlink per user
- High density Wi-Fi access in plenary hall (auditorium) and lunch area, supporting 500 participants with a minimum of 3 devices per participant
- Wi-Fi access should have General SSID and unique code OK, no vouchers.
- Separate and dedicated LAN network or separate Wi-Fi access with dedicated bandwidth and separate SSID in the secretariat offices with a minimum bandwidth of 100 Mbps.
- Dedicated wired Internet link for Web-Streaming with a minimum bandwidth of 20 Mbps
- 1 hour SLA max to restore faulty network and internet access.

Annex 3

Detail of commitments: local personnel

The Government will provide the following local counterparts:

1. Protocol Officer

To coordinate with the Organization on preparations for the opening, inaugural and closing ceremonies, speeches, receptions and various official visits, as appropriate.

2. Congress Executive

In coordination with the Organization, to supervise the physical conference arrangements and related services during the session.

3. Public Information Officer

An Italian official with appropriate qualifications to act as counterpart to the Organization and to achieve extensive public information coverage in all media.

4. Transport Officer and assistants

In coordination with the Organization, to supervise all transportation arrangements and the drivers of the official cars.

5. Technical support

- Two IT technicians to assist with all aspects of the set-up (including computers, networks, printers, Internet, lighting, audio/visual, and other) during conference hours, preferably with experience with networking and desktop management.
- One IT technician to assist with all aspects of the set-up (as above) available on 30 min. callout, 24 hours/day.
- Three technicians to assist with multimedia equipment, document reproduction, and other.
- Conference event lighting technicians as required

Committee documents are reproduced on a continuous basis throughout the week.

6. Interpretation

Sound and interpretation technicians, as required, to operate the equipment in coordination with the Organization's technician.

7. Enquiry desk

Staff to be provided to ensure adequate support for enquires of delegates, for example, travel.

8. Attendants

As required, for the Regional Committee Welcome Desk at Rome international airport and for the excursions and social programme that may be part of the programme.

9. Photographer

A professional photographer available during the session – photographic requirements to be coordinated with the Regional Office.

10. Security Officer

Official counterpart to undertake and supervise security arrangements according to security guidelines applicable for United Nations conferences.