

## **FAQ: Call for Proposals: Events Logistics Coordination Firm for the Convening on Long-Term Low Emission Development Strategies (LT-LEDS)**

### **1. Can the Platform share a preliminary agenda and expected schedule for the convening?**

- a. The Platform is not able to share additional agenda details at this stage. A full agenda will be shared once the procurement of the local agency is finalized.
- b. The convening is confirmed for 26–27 August.
- c. A single offsite dinner is planned for 26 August, for which the local agency is expected to propose suitable venue options in coordination with the Platform team.
- d. An additional meeting room should be tentatively reserved for 28 August for post-convening meetings.
- e. The local agency should plan for a minimum of two onsite staff to support operations during the event days.
- f. The Platform will engage a bilingual facilitator through a separate process; suggestions from the agency are welcome but not part of the ToR.

### **2. What is the origin of participants to better estimate travel costs?**

- a. Participants will come from all global regions. While many are likely to be from the LAC region, this may vary depending on invitation responses.

### **3. Should we budget for Economy or Business Class tickets for the delegates?**

- a. Travel should be booked using the most economical and efficient options available. Business and First Class travel fall outside the policy.

### **4. What is the required transfer service during the convening?**

- a. The logistics firm should arrange airport–hotel transfers and transport for one offsite activity. Local transport should be economical, efficient, and meet safety standards. Solutions may include vans or buses.

### **5. Are there expectations for on-site medical services, such as ambulance support?**

- a. The venue is expected to provide basic first aid availability and clear procedures for emergencies. Specific arrangements will be discussed with the Platform.

### **6. How many concurrent breakout rooms are expected beyond the main plenary hall?**

- a. Up to three breakout rooms may be needed alongside the main plenary hall. This is subject to adjustment once the agenda is finalized.

**7. Are there specific requirements for stage production and design?**

- a. Details will be agreed upon once the venue and agenda are confirmed. The plenary hall should include, at minimum: raised stage, seating for panelists, podium for speakers, small table for water, floating microphones, AV support, and backdrop for presentations. Further requirements shall be discussed with the Platform once the procurement of the local agency is finalized.
- b. Backdrop design, badges, and branding will be updated from the previous year.

**8. What are the specific hybrid requirements for the convening?**

- a. The convening will require systems supporting two-way video conferencing. There is currently no expectation of live streaming or session recordings.

**9. What are the expected language and technical needs for the translation Services?**

- a. Simultaneous interpretation will cover: Spanish ↔ English, Portuguese ↔ English
- b. The local agency is responsible for ensuring appropriate equipment (interpretation booths, headsets, microphones) for continuous service.

**10. Does the 2050 Pathways Platform pay the provider directly, or must the agency finance the total cost of 70 international tickets and wait for reimbursement?**

- a. The Platform will pay the provider directly. The local agency will play a facilitative role in arranging and completing bookings through the designated online system.

**11. What is the standard payment time for reimbursed costs once the final invoice is submitted?**

- a. Reimbursable expenses are typically processed within 30 business days after submission of the final invoice.

**12. Who should local invoices (hotel, catering, etc.) be invoiced to?**

- a. Invoices should be issued to the European Climate Foundation.

**13. Is the local agency expected to provide a specific liability insurance policy for the venue and attendees?**

- a. Attendees are responsible for their own travel and health insurance. The local agency may be asked to provide official information relevant for visa applications.
- b. Venues selected for the convening should carry appropriate insurance coverage.