Questions on 1.7 requirements:
It states up to 8 channels, is it 8 LIVE channels? At the same time? Or is it recorded videos?
You require between 25 to 60 sessions will those be live streaming? You also mention in section 1.7 and 2.4 around pre-recorded sessions. Are these sessions hosted somewhere today which need to be added to the virtual events?

Answers on 1.7: Channels:
- 7-8 parallel Channels
- Simultaneous content in all 8 Channels.
- 24 hours, for 5 days
  - Not ‘full/back-to-back’ during this time
  - Sessions will be spread out and there will be blocks of time reserved for networking and visiting the exhibition/tradeshow/posters/partnership marketing.
- Each Channel should be able to host a mix of pre-recorded videos and Live sessions.

The types of sessions can be any of the following:
1) 3 minute “Elevator pitch” - pre-recorded
2) 25- or 60- minute “Storytelling” (Ted-talk style) - pre-recorded
3) 25- or 60-minute (including some pre-recorded video clips) Panel discussions, presentations – with Q&A - Live interactive session
4) 85- or 150-minutes Panel discussions, presentations, group discussions in breakout rooms – information sharing - Live interactive session
5) 85- or 150-minutes trainings - Live interactive session
Number of live streamed sessions: currently unknown. We believe it will maybe at least 150 spread over the 5 days on a 24-hour clock (to be time zone inclusive)

Pre-Recording: Some of the sessions will be pre-recorded
- by the session organizer/meeting host
  - With or without a production company - depending on budget
  - This pre-recorded content will need to be uploaded to play when scheduled in the program.

Levels of Production: We envision different levels of production of the live sessions
- Some ‘self-service’
  - Assist the session organizers with some tips and tricks to virtually run the session on their own
- Some ‘scripted and high-quality production’ (possibly from studio)
- Some will be intermediate level

Answer on 1.7 Option 1: Breakout Rooms
Most of the longer sessions will require breakout rooms
- (ex. option 4) between 85 - 150 minutes: they will likely be very interactive
  - Session organizers will want the participants break into groups during part of the sessions
  - Zoom or zoom-like solution works, as long as the meeting link is safely embedded in the platform and accessible to only registered participants as some companies have Zoom
Questions on 1.7 Option 3: Translator, Additional language, what is meant? Is it text, content, or the entire platform?

Answer on 1.7 Option 3: Translations
- Some sessions will want translation to be available
  - This could be in the form of text (live capturing and then text translation (google-translate) Zoom has this option I believe)
- Some organizations will want 2 soundtracks
  - one for the language spoken in the live session – and one for a simultaneous translation.

Please write in the comments if this is possible and if you have worked with any of these translation options before.

Questions on 1.8 requirements: One to One: How are you thinking?

Answer on 1.8: One to One
Our participants should be able to reach out and connect to other participants. Options could include:
- Personal/direct messaging or chat
- Schedule video call/request a meeting

Questions on 1.9 requirements: How many exhibitors/booths will there be approximately? How many posters approximately?

Answer on 1.8: Exhibitors
How many at this time is unknown. If you can quote price per booth and number of included in the platform fixed costs.

Posters – it would be approximately:
- 35- this is for our Stockholm Junior Water Prize finalists – Click and expand to poster/image
- Alternatively, we may consider presenting each finalist as an individual booth/logo or all of them in one booth/logo

Question on 1.11 requirements: Breakout Rooms – are those sessions included in the 25 – 60 sessions? Are they to be zoom style sessions?

Answer on 1.11: Closed Meeting rooms / Round tables
These would-be small group meetings hosted in additional "rooms" or channel, not part of the official program, where organizations can book a meeting through us for a specific time
- These meetings would be for invited guests only
- Same as in 1.7: Zoom or zoom-like solution works, as long as the meeting link is safely embedded in the platform and accessible to only registered participants (and in the closed meetings – by invitation only) as some companies have Zoom restrictions
**Question on 2.1 requirements:** How many from you will project lead this from you, is it 1 person?

**Answer on 2.1: Project Team**
Main project lead: Katarina Liljegren Swahn. Additional World Water Week team members will differ depending on which stage we are in, but there will always be a few lead contacts from our side from April through to end August.

Other possible points of contact within the World Water Week team will differ depending on the work on:

- Graphic design and formats
- Registration setup
- Program import/support
- Session production
- Security
- Etc....

**Question on 2.4 requirements:** Full-Service Support, What Distinguishes Option 3 & 4?

**Answer on 2.4: Full-Service Support**
What differentiates Option 3 and Option 4 is that:

- Option 4 there would be an AV tech or event support in each channel – covering all sessions within that channel vs Option 3 where it covers AV tech or event support per Live webcast sessions only

**Question on 3 requirements:** Is our quotation differently assessed if we only fill out option 1 & 2? Or do you wish to have a complete solution where we also offer option No 3 with transmission, yes everything?

**Answer on 3: Submissions**
Our aim is to find:

- a platform that fills our requirements
- a production company that fills our requirements that is confident to work with us on selected platform
- companies are not required to fulfill all 3 parts of the procurement to be considered, however:

If you are submitting a for the platform and support part of the procurement only:

- you can recommend a production company to submit as well – and connect to your platform
- or you can submit a joint tender
If you are a production company and submitting for the support and production part of the procurement only

- you can recommend a platform that you work with and ask them to submit as well
- or you can submit a joint tender

**Question on 3.1 requirements:** Do you require support with pre-recording of webcast / session content?

**Answer on 3.1: Recording Support**
We mention that there will be requests for help with pre-recording session content for:

- Channel 1 the World Water Week run channel
- for session organizers other than the World Water Week team (in 3.2)

**Question on 3.1 Option 1:** Do you require a studio to broadcasts, cameras, lights, etc. Or where are you going to broadcast?

**Answer on 3.1 Option 1: Studio Broadcasts**
We are interested in alternative options:

- a studio-based production to record content – but even to Live stream content.
  - Exact format not decided for our “high level” session, such as the Opening, High Level Ministerial Panel, Prize Ceremonies, Closing session etc.
- or on location and filming in the SIWI offices

**Question on 3.1 Option 2:** What kind of moderator have you thought? Do you have any name suggestions or in a specific area for the moderator?

**Answer on 3.1 Option 2: Moderators**
We are open to suggestions – this would be for the sessions mentioned in 3.1 option 1 – so an international moderator familiar with the SDGs and global environmental challenges.

**Other questions:** Are you thinking of different types of partner packages?

**Answer on Other questions: Partners**
Yes, we will most likely package some of the offer to our partners to include:

- number of sessions
- marketing opportunities
- possibility to host networking events