

## **QUESTION AND ANSWERS FOR BID0224 EVENT COORDINATOR SANEDI CONFERENCE**

Q1: What are the planned dates for the conference?

**A1: SANEDI CONFERENCE will take place on ( 28 - 29 August 2024)**

Q2: Which venue has been selected for the conference?

**A2: -TBC**

Q3: How many days is the duration of the conference?

**A3: 2 DAYS**

Q4: How many delegates are expected to attend?

**A4: 500 Delegates**

Q5: Do delegates pay to attend?

**A5: - TBC**

Q6: Pricing, are you looking for labour only (Conference manager, Event Manager, Sponsorship and Exhibition Manager)?

**You can include the below.**

**A6: Or do you want a complete budget that would include the following:**

- a. Marketing**
- b. JOC and health and safety approval**
- c. Event project management (The labour aspect as per above)?**
- d. Registration**
- e. Health and safety (Security, EMS, Medics)**
- f. Exhibition and Sponsorship sales?**

Q7: There is no clarity on the volume, size, quantity of the following?

- 1 catering
- 2 transport
- 3 gifts
- 4 audio-visual equipment
- 5 speakers

**A7: (1) -**

**(2) Majority will transport their selves, only handful of SANEDI staff will be transported.**

**(3) Gifts for 500 delegates**

**(4) Provided by venue**

**(5) Provided by venue**

Q8: Theme of the conference ?

**A8: To be finalised**

Q9: RSVP for the briefing session – kindly confirm if there is a form I need to fill or you can accept the required information via e-mail.

**A9: No Form needed**

Q10: Cost for delegate participation?

**A10: Still to be finalised.**

Q11: Cost for delegate participation?

**A11: Still to be finalised**

Q12: 20 MB on submission, is this correct?

**A12: Correct**