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Venue Selection Requirements - Power Africa Field Coordination Meeting 2020

Background

Every year, Power Africa hosts a field coordination meeting in South Africa focused on coordinating its activities with all three components of the Power Africa partnership (Government, Development Partners, and Private Sector Partners). Last year, more than three hundred and fifty participants registered for the event, with 290 attending, including representatives from nearly 40 different private sector companies.

This year's Field Coordination Meeting is scheduled for May 18-20, 2020.

Venue Requirements

For the 2020 Field Coordination Meetings, Power Africa seeks to procure a venue and associated event services that meet the following criteria:

- Capacity to accommodate 300 delegates;
- Ability to reserve rooms at group rate for 50 delegates;
- Conference facilities including a large plenary room that can seat 300 delegates and a minimum of three smaller break-out rooms for side sessions;
- Minimum of three “boardroom” or similar smaller meeting rooms for closed executive meetings (2 rooms) and a secure/lockable control room for logistics staff (1 room);
- Catering capacity to supply breakfast, lunch, coffee breaks with snacks for 300 delegates (buffet style) over three days;
- On-site venue facilities manager for any facility related issues;
- Back-up power contingency in case of load-shedding or other power supply interruption;
- Audiovisual support to include the following:
 - Dedicated on-site AV technician supplied by the venue for the full period of the conference;
 - For the Plenary Room: Two VGA/HDMI compatible projectors with two large screens; two dedicated mics for speakers + four roaming mics; two large speakers
 - 20-30m VGA/HDMI cable to connect laptop to projector from a distance in Plenary Room;

- For smaller breakout rooms: one dedicated mic for speaker + two roaming mics in each room;
 - One projector clicker for each room (total four)
 - Dedicated wifi that can support minimum 500 devices at once;
 - Multiplugs / recharging stations available throughout venue;
 - Two podiums for plenary and stage or platform to provide raised area for speakers and panelists.
- Parking capacity / validated parking for approximately 75 participants;
 - Informal meeting / gathering spaces with networking tables / cocktail tables;
 - Robust on-site security and willingness to cooperate and comply with the Regional Security Office checks;
 - Airport shuttles preferred but not required;
 - Proximity / walking distance to Gautrain highly preferred;
 - Johannesburg location preferred but not required;

Resource Implications

No financial commitments incurred at this stage in the procurement process.