

- 1. Could you kindly advise if there are specific documents or information you'd like us to include in our proposal beyond what is outlined in the RFQ? Additionally, we would appreciate clarification on any particular expectations for the scope of services or key deliverables that may not be detailed in the document.**

The documents for registration as a supplier to RTI will be sent out after the supplier is selected for this proposal. Please refer to the Proposal Content for documentation needed for this RFP evaluation. Deliverables are described under the Description of Activity/Service.

- 2. Should we suggest a venue, or has one already been secured?**

A venue is currently being selected. No need to suggest a venue.

- 3. How many days will the event run, and will it be full-day or half-day sessions?**

The days in the scope of work are all full days. The event will be from June 11 to 13, 2025

- 4. What is the event duration and food specifications in terms of lunch and tea breaks?**

The projected event duration is from 8:30 to 5pm. The food will be provided by the venue.

- 5. Will you need regular translators in addition to a sign language translator?**

The need for translators hasn't been determined yet. You can include this as an add-on option in your proposal.

- 6. For video production services, do you require live streaming or just highlight coverage of the event?**

Live streaming isn't required, only highlight coverage of the event.