

Annexure G - RFQ 6408/20/11/2024

Specification / Scope of Work / Terms of Reference

The provision of On-Site Registration Equipment and Service at the 2024 CHPC National Conference to be held at the Boardwalk International Convention Centre, Gqeberha, 1-4 Dec 2024, <https://chpcconf.co.za>

Specifications include the following:

1. Four (4) self-registration free-standing kiosks in the **Boardwalk International Convention Centre, Gqeberha** to be installed on **Saturday, 30 November 2024 by 12 noon and ready by 2pm**. See Figure 1 below for floorplan and location of kiosks.
2. Printing of delegate name tags to be facilitated from interactive machine/device to be provided. Self-registration by the delegate is required. Sufficient support to be provided at every registration point to mitigate any potential issues with equipment. There must be one support staff member at each registration machine every morning from 07:30 to 09:30, and at least two support staff members for all machines from 09:30 until end of each day of the conference.
3. It must be easy and obvious for the delegate to edit and correct their information at the time of registration before printing the name tag.
4. It must be possible to perform new on-the-day registrations (CSIR staff will handle conference fees payment/waiver).
5. Printing of delegate information on name tags. The CSIR will provide the company a CSV file of the registration list and indicate the items that should show on the name tag. Expected number of delegates is 550.
6. The name tag will be a plastic-free badge of A6 size made of paper and of a suitable quality and thickness to survive a three-day conference (at least 240 gsm). The badge must be printed double-sided, so the delegate's information remains visible if the badge flips round. The colour graphic elements will be pre-printed by the CSIR before the conference with blank space left for the delegate's personal information:
 - Preferred name
 - Surname
 - Affiliation
 - Special delegate type (e.g., Speaker, Keynote Speaker, Student, Staff, etc.)
7. The above delegate's information must be printed in black in a typeface and size that is legible and clearly readable at a distance. (For example, [Overpass](#) at 24pt.)

8. Meal tickets and drink tickets must also be issued along with the name badges, with extra tickets provided for those delegates who will be bringing a guest to accompany them to the two evening functions. The CSIR will provide the tickets. The tickets will need to be stapled inside the name badge after printing delegate info.

The completed name badge will then be handed to the delegate along with a lanyard. It may be necessary to punch holes for the lanyard hooks in the top of the name badge after printing and stapling. The lanyards will be provided by the CSIR.

Figure 1: Floorplan of BICC ground floor showing location of registration kiosks.

Delegates will enter the conference venue at the main entrance, into the BICC reception lobby (shared with hotel). Delegates will then proceed through the conference welcome arch, into the corridor leading to the conference rooms. The registration kiosks (shown below in red) will be located in that corridor, immediately opposite the lounge, which is where delegates can wait/queue to register.

