**Annex II  -  Detail of Commitment**
**Offices and equipment, Plenary hall, meetings rooms, conference and working spaces**

| Room | Function | Availability for set up and use - all rooms & equipment to be available as indicated (*) | how many persons in the office |
|---|---|---|---|
| | **Meeting rooms** | | |
| 1 | **Plenary hall**<br>(Hall 3) | 10-17 September | |
| 2 | **Meeting Room 1 - 5.3**<br>*(NIS, SCRC, NGO morning /  technical briefings)* | 10-17 September 2015 | |

| Room | Function | Availability for set up and use - all rooms & equipment to be available as indicated (*) | how many persons in the office |
|---|---|---|---|
| 3 | **Meeting Room 2 - 5.2**<br>*EU coordination* | 12-17 September 2015 | |
| 4 | **Meeting Room 3 - hall #4**<br>**(country meeting room, bilateral meetings)** | 13-17 September | |
| 5 | **Press Office - hall #4** | 12-17 September | |

## catering

| Room | Function | Availability | how many persons |
|---|---|---|---|
| 6 | **Coffee breaks area, delegates lunch**<br>(Hall 4) | 14-17 September<br>(and for premeetings) | |
| 7 | **ministerial lunch - 5.1** | 14 and 15 September<br>(set up on 13 September) | 90-100 |

## Offices

| Room | Function | Availability | how many persons |
|---|---|---|---|
| 8 | **Director General**<br>(lobby Hall5) | 13-17 Septemer 2015 | 1 |

| Room | Function | Availability for set up and use - all rooms & equipment to be available as indicated (*) | how many persons in the office |
|---|---|---|---|
| | | | |
| 9 | **Regional Director**<br>(Gallery) | 10-17 September 2015 | 1 |
| 10 | **RDO + RGO Secretariat (3 persons)**<br>(Gallery) | 10-17 September 2015 | 3 |
| 11 | **translator team rooms**<br>(Restaurant)<br><br>*2 teams!* | 12-17 September 2015 | 6+<br><br>6+ |
| 12 | **translator team rooms**<br>(Restaurant)<br><br>2 teams! | 12-17 September 2015 | 6+<br><br>6+ |
| 13 | **LLP Common room** | 12-17 September | 6 |

| Room | Function | Availability for set up and use - all rooms & equipment to be available as indicated (*) | how many persons in the office |
|---|---|---|---|
| | (restaurant) | | |
| 14 | **Executive Management (10 persons)** (Hall 4) | 10-17 September 2015 | 10 |
| 15 | **Legal Counsel and WHO/HQ staff** (Hall 4) | 13-17 September | 5 |
| 16 | **General Secretariat room (common use)** (room nearby Hall3) | 10-17 September | |
| 17 | **Head of Country Offices (10 persons)** (Hall 4) | 14-17 September 2015 (set up on 13 September) | 10 |
| | **Other areas** | | |
| 18 | **Stationary, Printing** (middle room close to the restaurant) | 10-17 September | |
| 19 | **Registration area** (nearby the entrance) (used as Information Desk during the week) | 12-17 September | |

| Room | Function | Availability for set up and use - all rooms & equipment to be available as indicated (*) | how many persons in the office |
|---|---|---|---|
| 20 | **Internet Café**<br>(lobby) | 13-17 September | |
| 21 | **documentation desk**<br>(Hall 3 - Plenary) | 14-17 September<br>(set up on 13 September) | 1 |
| 22 | **publication desk**<br>(Exhibition area) | 14-17 September<br>(set up on 13 September) | 1 |
| 23 | **exhibitions**<br>( corridor between Hall 3 and 4) | 14-17 September<br>(set up on 13 September) | 1 |
| 24 | **Miscellaneous** | tbc | |

(*)     <u>**Dates and time indicated refer to rooms availability**</u>
(**)      **2-4 booths for E/F/G/R matter of consultation closer to the session**


<u>**Personal Computers (or laptops):**</u> **according to specification attached (to be revised c**

<u>**All PCs or laptops should have access to the internet (detailed IT specification refers**</u>)

**Sixty-fifth session of the WHO Regional Committee for Europe**
  *Vilnius , Lithuania, 14-17 September 2015*

| Equipment required | Quantity |
|---|---|
| Seating U-shape with tables (approx., subject to final number of participants) | 55 |
| Additional chairs with writing rests, approx. (approx., arrangmenet, number of seats and tables is subject to final number of participants) | 250-300 |
| Head table and chairs: front row | seating 10 |
| Head table and chairs: rear row | seating 10 |
| Rapporteurs tables and chairs (right or left-hand side of head table) | seating 6 |
| Resolutions table and chairs | seating 3 |
| Tables + chairs for directors and VIPs (right- and left-hand side of front table) | seating 40 |
| Speaker's podium  with microphone and reading lamp | 1 |
| Conference system microphones | 75 |
| Wireless microphones | 5 |
| Headsets (exact number is subject to final number of participants) | 400 |
| Simultaneous interpretation booths (5 languages) to relevant ISO standards; sound recording equipment for 5 languages + floor. | 5 booths |
| | |
| 5 languages from local technicians audio mixer (separated, by XLR cable) DVI-I signal for ppt (computer signal, ENG) from local tecnician to the webcase technicien by cable | |
| 4m2 space for webcast equipment, plus one chair close to local technicien for Webcast technician | |
| Projection screens, size appropriate for the room, size 6x7.5 m width, 16:9 | 2 |
| Additional LCD/Plasma screens to face delegation(46-50 inch, resolution at least 1920x1080). All the screens of the same brand and size. | 10 |
| | |
| Plasma/LCD Screens in front of head table (to feedback image to head table).(46-50 inch, resolution at least 1920x1080). All the screens of the same brand and size. | 5 |
| Multi media projectors (1 for each projection screen) min.20.000 LUM, full HD, for testing before the event | 2 |
| Laptop computers for podium and technicians table | 4 |
| Laptops for reports and resolutions teams | 2 |
| Separate, dedicated LN line (wired internet) with a minimum of 5-10 mbit uload-download to the technician table (for webstreaming) | 1 |
| Flower displays | 4 |
| Bottled water (to be renewed during coffee/lunch breaks) | as needed |
| Water glasses (to be changed during coffee/lunch breaks) | as needed |
| Tables for Conference assistants at the back of the room | 3 |
| wire extensions with multi sockets (need about 2 plugs per "chair") | as appropriate |
| Chairs for Conference assistants | 4 |
| Laptops for Conference documentation team | 2 |
| convenient monitors for those sitting at the two panels (17 inch) english channel only | 20 |
| 8 chairs and 2 coffee tables for panel discussions | |
| Additional lights above U shape (with adjustible color spectrum and intensity, ensure absence of shadows while filming the speaker) | |
| Sound proof curtain separating the Hall 3 from the Gallery | as appropriate |
| Carpeting in Hall 3 and the Gallery for soundproofing purposes | |
| | |
| Printer Type 1 + paper | 1 |
| Meeting table in U-shape to seat 45 persons/theater style for 100 | 1 |
| Chairs for meeting table | 45/100 |
| Additional light chairs to be available | 25 |
| Microphones/portable microphones | 20//3 |

| Equipment required | Quantity |
|---|---|
| Projection screen | 1 |
| Laptop (or PC) + multimedia projector | 1 |
| Simultaneous interpretation (3 for Sunday/2 for technical briefings) booths to relevant ISO standards. | 3//2 |
| wire extensions with multi sockets | 5 |
| Head sets | 50 |
| Table(s) to seat 10 (top table) | 1 |
| Chairs and tables to seat 60 (30 around a table, and 30 additional chairs) | 60 |
| Microphones at head table (microphones to be brought here from 5.3. after meeting is over on Sunday) | 5 |
| headsets | 60 |
| Conference system microphones | 20 |
| screens | 1 |
| wire extensions with multi sockets | 5 |
| PC + Monitor + Keyboard + Mouse or Laptop + Mouse, +printer Type 2, +print paper A4 | 1 |
| Table to seat 15-20 persons | 1 |
| Chairs | 20 |
| Chairs in theatre style | 25 |
| Head table to seat 8 | 1 |
| Wireless microphone | 1 |
| Microphone for head table | 3 |
| Chairs for head table | 8 |
| microphone at the press table | 2 |
| TV set with cable TV channels including CNN, BBC | 1 |
| Desk | 2 |
| Chairs | 3 |
| PC + Monitor + Keyboard + Mouse or Laptop + Mouse | 2 |
| Printer Type 1 + paper | 1 |
| wire extensions with multi sockets | 5 |
| armchair | 2 |
| coffee table | 1 |
| Large TV screen (55-60') + laptop with CD/DVD | 1 |
| Tea, coffee, juice and biscuits, lunch for approx. 350-450 persons | |
| Buffet tables and high tables and chairs as appropriate for 350-450 persons | |
| round tables and seats (8-10 pax) | as appropriate |
| wireless microphones (one per table) | 10 |
| screen and laptop for eventual projection | need laptop only |
| interpretation booths (for ministerial lunches) | 4 |
| headsets (for ministerial lunches) | 100 |
| speakers podium | 1 |
| Executive desk | 1 |
| Executive Chair | 1 |
| PC + Monitor + Keyboard + Mouse or Laptop + Mouse | 1 |
| Meeting table to seat 8 | 1 |
| Chairs | 8 |

| Equipment required | Quantity |
|---|---|
| Desk Lamp | 1 |
| sofa | 1 |
| armchairs | 2 |
| coffee table | 1 |
| Executive desk | 1 |
| Executive Chair | 1 |
| Meeting table to seat 15 | 1 |
| Chairs | 15 |
| Desk Lamp | 1 |
| sofa | 1 |
| armchairs | 2 |
| coffee table | 1 |
| waste bin | 1 |
| PC + Monitor + Keyboard + Mouse or Laptop + Mouse | 1 |
| Desk | 3 |
| Secretary chair | 3 |
| coffee table | 1 |
| Chairs | 6 |
| Desk Lamp | 3 |
| PC + Monitor + Keyboard + Mouse or Laptop + Mouse | 3 |
| Printer - Type 2 | 3 |
| extensions/wire/cable with multi sockets | 1 |
| waste bin | 1 |
| Desk | 6 |
| PC + Monitor + Keyboard + Mouse or Laptop + Monitor + Mouse | 6 |
| Secretary Chairs | 6 |
| Desk top reading light | 6 |
| Printer Type 2 + paper | 1 |
| Desk | 6 |
| PC + Monitor + Keyboard + Mouse or Laptop + Monitor + Mouse | 6 |
| Secretary Chairs | 6 |
| Desk top reading light | 6 |
| Printer Type 2 + paper | 1 |
| waste bin and paper bin | 1 |
| table for documents | 4 |
| Desk | 6 |
| PC + Monitor + Keyboard + Mouse or Laptop + Monitor + Mouse | 6 |
| Secretary Chairs | 6 |
| Desk top reading light | 6 |
| Printer Type 2 + paper | 1 |
| waste bin and paper bin | 1 |
| Desk | 6 |
| PC + Monitor + Keyboard + Mouse or Laptop + Monitor + Mouse | 6 |
| Secretary Chairs | 6 |
| Desk top reading light | 6 |
| Printer Type 2 + paper | 1 |
| table for documents | 4 |
| Desk | 6 |

| Equipment required | Quantity |
| --- | --- |
| PC + Monitor + Keyboard + Mouse or Laptop + Monitor + Mouse | 6 |
| Secretary Chairs | 6 |
| Desk top reading light | 6 |
| additional table for documents | 4 |
| Printer Type 2 + paper | 1 |
| Desk to seat 10 people | 1 |
| Chairs | 10 |
| PC + Monitor + Keyboard + Mouse or Laptop + Mouse | 4 |
| Desk Lamp | 4 |
| Printer Type 2 + paper | 1 |
| waste bin and paper bin | |
| wire extensions with multi sockets | 2 |
| Desk | 5 |
| PC + Monitor + Keyboard + Mouse or Laptop + Mouse | 5 |
| Printer Type 2 + paper | 1 |
| Desk lamps | 5 |
| Chairs | 5 |
| waste bin and paper bin | 1 |
| wire extensions with multi sockets | 2 |
| Desks | 5 |
| Chairs | 5 |
| PC + Monitor + Keyboard + Mouse or Laptop + Mouse | 5 |
| Printer Type 2 + paper | 2 |
| desk lamp | 5 |
| wire extension multiple socket | 2 |
| waste bin and paper bin | |
| Desk to seat 10 people | 1 |
| Chairs | 10 |
| PC + Monitor + Keyboard + Mouse or Laptop + Mouse | 4 |
| Desk Lamp | 4 |
| Printer Type 2 + paper | 1 |
| wire extensions with multi sockets | 2 |
| waste bin and paper bin | |
| Printer Type 2 | 2 |
| Tables to display documents | 4 |
| wire extension multiple socket | as appropriate |
| PC + Monitor + Keyboard + Mouse or Laptop + Mouse | 2 |
| Heavy duty colour copiers, digital, with min. capacity 75 cop/min, with document feeder/stapler/sorter and large capacity tray (LCT) with direct conection (and drivers) to the laptops note above | 2 |
| A4 white paper 90 GRS Xerox Colotech+ quality or similar | 100 000 |
| waste paper bin | 1 |
| Tables for registration | 4 |
| PC + Monitor + Keyboard + Mouse or Laptop + Mouse | 1 |
| Printer Type 2 + paper | 1 |
| Chairs | 4 |
| wire extension multiple socket | 2 |
| waste paper bin | 1 |

| Equipment required | Quantity |
|---|---|
| PCs or laptops with internet connection | 10 |
| Printer Type 2 + paper | 2 |
| Chairs, tables | 10 |
| Recharging station (for delegates laptops) | 1 |
| desk | 3 |
| chair | 1 |
| desk | 3 |
| chair | 1 |
| screen | 1 |
| | |
| wire extension multiple sockets | as appropriate |
| Flower displays in plenary hall (including at head table) | as appropriate |
| Flowers (bouquet) in Director-General office | 1 |
| Flowers (bouquet) in Regional Director office | 1 |
| Flower displays (bouquet)  in Press Conference room | 1 |
| Wifi: | |
|     access open for all participants (no vouchers, general code OK) in all alocated areas in the venue. | |
|     sufficient capacity to provide service to 500 guests - approximatly 800 devices at one time, majority in the plennary with the overall internet bandwith 20mb + | |
| Video service: | |
|     Needs to provide two high quality video channels for presentation screens (EN and RU) as per attached screen allocation | |
|     Needs to be able to receive HDMI /DVI signals for the channels | |
| | |
| Separate, dedicated LAN line (wired internet) with a minimum of 5-10 mbit uload-download | |
| Internet connectivity for all computers in the secretariat, internet cafee | |
| Assuring access to Webcast technicien to electricity (230V) and LAN line | |
| Printing service, computers in the same offices share printer | |
| | |
| Computers to be networked for rooms 11 +12 +13, so it is possible to share Network Attached Storage and printers (NAS provided by WHO) | |
| garbage bin, waste paper basket, coat hanger | as appropriate |

**:loser to the date of the RC).**

**:**