**Terms of References**

Organization of Virtual Final Conference for SYMBIOSIS Project

The final conference will be online and broadcasted live on the Internet and social media (live streaming on YouTube and Facebook, Twitter, and Instagram). There should be a professional moderator who will moderate the virtual conference from a studio (venue).

The representatives from project partners should be online all the time to follow presentations and answer questions after every session. The project management team and experts from North Macedonia could be located in the studio (venue), according COVID-19 measures in force.

The speeches will be previously recorded and will be broadcasted according to the agenda of the conference.

DRAFT AGENDA

I part - Ceremonial part

- Officials from North Macedonia: Mayors of Bitola and Novaci, maybe some minister)

- Officials from Greece (Greek partners will decide about who will address the conference

- Representative of JS

- Director Pande Bogoevski (video presentation)

Suggested duration of ceremonial speeches max. 5 min. Greek partners will record greeting speeches from Greek officials. Speeches of the officials from North Macedonia should be recorded by Contractor.

BREAK (music break instead of coffee break)

II part - Managerial part

Every project manager at each partner will give a short overview of the activities of his/her organization. During the presentations, the public can ask questions through the Internet and social media. At the end of this session, there will be time for answers to received questions. The managers should be online to answer eventual questions.

Suggested duration of managerial speeches max. 10 min. Greek partners will record their speeches. Speeches of the officials from North Macedonia should be recorded by Contractor.

BREAK (music break instead of coffee break)

III part - Expert part

- Expert for composting - Bitola will speak about purchased equipment in North Macedonia, its usage, benefits.

- Expert for biowaste treatment from Greece (will talk about the Greek part of biowaste treatment).

- Expert for the SYMBIOSIS platform from Greece (will speak about Industrial Symbiosis, developed platform, benefits, etc.).

- Future of SYMBIOSIS in the CBC region (forecast based on the developed studies/ analyses in the project).

During the presentations, the public can ask questions through the Internet and social media. At the end of this session, there will be time for answers to received questions. The experts should be online to answer eventual questions.

Suggested duration of expert speeches max. 10 min. Greek partners will record their speeches. Speeches of the officials from North Macedonia should be recorded by Contractor.

END OF CONFERENCE – final remarks from the moderator

The presentations should be translated into English/ Macedonian/ Greek as subtitles (the users can choose which subtitle will be shown to him).

The visibility material (handouts) should be mailed by post/courier to local and national stakeholders.

The virtual conference should be advertised in the national and local media prior and after the conference. Prior the conference, it should be advertised as an invitation to participate in a virtual event. After the conference, it should be advertised as a report and video with highlights from the conference.

The conference should be recorded and accessible afterward, online.

**The contractor must provide:**

Venue with capacity for 10 persons according the valid COVID-19 protocols in North Macedonia.

Professional audio and video conferencing equipment and software consisting of: HD video conferencing camera (for example Poly Video Conferencing System https://www.poly.com/ or similar) that will provide audio and video communication of with partners which will be remotely connected, two projectors which will present presentations and speakers, at least two microphones, lighting for studio (venue), high speed internet connection of at least 300 mbs.

Video recording and broadcasting of the full duration of the conference on the internet and social media.

Software for video conferencing with public broadcasting.

A moderator who will moderate the virtual final conference.

An IT expert who will take care of online communication and broadcasting.

Handouts – at least: conference bag, notebook, pencil, presentations in hard copy, small pot with compost and flower. In the Organization and methodology, the contractor should provide details about handouts which will provide, and eventually as well as propose additional/ alternative items…….. pcs. 200

The handouts should be distributed through post/ courier to partners and stakeholders to 200 addresses.

Translator from Macedonian to English to Greek and vice versa.

Video recording of the speeches and presentations according to above description of agenda/ scenario for final conference.

Promotion of the conference as event prior the date of the conference.

Promotion in the electronic, printed, and social media of the highlights from the conference after the event.

Catering and refreshments for the project team present at the venue.

Protective items for project team according COVID-19 protocols: masks, disinfectants, etc.

Please describe in Organization and Methodology how respecting you plan to organize the virtual final conference according minimal requirements specified above and attached draft scenario of the conference.

After the conference, the Contractor must submit:

- written report about the conference

- handouts

- signed list of participants

- photos and video (one short of 3 to 5 minutes with highlight of the conference and long of the whole duration of the conference).