Organisation & Methodology

**To be completed by the tenderer separately**

Please provide the following information:

# Methodological description

* Detailed description of scenario/ agenda of the final conference as a virtual event.

# Technical description

* Description of the equipment, software and venue for preparation/ realization of the final conference as a virtual event.

# Description of the handouts

* Description of handouts what stakeholders will receive, including the technique for their distribution.

# Previous Experience

* List of previous similar assignments realized by the Contractor with short description and data of reference person from the organization to which services were rendered.