



The Hong Kong Institute of Architects Belt and Road Forum 2021
Tender of Live Streaming Services Briefing Session (22 Oct 2020)
Q&A

- 1. Q: Any requirements on the number of speakers to be shown on the live stream platform during Forum at the same time?**
A: Tentatively the onsite live cam with dial-in overseas speaker around 8 individual screens maximum for panel sessions. Applicants could indicate the limitation of maximum number of dial-in speakers in the technical proposal.
- 2. Q: Would the live streaming service provider need to provide any Simultaneous Interpretation (SI) equipment?**
A: The appointed SI service provider would have their own equipment for the normal live SI, e.g. SI booth and transmission system. Yet, live streaming service provider would need to set up the required equipment for the live streaming (e.g. computer, mic, pure English and pure Chinese output to plug-in to their laptop with their own cables etc.)
- 3. Q: For the required trial run in late Mar – early Apr 2021, does it have to be a full trial run or not?**
A: The trial run in Mar to Apr 2021 is mainly to ensure the organizer (HKIA) and overseas speakers to understand the flow and how to use the live streaming platform on their own. Full show trial run is not required.
- 4. Q: Any “full show” rehearsal required for the virtual Forum?**
A: The on-site live testing with the full venue set up and live streaming platform features should take place on 15 Apr 2021, for the test mainly on the Forum opening and multiple video mixing of panel sessions.
- 5. Q: Would live streaming service provider need to handle briefing to on-site speakers?**
A: The appointed “PR and Event Organizer” would handle the briefing to on-site speakers. Live streaming service provider would need to liaise with the appointed “PR and Event Organizer” on the technical logistics (e.g. speakers look which camera during Forum etc.)
- 6. Q: Does live streaming service provider need to handle the invitation of the virtual Forum?**
A: The Forum invitation and promotion (both virtual and physical) would be handled by the appointed “PR and Event Organizer” of the Forum, not the live streaming service provider.
- 7. Q: Any special requirement for the procedures of the RSVP of the virtual Forum?**
A: The live streaming service provider has to develop and handle the RSVP of the virtual Forum. Once the registrant submitted the registration, an automatic acknowledgement email would be sent to the registered email address (template to be provided by HKIA). Confirmation email will only be sent to successful registrants on a specific date. HKIA would further coordinate with the live streaming service provider on which registrants are to be accepted.
- 8. Q: What is the main language of the Forum?**
A: English should be the main language of the Forum. Yet, PRC speakers are assumed speaking in Putonghua. Therefore, the feature of audio channel switching (English to Putonghua, and Putonghua to English) is compulsory.
- 9. Q: Any display of screen for the online platform during tea breaks and lunch time?**
A: There should be slide shows of exhibits during tea breaks (mainly images and text; to be provided by HKIA in Mar 2021 tentatively), the display show in lunch time to be confirmed.

Applicants are welcomed to add/propose other scope/ service with quotation that applicant thought important but was not included in the existing scope and quotation table. TF would then consider the proposal accordingly.