



Request for Proposal

Speaker centre, presentation management and recording services for IAS 2025

Summary

This Request for Proposal (RFP) invites potential suppliers to submit proposals for setup, deployment and management of recording services, presentation upload and distribution for IAS 2025, the 13th IAS Conference on HIV Science.

Proposal submission deadline: 31 October 2024

- No proposals will be considered after the deadline.
- An electronic version of the proposal is required.
- Incomplete proposals will not be considered.

Submit your complete proposal to:

IAS – the International AIDS Society
Avenue de France 23
CH-1202 Geneva, Switzerland
Email: tamara.torri@iasociety.org



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1. General

IAS – **the International AIDS Society** – convenes, educates and advocates for a world in which HIV no longer presents a threat to public health and individual well-being. After the emergence of HIV and AIDS, concerned scientists created the IAS to bring together experts from across the world and disciplines to promote a concerted HIV response. Today, the IAS and its members unite scientists, policy makers and activists to galvanize the scientific response, build global solidarity and enhance human dignity for all those living with and affected by HIV.

The IAS also hosts the world’s most prestigious HIV conferences: the International AIDS Conference, the IAS Conference on HIV Science and the HIV Research for Prevention Conference.

1.1 IAS Conference on HIV Science

The **IAS Conference on HIV Science** is the world’s most influential meeting on HIV research and its applications. This biennial conference presents the critical advances in basic, clinical and operational HIV research that move science into policy and practice. Through its open and inclusive programme, the meeting sets the gold standard of HIV science, featuring highly diverse and cutting-edge research.

IAS 2025, the 13th IAS Conference on HIV Science, will take place in Kigali, Rwanda, from 14 to 17 July 2025. Pre-meetings will be held on 13 July. An estimated 6,000 participants from around the world will attend IAS 2025.

1.2 Project scope

The selected supplier will provide recording services, virtual and in-person presentation upload and on-site distribution services for IAS 2025. Seven session rooms will be required, with on-demand content available to IAS during the conference for upload on our platforms.

1.3 Pricing model

The supplier must provide a detailed cost breakdown based on the project scope defined in this RFP. This includes license and system setup fees, managing in-person requirements during the conference, providing virtual and in-person presentation upload and on-site distribution services, recording and transferring data to IAS and other services specified in this document.

Pricing should account for minor adaptations to the project scope, system testing, changes and improvements to the products and services, preparatory materials, kick-off meetings, general weekly meetings, rehearsals and meetings dedicated to specific issues or developments.



1.4 Currency

All prices should be quoted in US dollars and must reflect final 2025 prices.

1.5 RFP – Proposal – Final agreement

The proposal should be based on the scope defined in the RFP. If any service cannot be provided, please specify this in your proposal and suggest alternative solutions.

Should the supplier be selected, the RFP and the proposal will form part of the final agreement. The final agreement will include standard contractual arrangements and only deviations, additions or clarifications from the proposal and the RFP. The agreement will be based on IAS's standard supplier agreement.

1.6 Confidentiality

IAS will not disclose any information or proposals received during the bidding process. The supplier, or any subcontractor, shall not disclose any information received during the bidding process to a third party without prior written consent from IAS.

2. Overview of the conference's programme and activities

2.1 Conference sessions

The conference programme consists of in-person speaker presentations in session rooms. Flexibility is required if a speaker cannot attend in person due to unforeseen circumstances. An overview of the different session types is provided below.

2.1.1 Prime sessions

No other programme activities are scheduled concurrently.

Opening and closing sessions

- Opening session: The first day features high-level addresses from key stakeholders such as HIV scientists, policy specialists and community leaders, typically including a live performance. It may be live streamed on IAS social media channels.
- Closing session: The final session includes closing speeches, a keynote address and a final performance by a local performer or group, possibly live streamed on IAS social media channels.

Plenary sessions

Plenary sessions feature presentations by leading HIV scientists, policy specialists and community leaders. These sessions may include presentation of scientific prizes and awards to promising researchers.

Special sessions

Special sessions welcome political leaders, celebrities and international HIV ambassadors who spotlight critical global issues affecting the HIV response. These sessions represent key moments during the conference and provide an opportunity for high-level speakers to give unique insights into the HIV response and their field of work.

Rapporteur session

A rapporteur session is held immediately before the closing session. Lead rapporteurs summarize conference highlights and key recommendations. Daily reports and session summaries are published on the conference website and the online programme.

2.1.2 Parallel sessions

Multiple sessions occur simultaneously over three conference days in the seven session rooms.

Symposia

Symposia focus on a single topic or issue, sharing experiences and research findings. These sessions report on new results and announce forthcoming research and initiatives.

Oral abstract sessions

Abstract-driven sessions typically feature four to five speakers presenting their research for eight minutes each, followed by a moderated Q&A. Presentations are accompanied by a 350-word abstract text.

2.1.3 Posters

Paper poster presenters are required to stand by their poster at a scheduled time. Poster presenters and accepted e-posters will be asked to upload a digital copy (.pdf) of their poster.

2.1.4 Overview of the conference sessions

Session type	# of sessions	Structure	Format	Length
Opening session	1	In-person / live streamed on IAS YouTube (TBC) and recorded	High-level addresses from key stakeholders, potential panel discussion and a live performance.	90'
Closing session	1	In-person / live streamed on IAS YouTube (TBC) and recorded	Closing speeches, keynote addresses and a live performance.	60'
Rapporteur session	1	In-person and recorded	Five to eight presentations summarizing conference highlights.	60'-75'
Plenary sessions	3	In-person and recorded	Two to three presentations followed by prizes and awards presentations.	60'
Special sessions	2	In-person and recorded	Usually panel discussion followed by prizes and awards presentations.	60'
Symposia	24	In-person and recorded	Moderated sessions with three presentations and a Q&A.	60'
Oral abstract sessions (incl. late breakers)	30	In-person and recorded	Four presentations followed by a Q&A.	60'
Posters	800-900	In-person + digital copy	The presenters will mount their paper poster and stand by their poster at a scheduled time to answer any questions from delegates.	Conference duration
E-posters	~1,000	Digital copy	The author will upload a digital copy of the poster which will then be displayed on the IAS website.	Conference duration and beyond

2.2 Satellite sessions

Satellite sessions are independently organized meetings that complement the main conference programme and are coordinated by third parties in various formats and durations. An estimated 50-70 satellite sessions are expected.

2.2.1 Satellite session formats

- Fully pre-recorded satellite session: Broadcast to in-person delegates at the scheduled time.
- Fully live satellite session: Features speakers presenting in person.

2.2.2 Satellite session duration

Sessions are either 60 or 90 minutes long.

2.2.3 Overview of the satellite sessions

	Fully live	Fully pre-recorded
Format	In-person at a scheduled time.	Pre-recorded session/presentations broadcasted to in-person delegates.
Session length	60 or 90 minutes	
Presentation and/or session recording requirements	Full live session recorded, including Q&A and post-production. Available on-demand 4-12 hours after the session (approval needed by the organisers and/or IAS).	Full session or individual presentations recorded, including Q&A and post-production. Available on-demand immediately after the session.

Clarification:

Recorded content refers to:

- Video recording of the presenter/session (video and audio synchronized), or
- PPT and video recording of the presenter/session (video, audio and PPT synchronized)

2.3 Pre-meetings

Pre-meetings are scheduled for the day before the conference and are fully organized and coordinated by the IAS in various formats. Currently, six pre-meetings are expected for half a day or a full day. We ask the supplier to clearly separate the quote for the pre-meetings from the rest of the proposal.

3. Technical requirements and specifications

The requirements below outline the minimum technical specifications, to be further specified by IAS. Suppliers are encouraged to describe any useful features, services or tools related to these areas that may enhance the final solution.

3.1 Data integration

3.1.1 Scientific programme synchronization and export

As part of the scientific programme management integration, the following integrations are requested:

- Scientific programme data synchronization: Data synchronization between IAS and the supplier.
- Export of speakers' conference content: Speakers' content (PPT, uploaded video, PDF, recording) will be available on the supplier's servers, provided for the IAS. All files are available on the event-specific server in real time and accessible via API or FTP.
- Folder structure: Will comply with the IAS requirements.

Supplier technical specifications on the proposed solution should be provided in the RFP response.

3.1.2 Network and bandwidth requirements

Please list number of drops, locations and bandwidth requirements.

3.1.3 Disaster recovery/high availability/CDN capabilities

Please indicate the cloud/server infrastructure and its capacity to handle multiple parallel sessions with access for an estimated 6,000 participants.

3.1.4 Data protection compliance

Please describe the measures in place to ensure data protection compliance.

3.1.5 Backups, redundancy and data security

To ensure maximum security, all data shall be stored securely. Backup of all data should be done systematically, with redundancy solutions in place for all systems. The supplier will follow industry best practices to ensure data is backed up and secured against hack attempts and hardware failures. All communications and passwords must be encrypted. Databases accessed through APIs should have the highest encryption standards available. User data must always be protected. Please describe all measures to guarantee data

security and protect against cyber-attacks, such as DDoS attacks, pirated content and website defacement.

3.1.6 Response to failures

The supplier is requested to provide information regarding the response time in case of system failures. Please include example cases.

3.2 Backend access and management

Effective backend access and management are crucial for ensuring a smooth and organized conference experience. Different user groups, including IAS staff, satellite and pre-meeting organisers, and speakers and moderators, require specific levels of access to manage their respective responsibilities. The backend system must provide secure and user-friendly interfaces to accommodate these needs, ensuring seamless coordination and efficient handling of all conference-related activities. Below are the detailed requirements for backend access and management for each user group. In addition, please refer to the matrix in Annex 1.

3.2.1 Access to the backend for IAS staff

The IAS staff need access to the backend to:

- Check and update session details (titles, descriptions, speaker details, moderators, roles, timing).
- Add new sessions, presentations or speakers.
- Check the consent form status and make changes if needed.
- Check the conflict of interest form status and make changes if needed.
- Check and upload recordings.
- Check and update satellite session details.
- Add new satellite sessions and their details.
- Check and update pre-meeting details.
- Add new pre-meetings and their details.
- Upload documents, presentations (PPT) and recordings on behalf of speakers and/or satellite/pre-meeting organisers.
- Access online reports and statistics (e.g., missing consent forms, conflict of interest statements, missing PPTs or recordings).

3.2.2 Access to the backend for satellite (and pre-meeting) organisers

Satellite and pre-meeting organisers should be able to access a web platform through a direct link to or any simple solution to:

- Check and update their session details (titles, descriptions, presentation durations, speaker details, moderators, roles).
- Add/delete/replace presentations.
- Fill out the consent form (at session level).
- Upload organization logo(s).
- Check recordings.
- Upload documents, presentations (PPT) and recordings on behalf of their speakers.
- Check all content for their satellite session.

- Extract their session outline.

3.2.3 Access to the backend for speakers and moderators

Speakers and moderators should be able to access a web platform through a direct link or any simple solution to:

- View their activities throughout the conference (all roles).
- Complete and submit the consent forms and conflict of interest forms.
- View consent given by organisers on their behalf for satellite sessions or pre-meetings.
- Upload presentations (PPT), recordings and other documents, i.e.: pdf for posters and e-posters.
- Access guidelines.
- Extract their session outlines.
- Upload a picture and add a biography.

3.2.4 Continuing Medical Education (CME) requirements

The following feature is required:

- Programme building system: Ability to mark if a session is eligible for CME.

3.3 Presentation search tool

The supplier should provide a platform for rapporteurs and media partners to view and download uploaded presentations and/or self-recordings. Users should access recordings and presentations independent of the speaker's consent and download them as required by IAS if consent is given.

The first page should be a welcome page with key information protected by a login functionality. After login, users can search for uploaded presentations and recordings using the following criteria:

- Session code
- Presentation code
- Keyword
- Track
- Session type
- Room
- Presenters' names

Search results should display the following details:

- Session title
- Presentation title
- Session code
- Presentation code
- Track
- Session type
- Room
- Presenters' names
- Date and time.



- Status (uploaded and consent given, uploaded but no consent given, not uploaded)

The presentation search tool should be available as soon as some content is uploaded by the speakers.

3.4 Training, guidelines and documentation

As part of your proposal, please provide samples of trainings, guidelines and documentation you provide, including:

- System training for IAS staff
- Examples of different types of guidelines (e.g., self-recording guidelines, uploading guidelines, third-party backend access guidelines)

4. Onsite distribution and recording services

4.1 In-person presentation support

The in-person presentation support (Presentation support) is designed to assist all speakers, presenters, chairpersons and moderators who will be presenting in the session rooms. Check-in at the presentation support is for last-minute changes and in-person assistance. As direct uploads from the presentation computer in the session rooms are not possible, all presentations must be uploaded beforehand or at the presentation support if necessary.

For the in-person presentation support and the session rooms, the presentation upload computers can be provided either by the supplier or the IAS IT provider. If provided by the IAS IT provider, the supplier must provide the computer image beforehand; the IAS IT provider will then ghost the computers and the supplier will control them. The IAS will provide an internet drop for the supplier to build the distribution network within the presentation support. An IP network for presentation and video distribution connecting the presentation support to the conference session rooms should be set up using the existing venue network as much as possible.

In the in-person presentation support, speakers will first check in at the reception. The supplier's reception interface should enable them to:

- Check-in the speaker (record date and time of arrival).
- Make minor edits to names and presentation titles.
- For conference session speakers, modify consent form choices and the conflict-of-interest forms at any time (before and after the presentation).
- For satellite and pre-meeting organisers, modify consent form choices at any time (before and after the presentation).

The supplier is also requested to provide a session outline script (run of show) for each session, including:

- Conference identification
- Date and time of generation
- Session code
- Session day, time and room
- Presentation type (pre-recorded, live)
- Presentation material (PPT yes/no, recording yes/no)
- Additional info field (e.g., security information)
- Chairperson(s)/Moderators names and countries



- Presentation codes, start time and titles
- Speaker names, countries and biographies
- Speaker presentation status (in-person or pre-recorded)
- Consent form choices
- Missing presentations

The supplier shall make these session outlines available to the AV technicians and hosts/hostesses in the session rooms.

As part of your proposal, please describe your presentation support and on-site management, indicate the number of staff members required on-site to staff the presentation support and manage the presentation distribution in the session rooms, and their daily rates. Please note that during the conference, opening hours may range between 8 to 14 hours.

4.2 Presentation and material distribution

At the scheduled time, all uploaded presentations and materials shall be distributed to the respective conference session rooms via the venue network. In each conference session room, a computer needs to be provided at the lectern, displaying an entry page for each session as follows:

- Header: Session Room, date and time, session title.
- Session outline: Time, presentation title and speaker name.

When a speaker clicks on the presentation title or their name, the presentation should open and be displayed on the computer and the session room screen.

If your on-site distribution process differs from above, please explain your processes and workflows.

4.3 Technical requirements for uploads and in-person support

Uploaded presentations and materials shall be stored on a shared drive on the supplier's server. A file copy system (file synchronization) shall be set up to copy presentations, PDFs and other materials onto the IAS server, based on the defined folder structure. Continuous programme changes and updates to uploaded files must be considered.

The supplier shall provide a server (main and backup server) in-person in the presentation support room. The presentation upload computers in the presentation support and session rooms, as well as any other necessary equipment, shall be provided by the supplier. The IAS will provide an internet drop in the presentation support. The supplier will build the capillary network structure required for the services.

An IP network connecting the presentation support to the conference session rooms should be established using the existing venue network as much as possible.

As part of your proposal, please describe how you will fulfil the above technical requirements.

4.4 Recording and post-production services

The following recording services are required from the supplier (please provide a quote):

- Pre-recording of presentations for conference sessions, satellite sessions and pre-meetings, including Q&A and editing as needed.
- Full pre-recording for conference sessions, satellite sessions and pre-meetings, including Q&A and editing as needed.
- Q&A for uploaded self-recorded presentations, including editing if required.
- Full session recording of all scheduled live conference sessions, satellite sessions and pre-meetings, including Q&A and editing as needed.
- Post-production of full session recordings for all scheduled live conference sessions, satellite sessions and pre-meetings, including Q&A
- Special post-production for high-level sessions, including editing and adding transition slides, with a minimum turnaround time.

4.5 Additional features

4.5.1 Simultaneous interpretation

Simultaneous interpretation from English to one or several languages might be provided for selected IAS 2025 conference sessions, as well as for selected satellites and pre-meetings.

Please provide specifications and quotes for the following scenarios:

- Interpreters available on-site (contracted by the IAS or the satellite/pre-meeting organisers)
- Interpreters available remotely (contracted by the IAS or the satellite/pre-meeting organisers)

4.5.2 Real-time captioning

Simultaneous real-time captioning (English) might be provided for selected IAS 2025 sessions. The CART captioner will either be onsite (technician table in the session room) or remote (virtual green room).

4.5.3 AI interpretation

AI interpretation might be provided for selected IAS 2025 sessions. This technology will enable real-time captioning and translation of spoken content, allowing delegates to access sessions in their preferred language without the need for human interpreters. Please provide specifications and quotes for the integration of such third-party technology, which will be contracted separately by the IAS, as well as on-site management and additional equipment.



4.5.4 Polling

To engage delegates during the session, please list available features and their costs.

4.5.5 Rehearsal

Please provide the cost to perform on-site rehearsal for any type of session.

4.5.6 Remote speakers

Please provide the cost to accommodate remote speakers in every session room (equipment, staff) as well as green room management.

4.5.7 Overflow

Overflow space to view sessions will be offered either outside each session room or in a central overflow area at the conference (final number of overflow spaces to be defined by the IAS at a later stage). Overflow screens will be provided by the AV supplier. The supplier will need to provide the stream/signal from the session rooms via the local network. The supplier will also need to provide the interface in the overflow area for opening the stream/signal of the respective room as the situation requires. Please indicate if you are able to provide overflow computers/smaller devices, which can be discretely placed next to or behind the overflow screen. IAS will provide one network drop per overflow laptop/device.

Please describe what kind of overflow system you can provide.

5. Proposal

5.1 Supplier overview

Kindly complete the [supplier overview form](#).

5.2 Services provided

Please provide a detailed description of the services offered, following the sections outlined in this RFP. Illustrate your descriptions with visuals and examples from previous projects.

Given your expertise in the field, please present and describe any additional features, services or tools not mentioned in this RFP that you believe would add value to the final solution.

5.3 Management and support plan

Please provide a breakdown of the distribution of labour, outlining the various roles and responsibilities of the supplier and the IAS throughout this process, including support staff during the conference.

Also, provide a summary of the service level support plans offered pre- and post-conference (e.g., overall project management, administration, reminder processes, etc.).

5.4 Project timeline

Please provide a project timeline outlining the start dates, activities to be carried out and deliverables for the required services.

5.5 Quotation

Please provide a detailed quotation based on the services offered, detailing the costs per service item as described in the RFP.

