



# Annex 5 – Checklist<sup>1</sup> of Minimum criteria to be provided by the Tenderer

## 3.10.2 Minimum requirements regarding Task1:

- have at least 5 years of experience in international events organisation
- have experience in the organisation at least three events with minimum of 250 participants in the last three years
- have experience with at least one event organised for the innovation ecosystem (attendees with start-up, investor, student, and government profiles)
- have professional connections and knowledge of the European Innovation ecosystem, key stakeholders and the role of the European Institute of Innovation and Technology
- have the technical capacity to live stream the event and interact with audience members with excellence

### Supporting documents:

- Self-declaration of the availability from the intended starting date (16<sup>th</sup> August 2023).
- Self-declaration (reference list) of services provided by the tenderer in the areas named in section 2.3 of this document
- Tenderers shall attach to their proposal reference(s) to prove the above requirements, Website, photos of the venues, CVs and videos of the proposed moderators

## 3.10.3 Minimum requirements regarding Task 2

- Have at least 5 years of experience in international PR
  - To have proven experience in media relations in start-ups, technology, innovations, general business, and news topics in the country of the event and most of the CEE countries plus Italy and Portugal.
  - Experience in distributing news to pan-European media outlets or news agencies
  - Agency has established relationships with prominent media outlets and/or news agencies in the country of the event
  - Having an established network of regional PR offices that can deliver quality content and media coverage in their respective countries is a plus.
- Applicants shall attach to their submission reference(s) to prove the above requirements.
  - Please provide a list of media outlets you plan to invite and send the press release to.

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<sup>1</sup> All these requests are detailed in the Request for Proposals.