

APPENDIX XVIII

**INTERPRETING, AV & DÉCOR REQUIREMENTS FOR XII CDMA MEETINGS & ACTIVITIES,
OCTOBER 10-12, 2016**

Date	Room	Interpreting	AV	Decor
Sunday 9th October	Registration Board Room Pre- Function Area			Signage- long or standing banner; Plants; 4 Lines with stanchions; 3 Registration tables (each with documents in 4 languages); 1 registration table for unregistered delegates with photographer & white cloth background; Area for easy access and storage of conference bags [conference bags & pins for Head of Delegation to be given by liaisons at Hotel]
	Exhibitors Area 10:00 am – 2:00 pm Regency Pre- Function Area		Outlets, extension cords, additional lighting (if necessary)	10 booths; 1 Table, 2 chairs per booth; Banners and signage to be provided by exhibitors
	Delegates' Internet Café		10 computers, 2 printers	2 tables, 10 chairs
Monday 10th October	Caucus Meeting Room (as needed) 20 persons Boardroom style 7:30 am – 8:45 am	3 booths 10 microphones 20 Headsets and Receivers		
	Minister's Meeting Room (as needed) 16 persons Boardroom style 8:00 am – 6:00 pm	Consecutive interpretation, as required		National flag Liquid break: Tea/coffee/water/juice
	Meeting of Pro Temp Secretariat with Working Committees 30 persons Regency I Boardroom style 7:30 am – 8:45 am	3 booths 18 microphones 36 Headsets and Receivers	Minimum of 2 8'x10' (rear projection) screens for viewing of documents; 2 projectors; 1 Technician on standby	
	Exhibitors Area 8:00 am – 5:00 pm			Existing set-up for 10 display booths for Exhibitors

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	Regency Pre-Function Area			
	Holding Area- International Security 40 persons Regency I and II Pre-Function Area Perimeter seating 9:30 am – 7:00 pm			Liquid break: Tea/coffee/water/juice
	Bilateral Meetings 10 persons 2 meeting rooms- Diamond & Topaz Rooms 8:30 am-4:30 pm	Consecutive interpretation, as required/requested	No AV required	1 section for Boardroom style seating with 1 table with 6 chairs; 1 section with armchair seating for principals, flanked by supporting chairs for 8 persons
	Thematic Axis I 36 persons Regency I Boardroom style 9:00 am – 4:00 pm	3 booths 18 microphones 66 Headsets 30 Receivers PA Extra seating for 30	Minimum of 2 8'x10' (rear projection) screens for viewing of documents; 2 laptops with persons to man; 2 projectors; 1 Technician	Signage outside of room with meeting name; 1 Standing banner inside of room;
	Thematic Axis II 36 persons Regency II Boardroom style 9:00 am – 4:00 pm	3 booths 18 microphones 66 Headsets 30 Receivers PA Extra seating for 30	Minimum of 2 8'x10' (rear projection) screens for viewing of documents; 2 laptops with persons to man; 2 projectors; 1 Technician	Signage outside of room with meeting name; 1 Standing banner inside of room;
	Thematic Axis III 36 persons Regency III Boardroom style 9:00 am – 4:00 pm	3 booths 18 microphones 66 Headsets 30 Receivers PA Extra seating for 30	Minimum of 2 8'x10' (rear projection) screens for viewing of documents; 2 laptops with persons to man; 2 projectors; 1 Technician	Signage outside of room with meeting name; 1 Standing banner inside of room;
	Spill over room for Working Committees Regency IV-VI 9:00 am – 4:00 pm	100 Headsets + receivers	3 large screens (each connected to 1 Working Committee room); audio feeds from each Working Committee room;	Existing set-up for Plenary: Flags CDMA logo flag; Banner/backdrop; Standing banners; Podium & pennant;

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			Transmitters/Repeaters for audio signals from each room	Floral arrangement in the middle of the U; Privacy screen for document modifiers; Covered chairs
	Lunch 200 persons Banquet style POS Ballroom 12:30 pm – 1:45 pm			Food stations; Centre pieces; Chair covers
	Meeting of the Board of Directors and Working Committee Board 34 persons U-shape + head table (6) Regency IV-VI 5:30 pm – 7:00 pm	3 booths 40 microphones 170 Headsets & 120 receivers PA	3 (15') screens; 3 rear projectors; 3 laptops;	Existing set-up for Plenary
Tuesday 11th October	Caucus Meeting Room (as needed) 20 persons Boardroom style 7:00 am – 8:45 am	3 booths 10 microphones 20 Headsets and Receivers		
	Exhibitors Area 8:00 am – 2:00 pm Regency Pre-Function Area			Existing set-up for 10 display booths for Exhibitors
	Holding Area- International Security 40 persons Regency I and II Pre-Function Area Perimeter seating 9:30 am – 7:00 pm			Liquid break: Tea/coffee/water/juice
	Bilateral Meetings 10 persons 2 meeting rooms- Diamond & Topaz Rooms 8:30 am-4:30 pm	Consecutive interpretation, as required/requested	No AV required	1 section for Boardroom style seating with 1 table with 6 chairs; 1 section with armchair seating for principals, flanked by supporting chairs for 8 persons
	Minister's Meeting Room (as needed) 16 persons Boardroom style 8:00 am – 6:00 pm	Consecutive interpretation, as required		National flag Liquid break: Tea/coffee/water/juice

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	Media tent 40 persons Hotel perimeter (7:00 am access to Opening Ceremony Room for set-up) 7:00 am – 6:00 pm	Media packages to be given on day (English & Spanish)		Classroom style seating
	Opening Ceremony [flag parade] 400 persons Theatre style POS Ballroom 9:00 am – 9:30 am	3 booths 250 Headsets and Receivers PA	1 podium for Opening Remarks	Stage 24' x 18' 34 Flags; Banner/backdrop; Standing banners; Podium & pennant; Media table & chairs; Risers for cameras; CDMA logo flag; Covered chairs
	Official Photo 40 persons POS Ballroom 9:30 am – 9:45 am			Backdrop banner (16' x 32') 2 tiers, 1 riser for 40 persons Covered chairs 1 st shot – Heads 2 nd shot –Head Observers
	Coffee break 325 persons POS Pre-function			
	Plenary Session 200 persons U-shape (34) + head table (6) Table for 26 Observers & extra rows of chairs behind Regency IV-VI 10:00 am – 6:00 pm	3 booths 40 microphones 250 Headsets & receivers PA	3 (15') screens; 3 rear projectors; 3 laptops;	Flags CDMA logo flag; Banner/backdrop; Standing banners; Podium & pennant; Floral arrangement in the middle of the U; Privacy screen for document modifiers; Covered chairs
	Style Committee 20 persons Boardroom style Regency II Time TBD as needed	3 booths 10 microphones 20 Headsets and Receivers PA	4 (8') screens 4 laptops with persons to man 1 Technician OR minimum of 2 8'x10' (rear projection) screens and 2 75" monitors for viewing of documents in 4 languages;	

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			4 laptops with persons to man; 2 projectors; 1 Technician	
	Spill over room for Plenary Sessions 100 persons Theatre style Regency III 9:00 am – 6:00 pm	100 Headsets and Receivers	1 large screen Transmitters/ Repeaters for audio signal from Plenary Room	
	Lunch 200 persons Banquet style POS Ballroom 12:30 pm – 1:45 pm			Food stations; Centre pieces; Chair covers
	Ad Hoc Meeting- Draft Declaration Meeting 20 persons Boardroom style Regency I 6:00 pm – 9:00 pm	3 booths 10 microphones 20 Headsets and Receivers PA	Minimum of 2 8'x10' (rear projection) screens and 2 75" monitors for viewing of documents in 4 languages; 2 laptops with persons to man; 2 projectors; 1 Technician	
	Official Dinner 120 persons Banquet style POS Ballroom 7:30 pm – 10:00 pm	Interpretation booths remain for speeches before dinner Headsets to be placed on tables before the start of the dinner; and to be collected before the meal is served		Décor to be setup 2:30 pm – 6:30pm; 1 stage for performers- Stage 24' x 18'; Banner/backdrop; Covered chairs; Subtle branding
	Changing Rooms for performers 1 or 2 rooms at the hotel 6:30 pm – 10:00 pm			1 changing room; 1 room for refreshments; Tables for juice/water & food
	Dismantling of Exhibitors booths during dinner			
Wednesday 12th October	Holding Area- International Security 40 persons			Liquid break: Tea/coffee/water/juice

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Date	Room	Interpreting	AV	Decor
	Regency I and II Pre-Function Area Perimeter seating 8:00 am – 6:00 pm			
	Bilateral Meetings 10 persons 2 meeting rooms- Diamond & Topaz Rooms 8:30 am-4:30 pm	Consecutive interpretation, as required/requested	No AV required	1 section for Boardroom style seating with 1 table with 6 chairs; 1 section with armchair seating for principals, flanked by supporting chairs for 8 persons
	Minister’s Meeting Room (as needed) 16 persons Boardroom style 8:00 am – 6:00 pm	Consecutive interpretation, as required		National flag Liquid break: Tea/coffee/water/juice
	Media tent 40 persons Hotel perimeter 8:00 am – 6:00 pm			Classroom style seating
	Plenary Session 200 persons U-shape (34) + head table (6) Table for 26 Observers & extra rows of chairs behind Regency IV-VI 9:00 am – 12:30 pm; 2:00 pm – 4:30pm	3 booths 40 microphones 250 Headsets and Receivers PA	Existing set-up for Plenary	Existing set-up for Plenary
	Spill over room for Plenary Sessions 100 persons Theatre style Regency III 9:00 am – 6:00 pm	100 Headsets and Receivers	1 large screen Transmitters/ Repeaters for audio signal from Plenary Room	
	Style Committee 20 persons Boardroom style Regency II 8:30 am – 12:30 pm; 2:00 pm – 4:30pm	3 booths 10 microphones 20 Headsets and Receivers PA	Minimum of 2 8’x10’ (rear projection) screens and 2 75” monitors for viewing of documents in 4 languages; 4 laptops with persons to man; 2 projectors; 1 Technician	

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	Ad Hoc Meeting- Draft Declaration Meeting 20 persons Boardroom style Regency I 9:00 am – 11:00 am	3 booths 10 microphones 20 Headsets and Receivers PA	Minimum of 2 8'x10' (rear projection) screens and 2 75" monitors for viewing of documents in 4 languages; 2 laptops with persons to man; 2 projectors; 1 Technician	
	Lunch 200 persons Banquet style POS Ballroom 12:30 pm – 1:45 pm			Food stations; Centre pieces; Chair covers
	Closing ceremony & signing of Declaration 200 persons U-shape (34) + head table (6) Table for 26 Observers & extra rows of chairs behind Regency IV-VI 4:30 pm – 5:30 pm			1 formal table & chair for official signing; Official pen; Printed Declaration in 4 languages; 1 person to manage text for signing; 2 persons to usher delegates to table and back; Riser for videotaping; Photographer
	Press conference 50 persons Theatre style and head table (6) Regency III 5:45 pm – 6:00 pm	3 booths 6 microphones 60 Headsets and receivers PA		Official logo backdrop behind head table; 2 Risers for media; T&T flag; Desk flags of 34 Member States (arranged in wooden fan base); Banner, name plates, Podium & pennants
	Informal Cocktail Reception 400 persons Ground Floor, Central Bank 7:00 pm – 9:00 pm	Consecutive interpretation into Spanish	Mayor's Office & Central Bank (brief remarks by both)	Central Bank to provide décor and catering