

APPENDIX XVIII

**IT Requirements for the hosting of the XII CDMA
October 10-12, 2016, Hyatt Regency Trinidad**

Meeting Room	Type of Machine	No. of Machines	User	Requirements/Software
Main Meeting Room	Laptop	4	Technical persons to modify documents, 1 per language	<ul style="list-style-type: none"> • Language dictionaries enabled in Microsoft Word for English, French, Portuguese (Brazilian) and Spanish; • Each machine to be connected to a projector for real-time display of text and modifications; • Internet access for e-mailing of documents.
	Laptop	5	Rapporteurs	<ul style="list-style-type: none"> • Microsoft Word; • Internet access for e-mailing of documents.
Subtotal		9		
Working Group Meeting Rooms (x3)	Laptop	4 x 3	Technical persons to modify documents, 1 per language	<ul style="list-style-type: none"> • Language dictionaries enabled in Microsoft Word for English, French, Portuguese (Brazilian) and Spanish; • Two machines (Eng & Sp) to be connected to a projector for real-time display of text and modifications; • Internet access for e-mailing of documents.
	Laptop	2 x 3	Rapporteurs	<ul style="list-style-type: none"> • Microsoft Word; • Internet access for e-mailing of documents.
Subtotal		18		
Style Committee	Laptop	4	Technical persons to modify documents, 1 per language	<ul style="list-style-type: none"> • Language dictionaries enabled in Microsoft Word for English, French, Portuguese (Brazilian) and Spanish; • Two machines (Eng & Sp) to be connected to a projector for real-time display of text and modifications; • Internet access for e-mailing of documents.
Translators' Room	Desktop	5	Translators (4)), plus 1 reviewer - for translation, review & editing of documents	<ul style="list-style-type: none"> • Language dictionaries enabled in Microsoft Word for English, French, Portuguese (Brazilian) and Spanish; • Internet access for e-mailing of documents; • Central virtual location/hub for completed documents.
	Desktop Printer	2		<ul style="list-style-type: none"> • Networked desk printers to be connected to machines.
Delegates' Lounge	Desktop	10	Delegates	<ul style="list-style-type: none"> • Language dictionaries enabled in Microsoft Word for English, French, Portuguese (Brazilian) and Spanish; • Internet access for e-mailing of documents.

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	Desktop Printer	2		<ul style="list-style-type: none"> • Networked desk printers to be connected to machines- 5 computers per printer; • Saving feature to be disabled on desktops. Shared drive to be used for documents.
Secretariat	Desktop	10		<ul style="list-style-type: none"> • Language dictionaries enabled in Microsoft Word for English, French, Portuguese (Brazilian) and Spanish; • Internet access for e-mailing of documents; • Saving feature to be disabled on desktops. Shared drive to be used for documents.
	Desktop Printer	3		<ul style="list-style-type: none"> • Networked desk printers to be connected to machines.
	DVD burner	2		<ul style="list-style-type: none"> • DVDs and DVD burner to be acquired for the burning of documents for delegates.
Document Reproduction Room	Desktop	4		<ul style="list-style-type: none"> • Language dictionaries enabled in Microsoft Word for English, French, Portuguese (Brazilian) and Spanish; • Internet access for e-mailing of documents. • Access to central virtual location/hub for retrieval of completed documents; • Saving feature to be disabled on desktops. Shared drive to be used for documents.
	Desktop	2	IT/Accreditation- for printing of conference badges	<ul style="list-style-type: none"> • Badge software to be determined; • Security features for badge to be determined- 3 options: <ul style="list-style-type: none"> • Option 1- Barcode <ul style="list-style-type: none"> i. Software for production of barcode to be obtained; ii. Hand scanners connected to laptops to be to be used for various points of entry; • Option 2- UV stamp <ul style="list-style-type: none"> i. UV lights required for viewing of stamp; ii. UV ink; iii. Text on stamp to be determined; • Option 3- RFID technology <ul style="list-style-type: none"> i. Software for production of RFID strip or sticker; ii. RFID antennae or access points to be set-up strategically either at security access point or at meeting room entrances;

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				iii. Laptops and monitors to be to be used for access monitoring at various points of entry.
	Heavy duty copier	2		<ul style="list-style-type: none"> • Networked copiers to be connected to machines; • Heavy-duty copiers to be rented.
	Large Colour Printer	1		<ul style="list-style-type: none"> • Networked colour printer to be connected to machines;
	Colour Badge printer	1		<ul style="list-style-type: none"> • Networked colour badge printer to be connected to accreditation machines; • Pouches for badges (and branded lanyards) to be procured. • Laminated badge option to be explored for support staff.

Total number of:

Computers- 62 (31 laptops; 31 desktops)

Printers- 8 (7 desk printers; 1 large colour printer; 1 colour badge printer)

Copiers- 2 heavy duty copiers

DVD burners - 2

*Projectors & screens and heavy duty extension cords to be sourced.

Internet to be provided by hotel or via sponsor.

Dates for hotel set-up: October 8-9, 2016