

INSTITUTE FOR WORK & THE ECONOMY

Videotaping Services for Heartland Conference, April 7-9, 2010 Chicago Illinois

Request for Proposal

The Institute for Work and the Economy (IWE) is soliciting bids for videotaping and editing services for the Heartland Conference, taking place April 7-9, 2010 at the Hyatt Regency Hotel in Chicago, Illinois.

Required services include:

- 1) Videotaping all meetings during the three-day Heartland Conference.
 - Each day of the conference there will be 4 simultaneous breakout sessions taking place during several time slots, each requiring a camera. There will also be plenary sessions where all attendees will be together.
 - Breakout sessions will be classroom style seating; plenary sessions will be in a large ballroom with round tables seating 10.
 - Each breakout session will have approximately 40 participants in the audience; the plenary sessions (Thursday lunch and Friday closing) will be approximately 400.
 - Assume two speakers per breakout session and a panel of three for plenary sessions, although actual number of speakers may vary.
 - Microphones for the speakers and audience will be supplied by the hotel.

Day	Session Time	Notes
Wednesday 4-7-2010	3:30 to 5:00p	4 simultaneous sessions, each requiring videotaping
Thursday 4-8-2010	8:30 to 10:00a 10:30 to noon 12:00 to 1:30p (lunch) 1:30 to 3:00p 3:30 to 4:30p	4 simultaneous sessions per time slot, except for the lunch session, which will be in one room with all participants
Friday 4-9-2010	8:30 to 10:00a 10:00 to 11a (closing)	4 simultaneous sessions, each requiring videotaping, except for the closing session, which will be in one room with all participants

- 2) Producing edited WMV files of each session, with portions of the speakers' PowerPoint presentations integrated into the files. IWE will make the edited files available for stream or download from its website. IWE reserves all rights to own and distribute the content.
- 3) As a sub-proposal to this RFP, we are considering creating a 10-minute synopsis of the Heartland Conference, using pre-recorded speaker comments (approximately 7 minutes total) and captions of the actual sessions (approximately 3 minutes). Please provide a separate estimate for this portion of the RFP.

Please address questions and proposals to Robyn Souza at souza@workandeconomy.org, 650-504-4121. The deadline for submitting proposals is close of business, Monday, March 8th, 2010.