

ICSE Audio-Visual Team Description (Contractor)

Principal Contacts: ICSE Conference Chair, Conference Management Team

The audio-visual component is crucial to the success of the typical ICSE event. Audio-visual support may be provided by the conference venue or through separate contract.

Pre-Conference Responsibilities

1. Work with the Conference Chair and Conference Management Team to ensure audio-visual requirements and communications equipment requirements for ICSE and its workshops, co-located conferences, tutorials, and special events are handled appropriately in accordance with needs and budget considerations.
2. Provide budget input, as requested, for all aspects of the conference budget for which contractor has responsibility.
3. Arrange for shipping and receiving of all audio-visual related equipment at the conference site, including all insurance and appropriate security. All costs are to be itemized in the final invoice the conference.
4. Provide written audio-visual information as needed for conference planning (i.e. types of media to be used by speakers during presentations), as requested.
5. Provide suggestions for cost-saving, creative methods to improve audio/visual services.

On-site Conference Responsibilities

In general, responsibilities at the conference will include, but will not be limited to:

1. Providing, setting up, fully testing, maintaining, operating, and dismantling all audio-visual equipment.
2. Providing necessary rehearsal time and staff for the conference venues.

Other on-site responsibilities include the following:

1. Staff the audio-visual office and storage locations at the convention center and, if needed, additional locations.
2. Provide audio and video amplification systems as required.
3. Coordinate with the ICSE Conference Chair and/or Conference Management Team for approval of any additional or unanticipated expenditures. No work or equipment will be provided without written approval. On-site additions will be highlighted in the final invoice.
4. Provide communications devices (walkie-talkies, pagers, cell phones) for use by conference staff, volunteers, and other contractors, as required.

Post-Conference Responsibilities

1. Prepare a final invoice for all expenses for audio/visual activities within 30 days after the last day of the conference, and prior to receiving final compensation under the agreement awarded for the conference. Ensure that all on-site additions are included and highlighted in the final invoice.
2. Arrange for the shipping of all audio-visual equipment. Shipping costs should be listed in the final invoice.
3. Pay and document all invoices for equipment, labor, and services arranged for by the contractor.

Preparation of Reports

The contractor will prepare a final report within 60 days of the end of the conference, documenting all aspects of audio-visual usage (including facts and figures). On-site additions should be noted and briefly explained, or can be part of a general "lessons learned" analysis of conference-specific needs and expectations. This report is for the sole purpose of helping future conference organizers.

12/9/05