



## MHE General Assembly & Capacity Building event

7-8 May 2021

### Call for quotes – IT Technical support

Assembly Mental Health Europe (MHE) is seeking IT technical support to organise the following two events online:

**7 May - 10:00-16:30** Capacity building event

**8 May - 10:00-13:30<sup>1</sup>** Annual General Assembly

Expected number of participants at both events: 60-70 people

Technical support requirements:

- Registration of participants
- Voting facility (half a day): voters need to be identifiable, number of votes per person need to be managed, outcome of voting immediately available following the voting procedure
- Possibility to do group work in break-out rooms (1 day)
- Studio rental (half a day): for small group
- Technical management during event.

Further specifications will be formulated as needed based on discussions with the IT company/ies responding to this call for quotes.

Offers to be sent to Liuska Sanna [Liuska.sanna@mhe-sme.org](mailto:Liuska.sanna@mhe-sme.org) by the 15<sup>th</sup> of March 2021.

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<sup>1</sup> Timings are indicative as the programme is currently being defined



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