

## FAQs for Event Management Services of AFRC's 2025 Regional Regulatory Forum

*Thank you for your interest in the Tender. We have since received some initial queries and have published our guidance here for better transparency.*

### 1. What materials are required for the proposal submission? Are any design work or creative materials required at this stage?

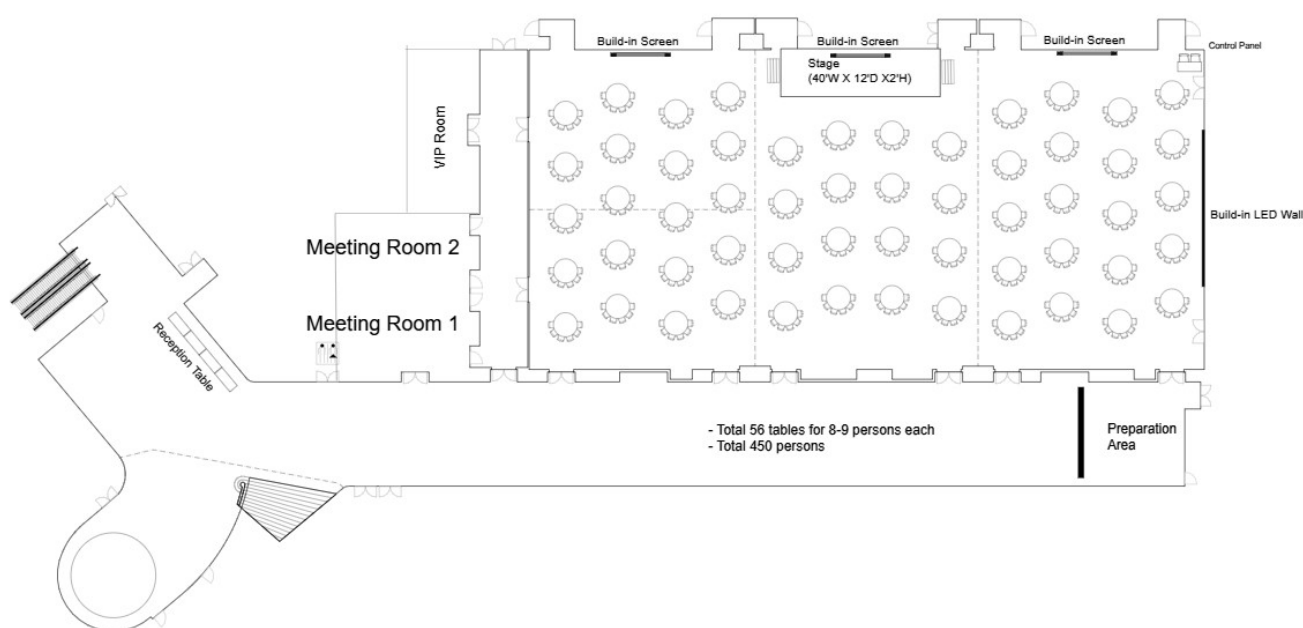
You are welcome to provide as much detailed information as you deem necessary for conveying the concept you intend to present. For instance, if you propose a specific theme, it would be beneficial for us to understand how this can be effectively applied and communicated through event materials, staging, and other elements to ensure seamless execution. Your ideas and concepts will be kept confidential.

### 2. How many other agencies are participating in this tender submission?

We have yet to close the tender, we do not have this information. However, we intend to shortlist at least three for evaluation and consideration.

### 3. For the LED walls, are we using the existing one in the ballroom?

No, we prefer to have the LED wall backdrop facing the main doors of the ballroom entrance to utilise the width of the room. Please see the floor plan below.



- 4. For live streaming, will there be any incoming calls or Zoom calls from another country?**

No.

- 5. For the Launch Ceremony, what is the sequence of the kick-off ceremony and kick-off video?**

Last year, it was (1) the video to unveil the Forum logo, followed by speeches and (2) the video after pressing the button for the kick-off ceremony.

- 6. For the Launch Ceremony, what is the content of the 1-minute kick-off video?**

The video introduces the RRF logo and the theme. This video may not be necessary this year since attendees are already familiar with the Forum and the logo.

- 7. For the Welcome or Post-Conference Dinner, are most of the overseas guests already staying at Ocean Park Marriott?**

Yes, we assume they would be.

- 8. For the Welcome or Post-Conference Dinner, excluding Ocean Park Marriott, do you still prefer a venue on the Hong Kong Island side?**

We are open to suggestions.

- 9. For the design, will you share the related logos with us at this stage?**

Please see below RRF 2024 logo, we will just update to RRF 2025 and keep the logo intact.



- 10. For the RSVP portal or page, if there's any payment transaction needed?**

No.

**11. For Event Website, is hosting and a customized domain name needed?**

We own the domain of last year's event website (<https://rrf.afrc.org.hk/>) and will pass that to the appointed vendor for further development.

**12. For EDMs (invites, confirmations, reminders etc), are there any particular requirements on design and functionality?**

We are open to suggestions. The vendor should ensure that the EDMs do not end up in the recipients' junk folders.

**13. Only LED wall and Live-streaming services are mentioned, shall equipment of audio system and lighting system be needed and provided by us?**

Yes, to be supplemented by the venue's.

**14. May we have the programme rundown of 2024 for reference?**

Please check here:

[https://www.afrc.org.hk/media/zgkljrnb/afrc\\_rrf2024\\_agenda\\_1021.pdf](https://www.afrc.org.hk/media/zgkljrnb/afrc_rrf2024_agenda_1021.pdf)

**15. What channel would be live streaming to? Who would be the target audience? What's the estimated number of viewers?**

On-site live streaming is required for the audience in the room, allowing them to view both the speakers and their slides simultaneously.

**16. How many videographers (particularly for livestreaming) would be expected? (Understood one videographer to cover the entire event has been stated. Just to make sure this is not allocated for highlight video capture only)**

At least two videographers, one allocated for live streaming and the other for capturing footage for the event highlights video.

*Last updated on 15 May 2025*