

QUOTATION AS PER THE FOLLOWING SCOPE OF WORK

EVENT: VIRTUAL

*Number of Participants	100 – 150 (*Subject to change)
Conference Dates	1 Day

SL No.	Description	Unit	Unit Price in INR	Days	Total Price	Remarks
1	Design Theme Conceptualization					
	1 Conference Logo, 1 Banner unit					
2	Application of design					
	Emailer - OPTIONAL					
	Web portal branding (with different sizes) - OPTIONAL					
3	Online Registration & Payment Gateway					
	Set up of online Registration Process					Option 1 : Client will give the confirmed list of participants to agency and agency will share link for creating profile on virtual event platform with the participants Option 2 : agency to create complete registration Process and send it to database provided by client.
	Email Marketing & Communication					Upto 10,000 emails
	Secretariat Communication					OPTIONAL
4	Virtual Sessions					
	Main Virtual Session					up to 100 Participants

SL No.	Description	Unit	Unit Price in INR	Days	Total Price	Remarks
	Parallel/Track Sessions					Per Track - OPTIONAL
	Networking Lounge (100 meetings - 15 mins)					1 table - 2, 4 capacity - OPTIONAL
	Break-out Rooms					Per Meeting room (Capacity of 50 participants with upto 12 people can share audio/video and rest will be spectators) Optional
	Live Q&A and Polls		-		-	
	Live Chat for Sessions		-		-	
	Contest/Gamification		-		-	
	Speaker Lounge/Page					Cost included
5	Virtual Exhibition/Sponsors/Partner Space					
	Virtual Booth/Exhibition Space - OPTIONAL					Access of downloadable product/services collateral, upload videos and photos, Live Video chats between attendees and exhibitors
6	Recording and Editing					
	Assistance in Pre-recording of sessions through zoom					
	Editing of Pre-recorded sessions through zoom					
	Shooting and Pre-recording of sessions at a location					

SL No.	Description	Unit	Unit Price in INR	Days	Total Price	Remarks
	Editing of Pre-recorded session shot at the location					
	Video Recording Set-up for hybrid event (Live Streaming)					
7	Miscellaneous					
	1-1 Video Meetings & Private Chat					
	Speaker Training & Technical Support(with All Speakers together)					
	Recording of the Live Sessions - Optional					Cost Per Session for 60 mins (Post event editing is not included)
7	Professional Fee					Overall coordination and Management
			Total	INR		
					<i>18% GST will be applicable on above total cost</i>	

	TOTAL	
	Management Fees	
	Sub Total	
	GST 18%	
	Grand Total	