

EIT IVAP 2025 – Summary of Preparatory Work and Service Requirements for RFP (Krakow destination)

Work already completed by haca.studio

1. Overview of the original scope

Under the initial contract with EIT Manufacturing, haca.studio was commissioned to support the full design and coordination of the EIT HEI IVAP Workshop 2025. This included but not limited to:

- Overall project management
- Event design and production planning
- AV concept, floorplan creation, design production
- Technical moderation and planning
- Supplier identification and coordination
- On-site scouting to venues and negotiations with suppliers
- Programme support based on venues, event spaces, dinner activity
- Registration platform and matchmaking app
- Branding and communication, and content tools
- Administration support

The original event was planned for 20–22 May 2025 in Zagreb, with an audience of maximum 300 participants and a full conference, dinner and activity programme.

2. Non-confidential summary paragraph

haca.studio was the selected event partner under the previous contract for the EIT HEI IVAP Workshop 2025 and provided key preparatory services such as project coordination, event strategy, matchmaking platform, graphic identity development, supplier sourcing and more. Some of these deliverables are reusable and will form a strong operational base for the rescheduled event.

3. Transferrable deliverables (to be executed by haca.studio)

The following deliverables are still applicable and must be carried out by haca.studio:

- Registration platform
 - A fully structured online registration system prepared for IVAP 2025, including data collection fields, confirmation flows, and GDPR-compliant setup. The platform is ready for reactivation and adaptation to the new location.
- Matchmaking app

- Configuration of a digital matchmaking environment for participant networking, based on project profiles and thematic alignment. Initial logic and structure were developed, and can be adapted to the event in Krakow.
- Technical moderation planning and run of show
 - Drafted flow and structure for the event's technical moderation based on the initial programme, including detailed planning of session transitions, speaker onboarding, interactive tools (Q&A, polling).
- Photography services
 - Photography concept and shot list prepared based on the original agenda and visual identity. The service is transferrable and to be delivered during the new event.
- Video production services
 - Original video brief prepared for a highlight video and testimonials. The concept and production structure remain valid and will be delivered during the new edition.
- Printing materials for on-site branding
 - Templates and layout directions for badges, banners, signage, and programmes to be printed. Materials will follow the updated branding and venue specifications.

Services required for the new RFP

1. Event Management & Coordination

Plan and coordinate event timelines, budgets, and logistics from start to finish.

Act as the central point of contact for all event-related communications.

Ensure real-time problem-solving during the event for smooth execution.

Provide comprehensive project management, including pre-event planning, execution, and post-event reporting.

2. Venue Management

Identify, benchmark, and book suitable venues in Krakow aligned with event objectives.

Coordinate with venue teams to ensure optimal setup, accessibility, and eco-conscious practices.

Oversee all technical and logistical requirements related to the venues.

Secure venues with indoor spaces and, where feasible and safely executable, outdoor areas.

3. Registration & Attendee Management

Provide on-site support for check-ins, badging, and participant assistance.

4. Catering Management

Provide and book only vegan and vegetarian meal options.

Select sustainable and locally sourced catering options that meet diverse dietary requirements.

Negotiate catering contracts and ensure high-quality service.

Minimise food waste while aligning with the Contractor's sustainability principles.

5. Audio-Visual

Coordinate and book all AV equipment, including microphones, projectors, and screens.

Support interactive elements, such as real-time Q&A sessions or live polls.

6. Speaker & Participant Management

Coordinate with speakers, panelists, and moderators to ensure seamless session delivery.

Incorporate interactive elements to encourage participant engagement.

7. Travel & Reimbursement Management

Identifying suitable accommodation options near the event venue.

Arrange discounted hotel rates and provide booking links or recommendations.

Provide a transparent reimbursement process for up to 65 attendees.

Reimburse travel expenses (up to €850 per person) for up to 65 attendees from Cohort 1, 2, and 3 projects.

Attendees will be responsible for booking their own travel arrangements.

Implement real-time budget tracking to ensure adherence to financial guidelines.

8. Event Materials, Signage & Decoration

Design sustainable event materials including name tags, agendas, signage, and branding elements.

Provide digital and printed materials following eco-friendly principles.

Deliver tailored decoration and signage aligned with the initiative's visual identity.

Ensure a cohesive atmosphere through visual elements.

9. Post-Event Analysis & Reporting

Collect and analyze participant feedback, attendance data, and key performance indicators.

10. Sustainability & Environmental Impact Reduction

Embed sustainability principles across all event dimensions including materials, transportation, and waste.

Collaborate with local suppliers to reduce environmental impact and support the regional economy.