​​PLx Awards 2025 – Audio Visual Support​ – FAQ’s

1. **How do we submit tender responses**

Please email your tender response to [people@uksport.gov.uk](mailto:people@uksport.gov.uk). Please send a pdf version of your proposal and include any links to video or evidence of prior work within your response.

1. **Are there any further tender documents or template forms that need to be completed**

There are no further tender documents. Please base your tender responses/proposal on the areas outlined in the information on the webpage. There are no forms or templates that need to be completed.

1. **What is the timeline for any clarification questions.**

Clarification questions must be received before 11.59pm on 10September. Responses will be posted in this document on the 16 September.

1. **Are there any word or page limits**

There are no word or page limits.

1. **Are there any specific evidence or case studies of relevant work**

Case studies should highlight examples of previous work that might be relevant to the specification outlined in the description.

**Clarifying Questions**

Do you wish for the cameras for recording to be output onto a livestream or used for image magnification on the screens?

* No

Will any speakers require a remote link to participate in panel discussions or presentations during the conference?

* Unknown at this point – we have remote linked in speakers previously

For the awards, will all nominees be present in the room, or do you require any remote link?

* No remote link needed – either they will be in the room or the award will be accepted on their behalf

What size displays are you anticipating? We can provide screens from 50-inch TVs to an extremely large LED panel display.

* Displays that are appropriate for the room and the budget

Alongside the assets created for the nominees and winners, will UK Sport be providing other digital assets for the conference?

* Yes, we have a branding agency we work with

Are hosts available for a full rehearsal before the awards ceremony? This can be done on-site, remotely before the event, or both.

* Yes, typically we will try and rehearse during breaks in the agenda

For the AV delivery will there be regular planning meetings for the project manager and will they be expected to coordinate between UK Sports event leads and venue suppliers?

* There will be regular meetings if needed and the successful supplier will be put in direct contact with the venue

Will the supplier be self-contained in the provision of services.

* It is expected that one company will provide what is outlined in the description section of the tender

What level of reporting and accountability do you expect throughout the project lifecycle (e.g. financial updates, risk registers, social value reporting)

**Venue:**

Within your contract with the venue, are any AV or set items included as standard within your package - i.e. staging, lecterns or build in projection screens that we should be utilising?

* No

Would you be able to provide us with your contact at the venue so that we can approach them to ask for CAD files, power, access and rigging information please?

* events@thequeensleeds.co.uk

• Video recording:

Would you like to record all sessions in all 4 rooms throughout the duration of the conference to create individual VOD sessions post event, or would you just like to capture highlight content only to create a video montage? If VOD, how will you be using these post event (so that we can ensure we provide them to you in the correct format)

* We normally record keynote sessions in the main ballroom, with the occasional need to capture content in other rooms – Please quote the cost of recording in other rooms as an additional cost which sits outside of the main quote.

Would you like us to capture ‘talking heads?’ i.e. informal interviews from delegates during breaks etc to include in the video montage?

* No

Would you require event photography?

* No, we have a photographer

How many delegates will be expected in the Syndicate Rooms?

* We run a booking system for sessions and limits will be put on the rooms based on max capacity in a cabaret set up

We understand that the Syndicate Rooms will vary in terms of seating arrangements, however how would you like us to lay them out in terms floor planning at this stage? This will affect how we design the set and stage and manage room capacity.

* Normally cabaret set up

In the schedule, when the phrase 'workshop' is used, is that when all 4 sessions are running in all 4 rooms, then 'keynote' sessions are when all delegates move into main plenary making, the other 3 rooms redundant?

* Yes

Could you kindly provide images of previous years events so that we can review the level of branding and set design that was produced for the syndicate rooms?

* Typically we require limited set design in the breakout rooms – screen, a bit of staging if needed and sound would be the key elements for breakout rooms.

Will Q&A be required in each room, and if yes, how will this be facilitated - hand held mics and a runner, Slido or another app/QR code submission or catch box?

* Via runners and hand held mics

Will you require a speaker rehearsals, if so when would you like this to take place and will this be taking place in all 4 rooms?

* Yes, typically these take place in breaks in the agenda or before we begin each day

Will you require any branding, directional signage or otherwise in any other areas of the venue outside of the 4 rooms specified?

* No we have a design agency that will provide these

**Awards:**

The schedule mentions dinner and awards which take place on Tuesday night. Will this take space in the main plenary space and will there be any requirement to change anything in terms of the set?

* Yes, the awards will take place in the ballroom, there should be no requirement to change anything in terms of the set.

Will autocue be required for the awards?

* Yes

Will there be any sort of entertainment, DJ or band for the awards? Would you like any suggestions put forward as part of our response?

* No

Who will be hosting the awards? Would you like any suggestions put forward as part of our response?

* No, UK Sport will source presenters

Will you require 1 or 2 lecterns?

* 1 in the ballroom, although the speaker will let us know if they need it or not

Please can you confirm: Location – The Queens Hotel City Square Leeds, LS1 1PJ

* Yes, we are using this venue

Do you have a hotel contact I can discuss loading, parking etc.

* Please email events@thequeensleeds.co.uk

30th November – Will the syndicate rooms also be available for set up from 2pm?

* Currently we only have the ballroom held – it might be that other rooms are available but the venue will continue to try and see these.

1st December – Chair and CEO in Palm Court and John Charles Suite – are both these sessions happening at the same time or will they run at different times of the day. Is this the same for Coaches event taking place in the Ballroom and Ark Royal.

* There will be some sessions where Chairs and CEOs are in the Palm court and some where they break out and use both spaces.
* This will be the same for the coaching event where there be sessions where it is just the ballroom and sessions where the ballroom and Ark Royal are in use

Furniture – do you have a separate company providing furniture i.e. chairs on the stage with low tables for water.

* Provided by the venue

Content for the presentations, will this be created by you the client?

Yes

How many will attend each syndicate on the 2nd?

* Dependant on the session – delegates book onto workshop sessions and we will cap the room based on max numbers for a cabaret set up.

How many mics and lapels will be required in the syndicate rooms?

* Typically, we will have a mixture of panel sessions and presentations – we would expect enough lapel/handheld mics to cover the 4 rooms

Regarding - The only addition area to the below details is around video recording. We would like to have the facility to record keynote addresses & sessions, in order to create video montages.

Not a problem, Will you be looking to do this across all 3 days or just day 2 & 3?

* We are not sure on whether it will be all 3 days at this moment in time – please quote for the ballroom and then give costings separately for the cost for one of the workshop rooms.

Will you need us to edit/postproduction or would you just like the raw footage as taken.

* Raw footage

Could you send me some of your branding images/jpegs please.

* UK Sport’s brand guidelines are here: [UKSport - brand identity, guideline and assets.](https://brandpad.io/uksport/) PLx has its own brand logo – but otherwise it follows our brand guidelines.

Can you confirm if you’re looking for one supplier to cover the whole package, or if you’d also consider bids just for the video recording/editing part alongside other suppliers handling AV and staging?

* Looking for one supplier to cover the whole package