



REQUEST FOR PROPOSAL (RFP)

Audio Visual (AV) Production Services

World Physiotherapy Asia Western Pacific Regional Conference (WPAWP 2026)

Conference Dates: 26–27 September 2026

Venue: Yashobhoomi – India International Convention & Expo Centre (IICC), Sector 25, Dwarka, New Delhi

Expected Attendance: 9,000+ Delegates

Exhibition: Approximately 70 Sponsor & Exhibitor Booths

Venue Handover: 24 September 2026, 11:59 Midnight, for commencement of setup and installation works.

Yashobhoomi features large convention spaces, a 6,000-seat plenary hall, ballroom facilities, meeting rooms, and extensive exhibition halls with integrated utility trenches, high ceilings, and large column-free spaces suitable for custom-built event environments.

1. Purpose of the RFP

The Organizing Committee invites proposals from experienced Audio-Visual Production Companies to provide complete AV production, technical management, installation, operation, and dismantling services for the conference.

The selected AV partner shall provide:

- Stage production (only AV)
- LED displays
- Projection systems (if required)
- Audio reinforcement
- Lighting systems
- Live streaming and recording
- Simultaneous interpretation support (optional)
- Video production
- Speaker presentation management
- Technical manpower
- Show calling and event control

2. Scope of Work

A. Main Plenary Hall AV

Display Requirements

Bidder to propose suitable options for:

- Main center LED wall
- Side screens (IMAG)
- Speaker timer displays
- Stage return monitors

Minimum requirements:

Item	Requirement
Main LED	P2.6 – P3.9 Indoor LED
Brightness	Minimum 1000 nits
Processor	4K compatible



Redundancy	Dual backup processors
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Camera System

Minimum:

- 4 Broadcast Cameras
- 1 Robotic PTZ Camera
- Live switching system
- Recording system
- Streaming output

Suggested deployment:

- FOH Camera
- Left Wing Camera
- Right Wing Camera
- Center Aisle Camera
- PTZ Camera on Stage

Deliverables:

- IMAG feed
- Recording feed
- Streaming feed
- Media feed

Audio System

Requirements:

PA System

- Professional line array system
- Even coverage across venue
- Digital mixing consoles
- Delay speakers where required

Microphones

- Podium microphones
- Wireless handheld microphones
- Wireless lapel microphones
- Headset microphones
- Backup microphones

Interpretation Integration

Audio system must integrate with:

- Simultaneous interpretation booths
- Translation receivers
- Recording systems

Lighting System

Provide:



Stage Lighting

- Front wash
- Key lighting
- Presenter lighting
- Audience lighting
- House light integration

Intelligent Lighting

- Moving heads
- Profile fixtures
- Color wash fixtures

Broadcast Lighting

Lighting levels suitable for:

- Television recording
- Live streaming
- Photography

B. Breakout Rooms

Each breakout room should include:

Display

- LED Screen or Projection
- Confidence Monitor (led for speaker/chairperson)

Audio

- Wireless microphones
- Audio mixer
- Room speakers

Presentation

- Presentation laptop
- Clicker
- HDMI connectivity
- Speaker support

C. Registration Area AV

- Welcome LED Screens
- Digital Signage
- Sponsor Recognition Screens
- Directional Screens
- Event Information Displays

D. Exhibition / Sponsor Area AV

Where applicable:

- LED walls
- Digital kiosks



- Interactive displays
- Content playback systems

3. Live Streaming Requirements

The AV partner shall provide:

Streaming

- Multi-camera production
- Branded webcast
- YouTube integration
- Virtual attendee access

Features

- Lower thirds
- Speaker graphics
- Sponsor branding
- Live Q&A integration

Recording

Provide:

- Program recording
- Edited highlights video

4. Simultaneous Interpretation (to be quoted as optional)

If required:

Bidder shall provide:

- Interpreter booths
- Interpreter consoles
- Delegate receivers
- Headsets
- Technical support

Support for:

- English
- Hindi
- Additional languages as required

5. Content Management

AV partner shall provide:

Presentation Management Team

Responsibilities:

- PPT collection
- Version control
- Speaker support
- Last-minute updates
- Content playback

Dedicated:

- Preview Room
- Backup operator



6. Technical Crew Requirements

Minimum proposed staffing:

Position	Quantity
Technical Director	1
Show Caller	1
AV Project Manager	1
Audio Engineer	2
Lighting Programmer	1
Video Director	1
Camera Operators	4
LED Engineers	2
Presentation Operators	2
Streaming Engineers	2
Stage Managers	2
AV Technicians	As required

7. Redundancy Requirements

Mandatory backup for:

Audio

- Backup mixer
- Backup microphones

Video

- Backup switcher
- Backup playback laptop
- Backup media server

LED

- Spare receiving cards
- Spare power supplies
- Spare processors

Power

- UPS support
- Power conditioning
- Backup distribution

8. Deliverables

Selected AV partner shall provide:

Before Event

- AV drawings
- Equipment lists
- Power requirements
- Rigging plans
- Production schedule
- Risk assessment



During Event

- Daily technical support
- Rehearsals
- Speaker support
- Session operation

After Event

- Session recordings
- Edited highlight video
- Photography archive
- Technical report

9. Vendor Qualification Criteria

Bidders must provide:

Company Profile

Including:

- Years in operation
- Team structure
- Offices in India

Experience

Minimum:

- 3 years conference AV experience
- At least 3 conferences with 1,000+ delegates
- Experience at large convention venues

References

Provide:

- Client references
- Event photographs
- Event videos
- Completion certificates

10. Commercial Submission Format

Vendors shall submit:

- Equipment Costs as per element sheet attached.
- Suggest as optional additional items if required



11. Evaluation Criteria

Criteria	Weightage
Technical Solution	35%
Team Experience	20%
Similar Projects	20%
Innovation & Redundancy	10%
Commercial Proposal	15%

12. Technical Standards

For this conference at Yashobhoomi, bidders should ideally propose:

- P2.6 Indoor LED display
- 4K video workflow
- Broadcast-grade cameras
- Digital audio consoles
- Dante-enabled audio network
- NDI-compatible video workflow
- UPS-backed control systems

13. General Terms & Conditions

- Organizers reserve the right to accept or reject any proposal
- Organizers may negotiate with shortlisted bidders
- Lowest quote may not necessarily be accepted
- Partial awards may be issued

14. Intellectual Property

All recordings, edited videos, graphics, presentations, and event content produced for WPAWP 2026 shall remain the property of the Organizing Committee.

Kindly submit your quote in sealed envelope at the following address by 5pm on 26th June 2026. The Financial bid must be submitted in a separate sealed envelope which can be placed inside the main envelope.

The selected bidder will be notified on 30 June 2026.

Bid Submission Address:

Dr Ruchi Varshney PT

Organizing Secretary - WPAWP 2026

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