

## Higher Education Facilities Management Association of Southern Africa

### CALL FOR EXPRESSION OF INTEREST TO SUPPLY AUDIO/VIDEO SERVICES AT THE CONFERENCE HOSTED AT NORTH WEST UNIVERSITY POTCHEFSTROOM CAMPUS

9 September 2025

#### 1. INTRODUCTION

Higher Education Facilities Management Association (HEFMA) Southern Africa in collaboration with the North West university will be hosting the annual HEFMA conference at the NWU Potchefstroom campus from 13 – 16 October 2025.

#### 2. BACKGROUND

At the conference there will be required audio/video services required. The services can be split as follows; requirements at the engineering campus building which be the plenary room, campus tour and braai and the GALA dinner at the Feather hill spa and conference centre. Conference is 13 and 14 October 7:30 - 17:00 and 15 - 16 October 7:30 – 14:00 Gala is 16 October from 18:00 – 22:00.

#### 3. REQUIREMENTS AND DETAILS FOR PRICING

##### a. Conference plenary room G01:

The conference will be hosted in the NWU engineering facility Classroom room N2A.

The conference will require A/V Systems to enable presentation to be projected for all 350 delegates to see, microphones 5 for Panel discussion and to be used for question from delegates. The presentations must be projected while the presenter present, plus a front screen to enable the presenter to manage his/her slides

The presentations shall be recorded to be uploaded to the HEFMA website

The presentations shall be streamed to YouTube for online participants.

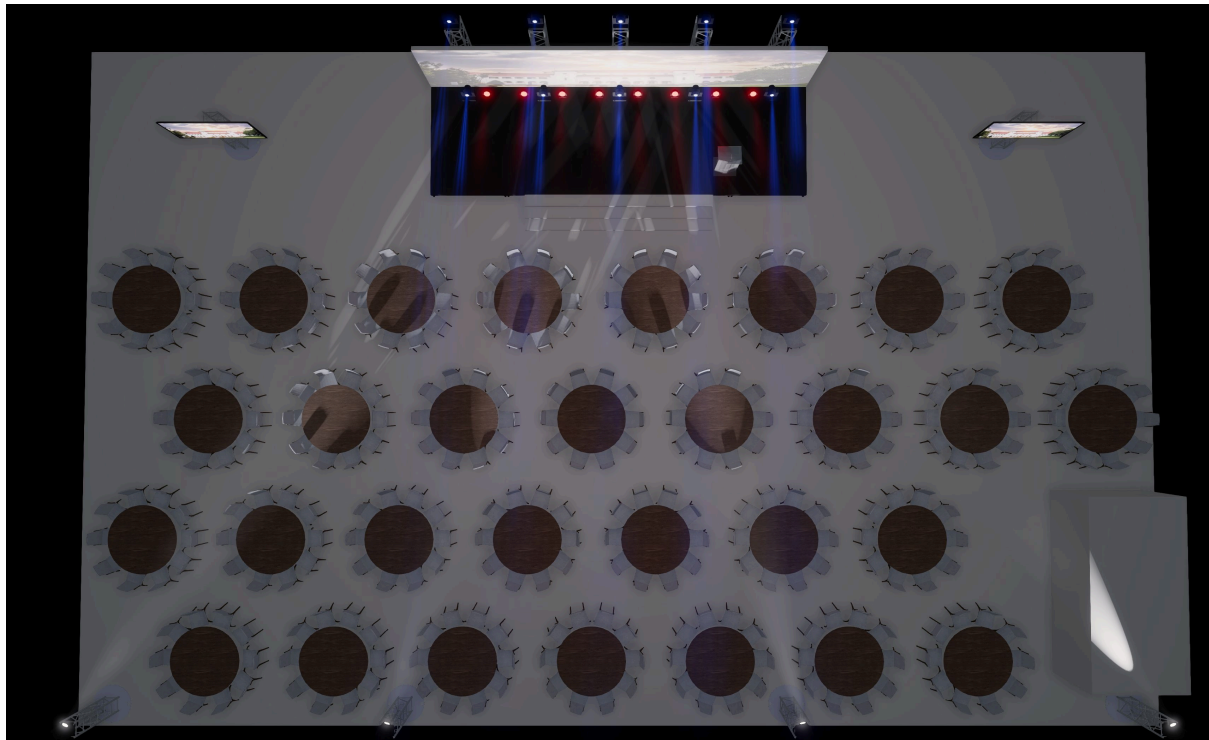
There must be sufficient staff to accommodate the A?V requirements and assist with the presenters and the delegation requirements.

It's critical that the venue must be viewed to allow for all requirements to supply adequate service.

##### b. Conference exhibition room G02:

The exhibition room do have A/V equipment used for classes this can be used to show a slide of all the sponsors with HEFMA and NWU info shown, not critical

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#### **4. Additional Services required**

There need to be a full day photographer at the conference requirements to be:

- Capture pictures of delegates arrival and registration
- Capture photos of the panel discussion
- Take general pictures of the delegates, exhibition area and Plenary room
- Take pictures of the presenters and delegates asking questions
- Take pictures of tea breaks and lunch

The photographer will be required to take part in the Campus tour and Braai, take pictures of delegates and campus facilities.

Gala Event 16 October 18:00 – 22:00.

- Take pictures of each delegate on arrival
- Take pictures of groups like EXCO, Previous EXCO etc on request
- Take picture of Award receiving delegates as well as presenters and MC's
- General pictures of the event and venue to be taken

Successful candidate will be considered on condition that they Price each sub section separately and consideration will be given to cost and profession portfolio of entity.

#### **5. SUBMISSION DATE**

All prices must be sent to the HEFMA Secretary, Ms Swazi Dlamini at [Dlaminis@cjc.edu.za](mailto:Dlaminis@cjc.edu.za) and copy HEFMA Administrator, Ms Deedry at [admin@hefma.org](mailto:admin@hefma.org) on or before 23<sup>rd</sup> September 2025.

Yours Sincerely

A handwritten signature in black ink, appearing to be 'Hendrik Esterhuizen', written in a cursive style.

Hendrik Esterhuizen

**President**

Higher Education Facilities Management Association of Southern Africa