



EMEA is looking for a Webinar Technical Producer for its projects

March 8th, 2021

The Euro-Mediterranean Economists Association (EMEA), independent regional economic policy think tank based in Barcelona, is looking for an experienced Webinar Technical Producer to plan, set up and oversee online webinar logistics, from pre-production to final product.

About EMEA:

EMEA serves as a leading independent and innovative economic policy research institution and forum for debate on the political and socio-economic reforms in Mediterranean with an opening door to Africa with the aim to promote sustainability, inclusiveness, and regional economic integration and prosperity. It strives to contribute to the rethinking of the Euro-Mediterranean in view of the new dynamics of an emerging multi-polar world. Striving to contribute to the rethinking of the region in view of reform processes in the political, economic and social agendas of Mediterranean countries post financial crisis and Arab spring, EMEA develops new scientific concepts, initiatives and projects promoting sustainability, inclusiveness, regional economic integration and prosperity.

Our projects:

EMEA launches a new cycle of webinars focused on sustainable and resilient actions on the basis of its current research initiatives and projects: a) Banking Business Models BBM; b) Regional policy research on COVID-19; c) TRIS model for socio-economic development in the Mediterranean; d) Regional Integration and Africa Initiative; e) Cultural and Creative Industries and Entrepreneurship; f) Green and Blue Economy; g) Territorial resilience; h) Digitalisation and Artificial Intelligence, and EMEA Projects (such as CREAT4MED, INVEST4MED, TRIGGER, and others).

Webinars aim to bring together experts from different fields to exchange ideas and positions, trying to give a multidimensional perspective of the topics to be discussed.



Webinar production services to be contracted:

- Organise, coordinate and execute technical aspects of 11- 12 webinars
- Develop the webinar registration landing page
- Develop an implementation timeline
- Monitor the key webinar performance metrics
- Prepare and send the technical test details
- Prepare slides to be shared during the webinar
- Select, set up and manage webinar platform
- Corporate design of posters
- Labelling of participants
- Multi-signal transmission of the webinars
- Facebook broadcast of the webinars
- Load polls, surveys and seed questions into the webinar platform
- Record the webinar and produce professional event recording

Competences required:

- The company contracted must allocate a technical team for the realisation of the webinars;
- The person(s) allocated to perform specific webinar production tasks for EMEA's projects must have proven prior experience with carrying out these tasks
- Furthermore, the person allocated must comply with the minimum qualifications required:
- University Degree in a relevant field (Communication, Marketing, Business Administration, Computer Science, etc.)
- Proficiency in English (C1 level) both in writing and spoken language.
- Team player, strong interpersonal skills, diplomacy, autonomy and sense of responsibility, strong time management skills.
- The company contracted must also have capacities to carry out:
- Other types of online events, including multiple-room workshops, training initiatives or conferences.
- Design and production of videos, posters and other visibility materials.



Award criteria for Webinar technical production services:

1. Compliance with administrative criteria: – Allocation of a technical team for the webinar production and realisation
2. Compliance with quality criteria: Weighting: 50% – Criterion: Financial aspects – best value for money. Weighting: 50% – Criterion: Qualifications and experience with Webinar technical production.

Other conditions:

The unit price of webinars must be competitive. For the selection of the successful tenderer, the best value for money principle will prevail even if the offer requests a different amount from the indicative budget specified in the present call.

Selection procedure:

Agencies are requested to submit an offer following the above specifications together with the CV(s) of the proposed staff member(s) by email to info@euromed-economists.org by **15 March 2021** at 17:00 CET at the latest. The successful applicant will be notified in writing within one week after the above-specified deadline.