TERMS OF REFERENCE

Activity:	**Hosting of the 2024 Global IT Challenge for Youth with Disabilities**
Date:	**November 3-8, 2024**

VENUE, BOARD AND LODGING (5 DAYS)

Guarateed Pax:	250 pax
Venue:	Hotel/Resort within Metro Manila and Region 4A
Date of Activity:	November 3-8, 2024 including Arrival and Departure time

Accommodation:

Rooms:	100 Rooms
Nights:	5 Nights (November 3-8, 2024) with daily buffet breakfast
Check-In Date and Time:	November 3, 2024 / 2:00 PM
Check-Out Date and Time:	November 8, 2024 / 12:00 NN
Room Sharing:	Single or Twin Sharing with Individual Bed per Pax, Air-conditioned Room, and Free Toiletries
	Accessible Rooms and CRs for wheelchair users

Rooms:	10 Rooms
Nights:	7 Nights (November 1-8, 2024) with daily buffet breakfast
Check-In Date and Time:	November 1, 2024 / 2:00 PM
Check-Out Date and Time:	November 8, 2024 / 12:00 NN
Room Sharing:	Single or Twin Sharing with Individual Bed per Pax, Air-conditioned Room, and Free Toiletries

Meal Schedule:

Day 1 (November 3, 2024 at 5:00 to 10:00 PM):	Welcome Dinner for 250 pax (5 Course Buffet)
Day 2 - 3 (November 4-7, 2024):	Fullboard Meeting Package (AM Snacks, Lunch, PM Snacks, and Dinner)

Type of Serving:

Buffet for Breakfast :	6:00 am
Buffet for Lunch (4 Course):	12:00 nn
Plated Snacks:	10:00 am and 3:00 pm
Buffet for Dinner (4 Course):	6:00 pm
	Free flowing coffee, tea, and service water

Menu Selection:

Hotel to submit proposed Menu	Minimum of atleast 4 Course

No repeating meal per menu

Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters; and Strictly NO POWDERED JUICE

Separate food station for Muslim participants	No pork food

Venue:

Structurally sound and safety for accupancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevator, Stairs and Ramps accessible to wheelchair users, accessible CR for persons with disabilities

Function Room:

Ingress Time	November 2, 2024
Day 1 (November 3, 2024 at 5:00 to 10:00 PM):	Place for the Welcome Dinner good for 250 pax considering that some of participants are wheelchair users. Basic setup of round tables and chairs with flower centerpieces. Wi-fi Connection.
Day 2 - 4 (November 4-6, 2024):	1 Function Room with 900sqm which can cater 250 pax, tables and chairs in classroom setting considering work space for wheechair users
Nov-04	1 Function Room with 500sqm

Nov-06	Place for the Gala Dinner good for 250 pax considering that some of participants are wheelchair users. Basic setup of round tables and chairs with flower centerpieces. Wi-fi Connection
Others:	Prayer Room for Muslim participants

Secretariat Room:

3 rooms for RI Korea; NCDA; Media and voulunteers

1 room for VIP (lounge) for 30 people

Others:

Stable WI-FI access

No obstructing Pillars

Stage can set up 16 x 4 meters led screen

Good Sound System with Microphones, Electric Outlets, Extension Cords, and other Amenities

Atleast eight (8) rooms with accessible bathrooms for wheelchair user

With Registration Area and Free Use of Parking Area

Atleast two (2) Hotel Staff/Attendant available at any given time during the session to assist the Secretariat in Logistic Concerns

Free Flowing of Coffee/Tea/Drinking Water/Infused Water

Provision of shuttle car if needed

Proviion of generator, in case of there is power interruption

NOTE:

Hotel/Restaurants/Resort should not be offering short term lodging associated with motel, night clubs, funeral parlors, mortuaries and other similar like

***********Nothing Follows***************