

Bolzano/Bozen, 14th of September 2023

Market research – SFSCON – Check-In system

This document concerns market research for the identification of a partner that can support NOI S.p.A. in activities regarding the renting of a check-in system for the registration at SFSCON 2024 (8-9 November 2024 - <https://www.sfsccon.it/>). The market research includes:

- the setup of the system (the day before the event);
- 12 ticket scanner devices;
- 12 badge printers;
- In place technical support during the whole event.

Project name: IMPACT – Impacting Innovation Through Specialization

Project code: EFRE1048

Project CUP: J57H23000640009

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Steuernr. & MwSt.Nr.:
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Ges.kapital voll eingezahlt:
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1. Goal of the market research

This document concerns market research for the identification of a partner that can support NOI S.p.A. in activities regarding the renting of a check-in system for the registration at SFSCON 2024 (8-9 November 2024 - <https://www.sfsccon.it/>). The market research includes:

- the setup of the system (the day before the event);
- 12 ticket scanner devices;
- 12 badge printers;
- In place technical support during the whole event.

More information about the requirements is mentioned in the following paragraph.

1.1 REQUIREMENTS

The SFSCON will take place on the 8th and 9th November 2024 at the NOI Techpark in Bolzano. The expected number of participants is around 1000 participants. The conference takes place in different rooms and buildings. During the SFSCON there will be also a set of side events (e.g. NOI Hackathon SFSCON Edition, working groups meetings, etc.) that requires a dedicated registration and check-in, to monitor the attendance of the single side events. More information about the event is available at the following link:

<https://www.sfsccon.it/>

Considering that the event will start at 8.30 am the flow management system must be set up at the latest the day before the event (7th November 2024).

Considering the expected number of participants (around 1000 participants expected at the event), and the experience made during the last editions of the event, the flow management system should include the following hardware:

- 12 Smartphone/Tablet to scan the ticket QR Code;
- 12 printers to print the badge on labels.

The labels will be printed only in black and white. Here below we list an example of the dimension that the labels should have:

- Width: 83 mm
- Height: 50 mm

In the image below an example of the design of the label is shown.



The service provider must provide enough labels to print the labels for all participant of the event for both days. The expected number of participants is around 1000 people.

Other useful information that must be considered for the generation of the badge template:

- Name and surname font: Source Sans Pro Bold 20pt;
- Company name font: Source Sans Pro Regular 20pt;
- Interline spacing: 21 pt;
- SFSCON 2024 font: Source Code Pro Bold 15 pt;
- Shape outline: 1pt;
- The QR code is the QR code of the main ticket of the participant.

The SFSCON team, to manage the event registration, will use Pretix (<https://pretix.eu>) as ticketing software. To manage the registration to the SFSCON side events, the team will use the add-on products. For this reason, the flow management system must be compatible with Pretix to:

- get the participants information (e.g., name, surname, company name, ticket QR code for the registration, registration to side events, etc);
- push the check-in information of the main event and the side events to Pretix, to allow the SFSCON organizers to monitor the event attendance.

Additional features and information that the service provider should consider are:

- if a SFSCON participant checks-in to one of the side events, it must be added also to the main event registered participants;
- each SFSCON participant should have the possibility to check-in to all side events he is registered to;
- the SFSCON participants should have the possibility to register for the event and each side events also during the conference;
- the SFSCON participants must have the possibility to print out his badge more than one time;

- the check-in of the day 1 and day 2 are completely independent and the participants who attended both days must repeat the check-in process also for the day 2;
- the SFSCON team must have the possibility to monitor statistics about the check-in in real time. The statistics should be displayed as follows:
 - total number of people that checked-in (day 1 and day 2);
 - total number of people that checked-in separated per day;
 - total number of people that checked-in for each side event;
- the SFSCON team must have the possibility to import the list of staff members and speakers, make an automatic check-in and print out its badges without the need to scan the QR code the day before the event.

Here below the link to Pretix's documentation is shared:

<https://docs.pretix.eu/en/latest/>

This market research includes also:

- the setup and test of the entire flow check-in system that, as said before, must be concluded at latest the day before the event (7th November 2024);
- in presence technical support team during the whole event (8th and 9th November 2024) that must immediately intervene in case of need (e.g., support the team in case of questions, solve technical problems, exchange broken devices, etc.). The technical support team should be composed as follows:
 - 1 technician in the following time frames:
 - Friday 8th November from 8:00 till 18:00;
 - Saturday 9th November from 8:00 till 18:00.

2. Constraints

In this section are listed and described the constraints that the service provider must fulfill to work with NOI S.p.A. on this project.

2.1 ECONOMIC EXPLOITATION

Where the creation of material subject to proprietary rights, including copyrights, sui generis data rights, and related rights, including solely of photographs, industrial design, all rights of economic exploitation arising from achieved results are reserved to NOI S.p.A., excepting those expressly excluded when the order is placed.

Further, if the material includes a software development project, all source code from libraries or other modules used in the realization of an assignment and belonging to a third party must be released under an Open Source license (opensource.org/licenses) in a manner compatible with the scope of the "outbound" software license, without requirement for adaptation, addition, cancellation or requests for permission from third parties on the part of NOI S.p.A. In the absence of any expressly indicated

license, the terms of the GNU GPL v3 license shall apply. The use of material belonging to third parties must be expressly declared at the time of the offer or be easily and immediately understandable from the description of the project. In the event that code is developed during the realization of this assignment, NOI S.p.A. will initiate a Git repository on which the supplier must develop and publish the source code.

If the material consists of data, creative works (drawings, literary works, cinematographic works, figurative art, photographs), industrial design or other material which are subject in whole or in part to the proprietary rights of a third party, the use of such material is permitted provided it is licensed under conditions compatible with the license under which said material will be published, if indicated. If no license is indicated, the material will be subject to conditions compatible with the Creative Commons Zero (CC0) license.

2.2 INVOICING

The invoicing of the activities concluded by the supplier will be sent to NOI S.p.A via electronic invoice only after the outputs produced have been successfully tested by NOI S.p.A. Before to proceed with the testing of the outputs, the supplier must provide to NOI S.p.A.:

- the entire documentation.
- if code development is planned, the code must be uploaded to the Git repository provided by NOI S.p.A.
- in the case of multimedia contents (e.g., photos, videos, illustrations, documents), the service provider must upload it on specific platforms (e.g., Vimeo, Flickr, etc.) and provide the source files or open versions through appropriate file hosting services indicated by NOI S.p.A.

All invoices must include that the transaction is subject to the Split Payment discipline as mentioned in the art.17-ter del DPR 633/197 and must be issued exclusively in electronic format (Unique Office code: T04ZHR3).

Since part or all activities included in this market research could be funded by EU or national funded projects the supplier must include in all documents the following information: project name, project code and project CUP. The information to be included will be shared by NOI S.p.A. in the market research.

2.3 WORKING PLACE AND HOUR

2.3.1 Working Hours

The execution of the works that involve collaboration with the staff of NOI Techpark or other entities involved in the project must be carried out within a timeframe ranging from 9.00 to 12.00 and from 15.00 to 17.00. Depending on the needs, different times may be agreed via email between the service provider and the entities involved.

2.5.2 Working Place

The meetings that will be agreed during the project will take place, according to the needs of the project team, online or in the NOI Techpark offices:

- Via Alessandro Volta, 13, Bolzano.

Any expenses that the supplier will have to incur to reach these locations will not imply an additional cost for NOI Techpark. In any case, any travel costs that the supplier will have to incur to ensure the natural performance of the project activities (e.g., extraordinary coordination meetings, interventions that require presence on site, development activities to be carried out in agreement with the one or more entities / suppliers involved in the project, etc.) can't be billed to NOI Techpark.

3. Request to the supplier

3.1 COMPETENCES

Considering the activities included in this market research, the service provider who wants to send an estimation should provide a list of references. For these types of activities:

- renting of informatics devices such as Tablet/Smartphone or other devices to scan the event tickets and printers to print the participants' badge on labels;
- technical support for the flow management system and the rented devices;
- background and technical competences to interact via API with the ticketing system in use by the SFSCON team.

3.2 PROJECT INFORMATION

The supplier must include in all documents (e.g., offer, invoice, etc.) the following information:

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4. Documentation

To participate in this market research, we kindly ask you to provide the following documentation:

- a short company description that includes also a list of references in similar projects;
- a short description of the team that will be assigned to the project including
- a short description of the competences of each team member;
- the unit cost of each device rented during the event;

- the hourly rate of each team member included in the project team;
- the total costs of the entire services and divided per:
 - Renting of 12 ticket scan devices;
 - Renting of 12 printers;
 - A sufficient number of labels for the printers, to provide the badge to all participants for both days;
 - If needed, development of the integration with the Pretix API;
 - Support service.

5. Deadlines and contacts

The service providers who are interested in participating in this market research will have to present their estimation by the **10th of July 2024**.

In case of any question please contact:

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