

NEEDS FOR PRELIMINARY INTERVIEW VIS EQUIPMENT

QUANTITY	UNIT	DESCRIPTION OF THE PRODUCT
EQUIPMENT		
1	Piece	Copier (50 copies per minute)
1	Piece	Extra toner for copier
2	Pieces	Windows XP Laptop and VIS Software
1	Piece	Network printer (HP Laser Jet P1102w)
1	Piece	Wifi Internet service

EXAMPLE OF ROOM/SETTING



NOTE: THE FLAGS, TABLES, CHAIRS & TABLES WILL BE PLACED ACCORDING TO EACH PARTICIPATING COUNTRY IN THE TOURNAMENT, AS WELL AS THE FIVB, UPV & NORCECA REGULATIONS FOR EACH COMPETITION.

MOUNTING/ROOM FOR GENERAL TECHNICAL MEETING FURNITURE AND EQUIPMENT

QUANTITY	UNIT	DESCRIPTION OF THE PRODUCT
EQUIPMENT		
<input type="checkbox"/> 1	Piece	Projector screen
<input type="checkbox"/> 1	Piece	Projector
<input type="checkbox"/> 2	Pieces	Laptop
<input type="checkbox"/> 1	Piece	Audio System (according to the conference room and number of participants)
<input type="checkbox"/> 1	Piece	Wifi Internet service
<input type="checkbox"/> 3	Pieces	Wireless microphones (for participating countries' tables)
<input type="checkbox"/> 3	Pieces	Wireless microphone (for presidiums' tables)
<input type="checkbox"/> 1	Piece	Presidential microphone (for podium of the ceremony's presenter)

EXAMPLE 1 ROOM MOUNTING/SETTING



NOTE: THE FLAGS, TABLES, CHAIRS & TABLES WILL BE PLACED ACCORDING TO EACH PARTICIPATING COUNTRY IN THE TOURNAMENT, AS WELL AS THE FIVB, UPV & NORCECA REGULATIONS FOR EACH COMPETITION.

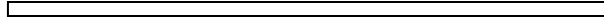
GENERAL TECHNICAL MEETING

MOUNTING

Flags



Back Drop



Screen



Presidium



Country



Country

Country



Country

Country



Country



PRESS / GUESTS / COL

Cafeteria



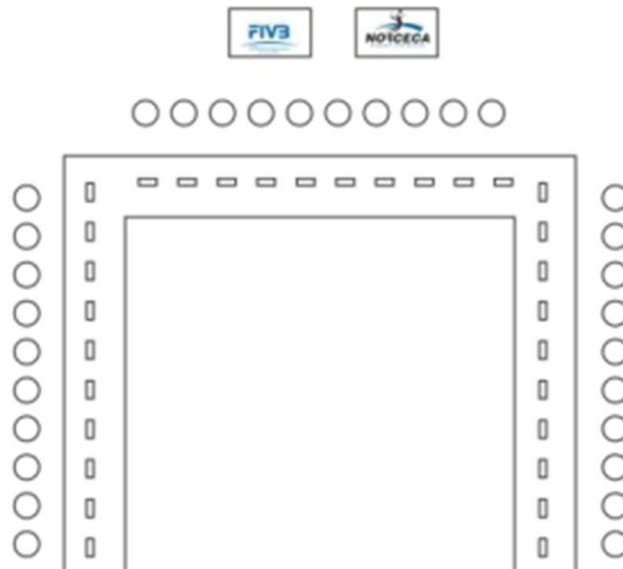


Primera Reunión del COL con el Comité de Control

Agenda /Programa

- Bienvenida a cargo del Presidente del Comité de Control
- Presentación de los Oficiales NORCECA miembros del Comité de Control
- Bienvenida por el residente del Comité Organizador Local
- Presentación del Staff del COL
- Presentación de las regulaciones de Competencia por el Presidente del CC.
- Confirmación detallada de la competencia y otras actividades.
 - Días previos al inicio de la competencia
 - Actividades referentes a la competencia
- Información a cargo del Comité Organizador Local
 - Ceremonia de Inauguración
 - Otra información relevante
- Asuntos Generales
- Confirmación de fecha y hora de la siguiente reunión

Montaje



FIRST LOC MEETING WITH THE CONTROL COMMITTEE

AGENDA / SCHEDULE

- Welcome words by the President of the Control Committee.
- Presentation of NORCECA officers, members of the Control Committee.
- Welcome words by the local Control Committees' President.
- Presentation of the LOC staff.

- Presentation of the competition regulations by the President of the CC

- Detailed confirmation of the competition and other activities.
 - Days prior to the start of the competition
 - Activities regarding competition

- Information by LOC (Local Organization Committee)
 - Inauguration ceremony
 - Other relevant information

- General issues
- Next meeting's date and time confirmation



Reunión Diaria del COL con el Comité de Control

Objetivos de la reunión

El objetivo de esta reunión es asegurar el cumplimiento de las regulaciones establecidas por NORCECA así como el cumplimiento de la función de cada uno de los miembros del Comité de Control y del Comité Organizador Local, así como la actualización sobre cualquier suceso que pueda afectar el desarrollo de la

Fecha de la Reunión:

La reunión se llevará a cabo diariamente hasta el término de la competencia, el horario deberá ser coordinado con el Presidente del Comité de Control

Lugar de la reunión

Se llevará a cabo en el hotel de los oficiales técnicos de NORCECA

Participantes

Por la NORCECA:

Todos los miembros de las diferentes comisiones del CC

Por el COL:

Presidente del Comité Organizador Local

Director de competencia

Jefe de Cancha

Coordinador de atención a participantes (Hospedaje, Alimentación, Transporte)

Coordinador VIS

Coordinador Médico

Coordinador de Prensa

Coordinador Administrativo

Coordinador RP/Protocolos

Materiales requeridos

- Salón con montaje en herradura para por lo menos 30 personas
- Personificadores con nombre y cargo de cada uno de los participantes
- Banderas de FIVB y NORCECA
- Cafetería (Café, refrescos, agua y galletas)
- Impresión de cualquier documento relevante para la competencia que no esté incluido en la información entregada previamente

Agenda /Programa

- Bienvenida a cargo del Presidente del Comité de Control
- Información general sobre las reuniones diarias
- Reportes sobre el primer día de actividades
- COL - Reporte sobre cualquier asunto relativo a acreditaciones / transportación etc.
- **Inspecciones**

Reporte del Subcomité de Apelaciones

Hospedaje, transportación, alimentación, servicios médicos

Reporte del Subcomité de Operaciones

Escenarios de competencia y entrenamiento

DAILY LOC MEETING WITH CONTROL COMMITTEE

Objectives of the meeting

The goal of this meeting is to ensure compliance of the regulations established by NORCECA, as well as the compliance of each member of the Control and **Local Organization Committees, (LOC)**, job, and keep any update about events that may affect its development.

Date of the meeting

The meeting shall be held daily until the end of the competition. The schedule shall be coordinated with the president of the Control Committee.

Place of meeting

The meeting will be held at NORCECA's technical officers' hotel.

Participants

On behalf of NORCECA's:

All members of the different CC committees.

On behalf of LOC:

President of the Local Organization Committee

Competition Director

Field Manager

Coordinator of Attention to participants (lodging, food, transportation)

VIS Coordinator

Medical Coordinator

Press Coordinator

Administrative Coordinator

RP protocols Coordinator

Required materials

- Room for assembly for at least 30 participants
- Tags with names and position of each participant
- FIVB and NORCECA's flags
- Cafeteria (coffee, soda, water, cookies)
- Printing of any other document relevant to the competition that is not included in the information previously submitted.

Agenda/ Schedule

- Welcome words by the president of the Control Committee
- General information about the daily meetings
- Reports on the first day of activities
 - LOC – report on any matter about accreditations / transportation, etc.

Inspections

Appellate subcommittees' report

Lodging, transportation, food, medical services

Operations Subcommittee's report

Tournament and training settings

EXAMPLE 2 ROOM MOUNTING/SETTING



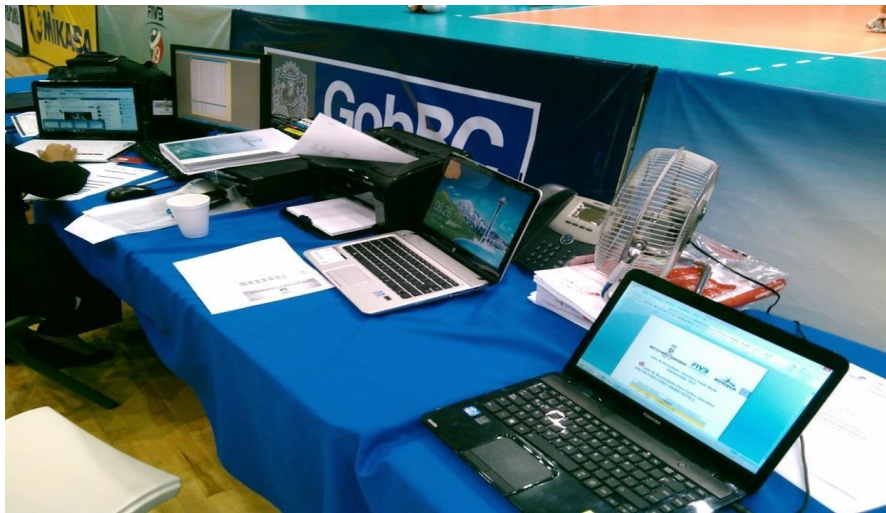
NOTE: FLAGS, IMAGES, BANNERS, DECORATIONS, TABLES, CHAIRS & TABLES ACCORDING TO THE PARTICIPATING COUNTRIES IN THE TOURNAMENT AND THE FIVB, UPV & NORCECA REGULATIONS FOR EACH COMPETITION.

COMPETITION SCENARIO NEEDS

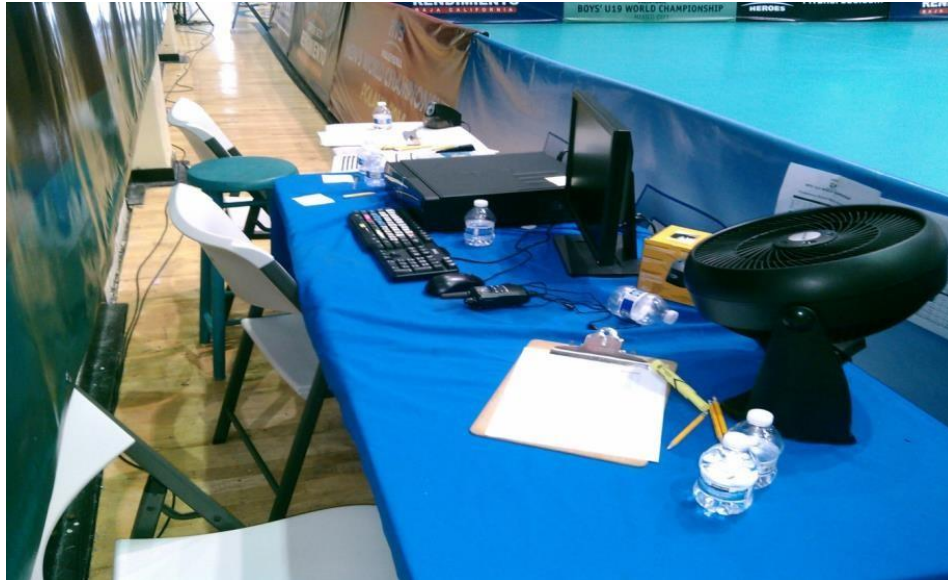
VIS EQUIPMENT

QUANTITY	UNITS	DESCRIPTION OF THE PRODUCT
EQUIPMENT		
1	Piece	Switch with 8 ports min., with Internet connection
3	Pieces	Desktop computer (Attachment 2)
1	Piece	Laptop 32 bits (Central Pc Backup)
1	Piece	Network printer (HP Laser Jet P1102w)
2	Pieces	Tables (For central computer)
3	Pieces	Fans (Header 1 & 2, Central Table)
1	Piece	Wifi Internet service
4	Pieces	Handsfree walkie-talkie
3	Pieces	Electrical multipoint extension, 8 outlets min.

VIS Central Table



Headers 1 & 2 (VIS)



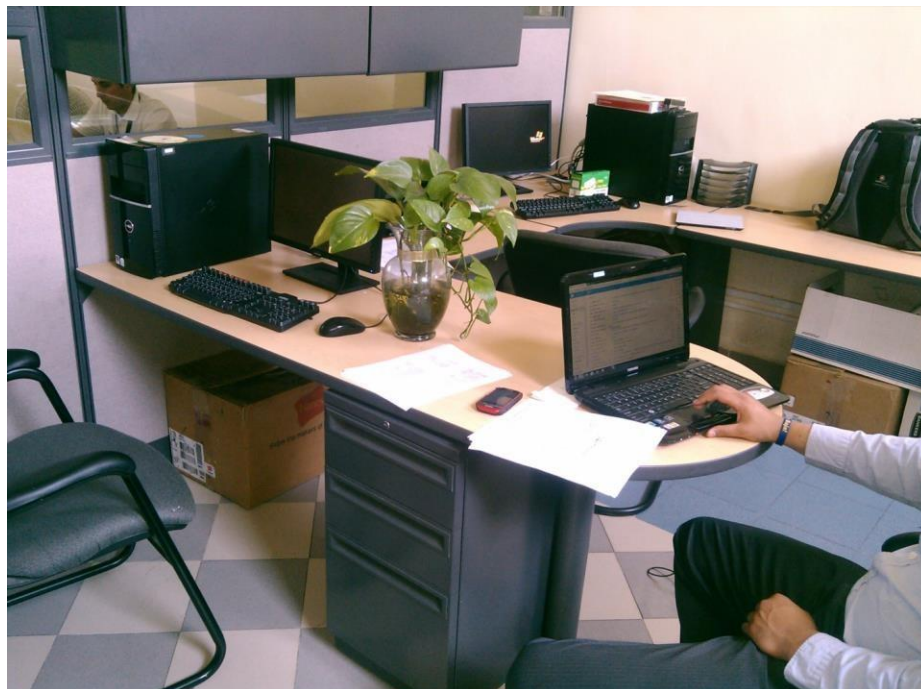
VIS CONFERENCE CENTER / COMPETITION SETTING

QUANTITY	UNITS	PRODUCT DESCRIPTION
EQUIPMENT		
<input type="checkbox"/> 1	Piece	Desktop computer
<input type="checkbox"/> 1	Piece	WiFi Internet service
<input type="checkbox"/> 1	Piece	Copier (50 copies per minute)



FIVB, UPV & NORCECA OFFICE (COMPETITION SETTING) FURNITURE AND EQUIPMENT

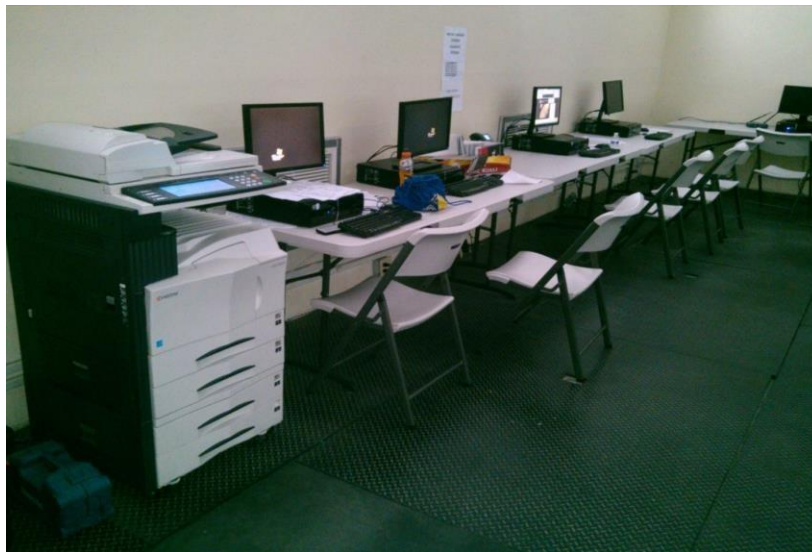
QUANTITY	UNITS	PRODUCT DESCRIPTION
EQUIPMENT		
2	Pzas.	Desktop computers. Attachment 4
1	Pza.	Network printer (HP Laser Jet P1102w)
1	Pza.	Wireless Internet network service
1	Pza.	Landline phone
1	Pza.	Wifi Internet service (Exclusive)



PRESS ROOM REQUIREMENTS

FURNITURE AND EQUIPMENT

QUANTITY	UNITS	PRODUCT DESCRIPTION
EQUIPMENT		
1 <input type="checkbox"/>	Piece	Network copier (50 Copies per Minute)
5 <input type="checkbox"/>	Pieces	Desktop computer (Attachment 4)
2 <input type="checkbox"/>	Pieces	Switch with 16 ports or more
1 <input type="checkbox"/>	Piece	Landline phone (Restricted)
1 <input type="checkbox"/>	Piece	Wifi Internet service (Exclusive)
1 <input type="checkbox"/>	Piece	Wifi Router



NOTE: THE TABLES, CHAIRS, AND TABLECLOTH WILL BE NEEDED ACCORDING TO EACH COMPETITION'S REGULATIONS AND ESTIMATED PRESS/MEDIA MEMBERS TO COVER COMPETITIONS (THIS IS DETERMINED BY-THE-LOC).

REQUIREMENTS TABLE OF CONTROL COMMITTEE (CC) FURNITURE AND EQUIPMENT

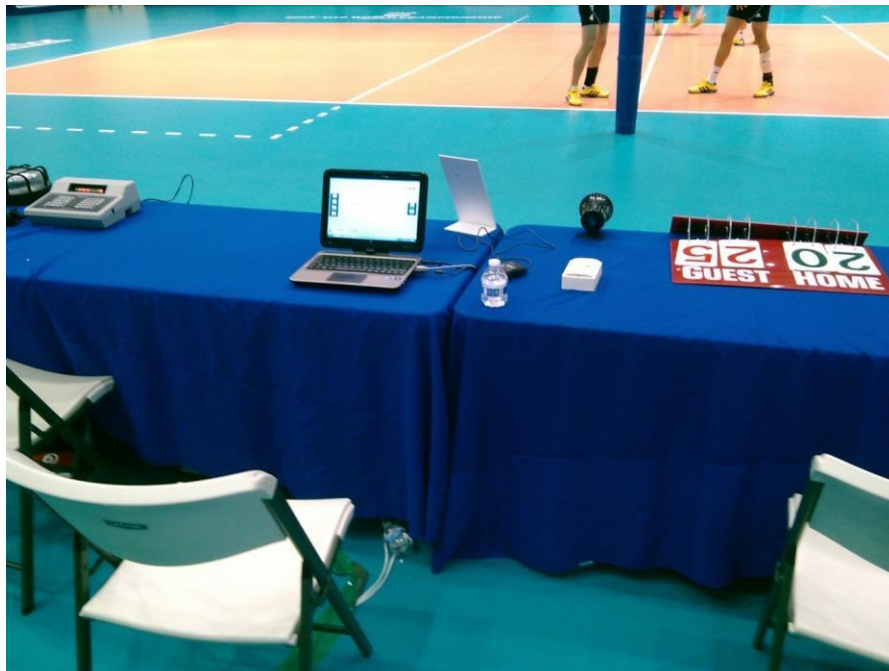
QUANTITY	UNITS	PRODUCT DESCRIPTION
EQUIPMENT		
1	Piece	19" screen with TV broadcast of the tournaments.
1	Pieces	Electrical multipoint extension, 8 outlets min.
1	Piece	Switch with 4 or more ports and Internet connection.
1	Piece	Network Cable for the Control Committee table.
1	Piece	19" screen, cloned to the referees' electronic cards.



NOTE: TABLES, CHAIRS, DECORATION & TABLETS ACCORDING TO FIVB, UPV & NORCECA REGULATIONS.

REQUIREMENTS TABLE OF NOTES FURNITURE AND EQUIPMENT

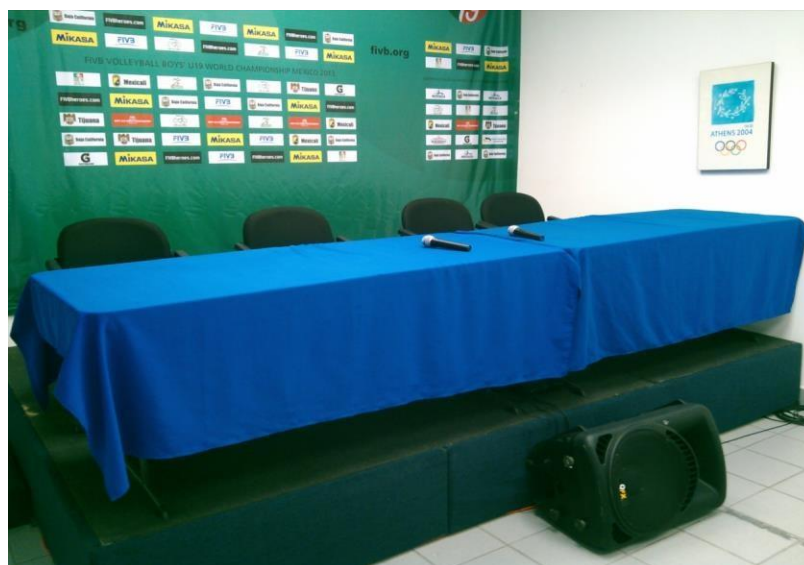
QUANTITY	UNITS	PRODUCT DESCRIPTION
EQUIPMENT		
1	Pza.	Laptop with required specifications. Attachment 3
1	Pza.	Laser Jet printer (HP 1102 w)



NOTE: TABLES, CHAIRS, DECORATION & TABLETS ACCORDING TO FIVB, UPV & NORCECA REGULATIONS.

PRESS CONFERENCE ROOM IN TOURNAMENT SETTINGS FURNITURE & EQUIPMENT

QUANTITY	UNITS	PRODUCT DESCRIPTION
EQUIPMENT		
1	piece	Sound equipment.
1	piece	Multiple electrical extension with 6 sockets, min.
4	pieces	Wireless microphones.
1	piece	Backdrop with image of the competition and official sponsors.



NOTE: TABLES, CHAIRS, DECORATION & TABLETS IN ACCORDANCE WITH FIVB, UPV & NORCECA REGULATIONS AND ACCORDING TO THE AMOUNT OF PRESS/MEDIA THAT WILL BE EXPECTED TO PARTICIPATE IN THE INTERVIEWS.

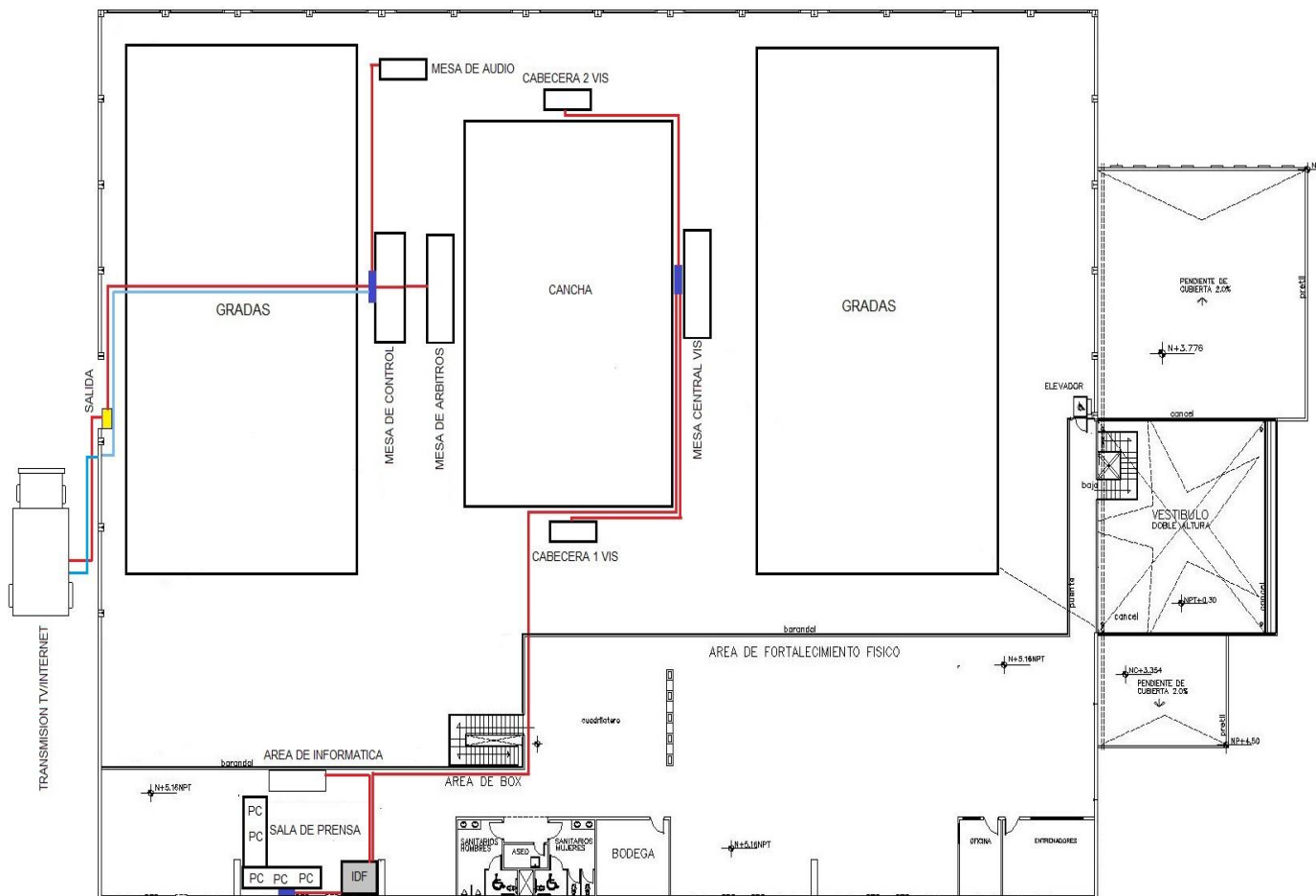
REQUIREMENTS CC PRESS TABLE ON MAIN COURT

FURNITURE AND EQUIPMENT

QUANTITY	UNITS	PRODUCT DESCRIPTION
EQUIPMENT		
<input type="checkbox"/> 3	pieces	Internet by cable service
<input type="checkbox"/> 1	piece	Multiple extension with 6 sockets, min.
<input type="checkbox"/> 2	pieces	Tables for 2 or 3 people
<input type="checkbox"/> 6	pieces	Single CC chairs



EXAMPLE OF WIRING DIAGRAM FOR VIS COMPETITION SCENARIO & INTERNET TV TRANSFER



ITEM	IMAGE	SPECIFICATIONS
Network wire		
VGA cable		Aprox. (45m)
Network node		
Switch		For network cables

RECOMMENDATION FOR VIS STATIONERY

QUANTITY	UNIT	PRODUCT DESCRIPTION
EQUIPMENT		
3	pieces	Tool boxes (to store material, pencils, erasers, etc.)
3	pieces	Correction fluid
5	pieces	Pink markers
5	pieces	Yellow marker
5	pieces	Green marker
3	pieces	Electrical pencil sharpeners
3	pieces	Staplers
10	pieces	Erasers
6	pieces	Black pens
6	pieces	Blue pens
30	pieces	Pencils
3	pieces	Mouse pads
30	pieces	Legal size envelopes (Manila color)
200	pieces	Backup sheets printed on both sides 100 in each header ** Attachment 1
10	pieces	Support tables
3	pieces	Staple remover
2	pieces	Extra toner for the printer on the Central PC
5	Reams	Letter size sheets

ANNEX 2 SPECIFICATIONS VIS EQUIPMENT

- Desktop or laptop computer
- Processor i3 or higher
- 32-bit system
- XP or Windows7 Operating System
- Ram memory of 2 GB, minimum
- 250 GB minimum hard drive

COMPUTERS CONFIGURATION FOR THE VIS

- **Net. Framework:** 2.0 Preferably
- Disable Windows Firewall
- No antivirus
- Computers must be on the same network; these computers must be in an independent network apart from other computers.
- Computers must have static and sequential IP (example: 192.168.1.2, 192.168.1.3, 192.168.1.4)
- Acrobat Pro 8 or higher program in PC Central
- Internet in Central PC only; do not install in headers
- PC time should be set at 24 hours

ANNEX 3

KEYBOARD CONFIGURATION FOR HEADSET 1 AND 2

This image will be printed on decal type paper, then will be cut and placed on each key of the conventional keyboard all computers used for the VIS system will display.





ANNEX 4

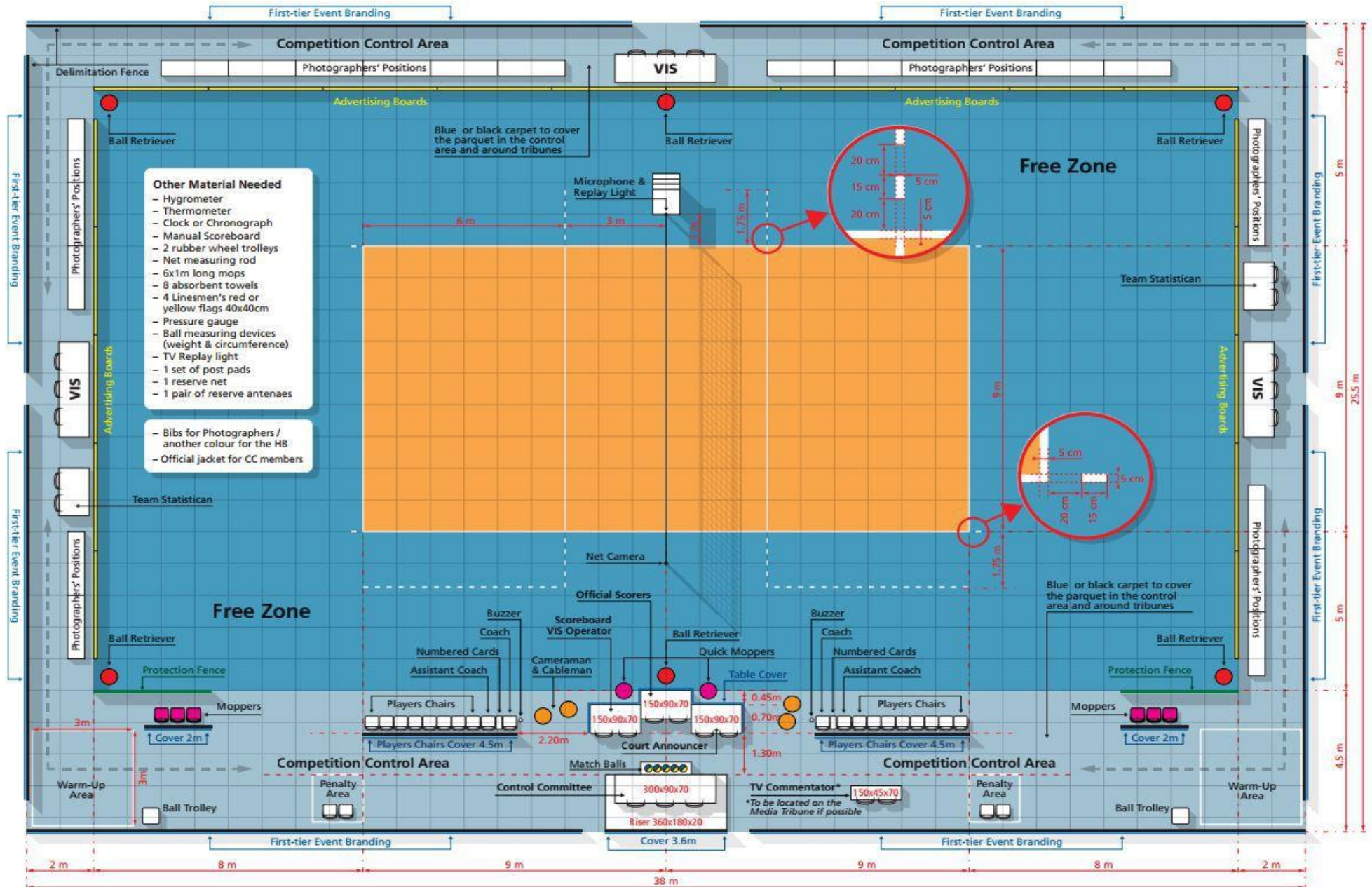
PC REQUIREMENT FOR ELECTRONIC SHEET (TABLE OF NOTES)

- Desktop or laptop computer
- Intel i3 processor, minimum.
- Memory 2Gb Ram, minimum
- 160GB hard drive, minimum
- Windows 7 Operating System
- 32-bit or 64-bit system

REQUIREMENTS FOR PC CONFIGURATION (ELECTRONIC SHEET)

Acrobat pro 8 or higher
Connected to the same VIS network
Disable Windows Firewall
Disable antivirus
Office package







THANK YOU

