

OECD INCLUSIVE FRAMEWORK MEETINGS 2025

DATE: 6 – 10 APRIL 2025

**VENUE: CAPE TOWN INTERNATIONAL CONVENTION CENTRE
(CTICC)**

Number of Guests: 400 (incl. Service Providers)

A visual concept for the design of delegates access cards customised as per the following

requirements:

- 95mm x 128mm, Customised Lanyard-Card to include WCO logo (to be provided by SARS)
- Name and Surname of the Delegate, country represented by the Delegate
- To distinguish between Delegates and Support Staff, Lanyard Cards should be colour-coded as follows:
 - Delegate: Green,
 - Support Staff (SARS & WCO): Orange,
- Easily electronically accessible tag either by scanner or automated recognition per delegate as they enter the room (feed into the daily report for attendance of delegates by type).

The printing of access cards to be done as follows:

- Setup and readiness a day before the event starts, printing of support staff cards the day before the event starts (to test and ensure systems readiness)
- All registered delegates access cards to be pre-printed the day before the event starts
- All other cards to be printed as part of registration on the day of the events

Data Upload

The system will include: The ability to receive and upload registration data via an excel or CSV text file format.

Venue set-up, this includes:

- Setup of all systems requirements as part of the events registration desk including any electrical cabling that may be required.
- Allowing for event décor, registration, and welcome tables to seamlessly form part of the access control equipment setup, this needs to include the placement of branded and or peripheral items around the registration desks to blend into the theme of the meetings.
- Venue access control - all booked rooms particularly the main Plenary where possible must be manned by access control and any movement be electronically tagged. Access control must be able to identify and restrict access to rooms for unregistered personnel without a valid access card for the day of the meeting. Access control will be supported by SARS security personnel. End of day and post event reporting.