

Los Angeles Office

11.29.2022
P. 0140133/22

**IFB - DIGITAL MARKETING AND SOCIAL MEDIA MANAGEMENT STRATEGY AND
EXECUTION
FRAMEWORK CONTRACT FOR TWENTY-FOUR MONTHS (24 MONTHS)**

CIG: 9491173BB9

PUBLIC SESSION NOTICE

As stated in the Invitation for Bid above mentioned (point no.8 “Evaluation process), the opening of the Envelopes A “ADMINISTRATIVE DOCUMENTATION” will take place **during an open session today November 29th, 2022 at 2:30 pm (PST)**, at the premises of the Italian Trade Agency – Los Angeles Office (1900 Avenue of the Stars, 90067 Los Angeles).

For precautionary measures related to the COVID19, the public session attendance of the bidding companies will be granted through a video meeting Google Meet link.

Participating economic operators are invited to submit formal confirmation of their willingness to participate in the public session.

To participate, **please send your request, within 2:00 pm (PST), to losangeles@ice.it**, including:

- the name of the company
- the name of the legal representative or the person delegated by him to participate in the public session;
- the mobile phone number to be used in case of malfunctions or connection problems;
- a copy of a valid identification document of the participant.

In case of delegated person, please specify the role within the company and include a formal authorization to participate signed by the legal representative.

The technical requirements for participation in the video session are shown below:

- 1) Chrome browser;
- 2) "@ gmail.com" account where you can send the link useful for participation in the event;
- 3) In case of connection from a Desktop PC/Laptop, make sure that the "Google Meet" application is present on it;
- 4) In case of connection from Tablet / Mobile phone, make sure that the "Hangout Meet" application is present on it, downloadable from Playstore (Android) or Appstore (I Phone)
- 5) Webcam;
- 6) Microphone.

For any request, please write an email to: losangeles@ice.it .

