

Office for Democratic Institutions and Human Rights (ODIHR)

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To whom it may concern

BSC AV Sp z o.o.
ul. Chełmska 21
00-724 Warszawa

REFERENCE LETTER

BSC AV Sp. z o.o. has provided conference services to the Office for Democratic Institutions and Human Rights since 2015, delivering a range of comprehensive technical and support services to the OSCE conferences.

In this role, BSC AV has covered all technical aspects of the OSCE conferences organized in Warsaw, including Human Dimension Seminar (HDS) and Human Dimension Implementation Meeting (HDIM).

The scope of their services included:

- Organizing welcome reception: arranging the reception stand, preparing and delivering conference materials (graphic design, printing and publishing), operating conference registration system (designing, printing out and issuing over 300 badges during HDS and 1000 badges during HDIM conferences), hiring and coordinating (bilingual) hostesses, delivering office equipment as needed;
- Providing necessary interpretation equipment, public address and discussion system to facilitate communication for 300 participants attending HDS and 1000 participants of HDIM conferences, including all technical services and support needed on the site as well as web streaming of conference sessions;
- Providing a full range of technical and support services to conference associated events, including interpreters, simultaneous interpretation equipment, discussion system and technical assistance on the site;
- Facilitating access to medical assistance and operating a medical aid room.

ODIHR confirms that BSC AV delivered all services in quality manner and was proven to be a reliable conference and event service provider.

