



ANNEX

TECHNICAL REQUIREMENTS FOR THE PROGRAMME OF ACTIVITIES

Educational and Outreach Programme and All-Star Global Concert Venue

While some components of the Educational and Outreach Programme (e.g., visits to venues, acoustic performances, etc.) will be conducted with minimal technical requirements, the Global Host City Organizing Entity must be prepared to arrange appropriately equipped venues for the following event types*:

- Panel discussion
- Workshop/master class
- Informance/performance

**The event types listed here are representative of standard modules that have been organized for previous Educational and Outreach Programmes. Additional/non-standard event types may be included based on the unique resources, audience(s) and production environment(s) available in the Global Host City. The final composition of the Educational and Outreach Programme will be determined collaboratively by UNESCO, the Herbie Hancock Institute of Jazz and the Global Host City Organizing Entity if applicable.*

The Educational and Outreach Programme activities venues include classrooms, audience seating, musical instruments and internet connection for master classes, panel discussions, etc.

The All-Star Global Concert venue must have a minimum seating capacity of 1,000 people, designated press and media areas with internet connections, dressing rooms, and appropriate stage and technical infrastructure fit for a televised concert.

Equipment

Please refer to the International Jazz Day Model Production Document produced by our partner the Herbie Hancock Institute of Jazz for examples.

Local Staff and Support Services

A dedicated team of local staff as well as support services are required for the Educational and Outreach Programme and the All-Star Global Concert.

Accommodation, local transportation, meals and catering

For a minimum of 100 artists and VIP guests in five-star accommodation – including co-organizers, a minimum of 70 guests/staff in four-star accommodation.

Flights

A minimum of 10 round-trip first-class international tickets, up to 80 round-trip business-class international tickets and up to 80 round-trip premium economy-class international tickets.

Welcoming Reception

For a minimum of 150 guests at a distinguished location.

Press Conference/Opening Ceremony

For a minimum of 100 guests at a distinguished location.

Closing Reception

For a minimum of 300 guests at a distinguished location.

Visas

The Global Host City Organizing Entity, together with the national authorities, must facilitate the application process and the issuing of visas for VIPs, artists, staff, specialized technicians, etc.

Security

The Global Host City Organizing Entity must provide necessary security on all premises and direct surroundings of the Educational and Outreach Programme and the All-Star Global Concert over the period of the events, in accordance with relevant security rules and regulations of UNESCO, as well as the guidelines on the provision of security at special events and conferences co-organized by the United Nations Organizations. There must also be full compliance with public health requirements.

As a reference, we share the International Jazz Day Model Production Document produced by our partner the Herbie Hancock Institute of Jazz. This is a living document that is revised for each unique celebration. It is available in English only.