

ACTIVITY	EXPECTED OUTPUT/OUTCOME	REMARKS/SPECIFICATION	SCHEDULE OF REQUIREMENT												
			SEPTEMBER				OCTOBER				NOV				
			W1	W2	W3	W4	W1	W2	W3	W4	W1				
Create and customize an interactive online platform	Online platform to be used for the 3 activities on the Anniversary week	With the following features: - virtual tours/exhibit/posters - plenary hall - souvenir photo booth - feedback mechanism during livestream (poll/Q&A/word cloud)													
* Graphic Designing and Lay-outting	Logo	36th PhilRice Anniversary Celebration (3-5 Nov 2021) / (general)	Thanksgiving/Moral Enrichment (Nov 3 AM)	SRO Seminar Series (Nov 3 PM)	R4D e-Conference (Nov 4 to Nov 5AM)	Dangal ng PhilRice (Nov 5PM)									
	Backdrop				/	/									
	Banners/ streamers				/	/	/								
	Program of Activities	/			/	/	/								
	Photo Frames for the Souvenir Photo	/ (general)	N/A (purely internal)		/	/	/								
	Certificates of Participation, Attendance, & Gratitude				/	/	/								
	Souvenir Program				/	/									
* Video Production and Documentation	Recorded raw footage and processed pre-recorded videos for the opening programs/ presentations/ teaser videos	1) Messages of keynote speakers 2) Presentations of plenary presenters 3) Teaser videos to be used as filler videos on the online platform													
Dry Run of the online platform															
Sending of platform links to participants															
Platform/Website Administration, Hosting and Support		Event coordinator shall: - Host the online platform for the conference, along with the required internet connectivity for the smooth running of the conference - Handle technical support concerns from the participants regarding the online platform - Manage the registration of participants - Monitor attendance of participants for issuance of certificates													
* Conference Evaluation and Issuance of Certificates		- for R4D e-conference													