

1. Conferences and events

Production time:

1-2 months before the event

For overseas events, more lead time may be necessary to accomodate shipping schedule.

Products:

- Posters
 - SA3 size
 - A1 or 70x100cm for large posters
 - Banners
 - maximum dimensions for printshop plotter 1 x 2 m
 - IFAD HQ monitor and totem screens
 - PPT templates can be requested from Webteam (webteam@ifad.org)
 - Notepads
 - Word templates
 - name badges
 - letterhead with customized header banner
 - certificates
 - Powerpoint templates
 - presentations
 - table name plates
 - Signage (A4) with and without directional arrows
 - Binder cover and spine artwork
 - Folder
 - CD/DVD cover artwork
 - Foyer screen
 - Intranet logon icon
 - Shopping bag
 - Chronos (85x200cm)
 - Agenda/Programme
 - Pins
-

To be provided:

- One photo selected from IFAD Image Bank for use in event graphics (<http://photos.ifad.org/asset-bank/action/viewHome>)
 - Exact title, venue and date of event. For programme and agenda, the final edited text in a clean Word file (all track changes accepted)
 - Approved POs for additional production costs
-

Costs:

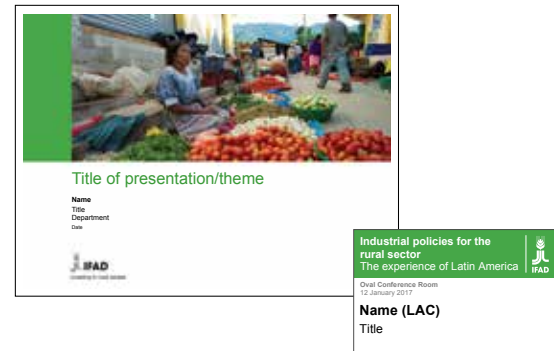
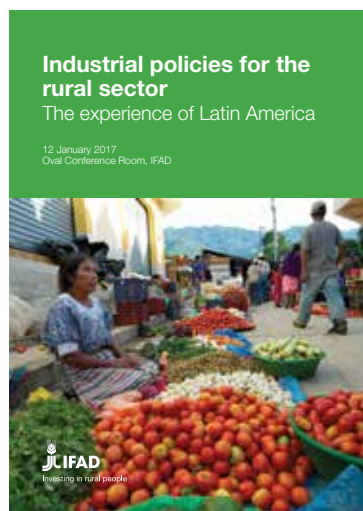
Some products incur extra costs.

- Galley proofing for English/French/Spanish (12-15 euros per page, 3-5 working days depending on length of document)

- Arabic layout and galley proofing (55 euros per page, 3-7 working days depending on length of document)
- Folders (printed by external vendor, production time 5 working days for digital printing, 7-10 working days for off-set printing)
- Shopping bags (Vendor Stegip, production time 7-10 working days)
- Chronos (Vendor is Publisystem, production time 5-7 working days.) Cost of chrono only plus two “stecche” is 250 euros. Liaise with Christian Assogba to reserve chrono structure. Cost of chrono and full structure and carrying bag is 400 euros.)
- A cost estimate would be provided to output an approved PR for production.
- Costs for the pins vary. Stegip can provide the estimates according to the design/shape.

Notes:

- Notepads need at least 10 working days for the printshop to print and assemble.
- Word and PPT templates could be provided ahead of time, for the originator to use in preparation of documents and name badges.
- Production time for the pins is 10 working days from when final artwork is received by Stegip.



IFAD EVENT GRAPHICS

2. Factsheets, Stories from the field, event programmes/agendas

Production time:

5-8 working days for graphic layout and galley proofing

To be provided:

- Final edited text in a clean Word file (all changes accepted)
- Edited Image Bank lightbox with photo recommendations
- Approved PO for galley proofing costs

Costs:

Galley proofing for English/French/Spanish (12-15 euros per page, 3-7 working days depending on length of document)

Arabic layout and galley proofing (55 euros per page, 3-7 working days depending on length of document)



COUNTRY FACTSHEETS



EVENT PROGRAMMES

THEMATIC FACTSHEETS

3. Brochures

Production time:

1 week for design development and approval. 5-10 working days for graphic layout and galley proofing, depending on length of brochure

To be provided:

- Final edited text in a clean Word file (all track changes accepted)
- Language Word files in the same clean Word format
- Word text or Excel files for charts and tables
- Edited Image Bank lightbox with photo recommendations
- Specific photo recommendations for brochure cover
- Approved PO for galley proofing costs and if applicable, Arabic layout and galley proofing costs

Costs:

- Galley proofing for English/French/Spanish (12-15 euros per page, 3-7 working days depending on length of document)
- Arabic layout and galley proofing (55 euros per page, 4-7 working days depending on length of document)



4. Publications

Production time:

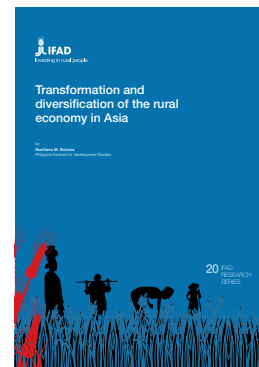
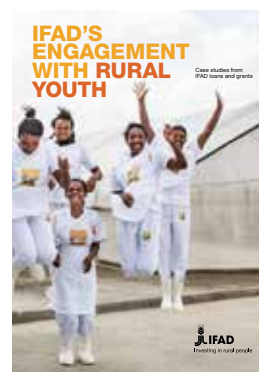
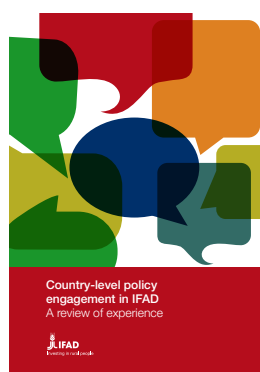
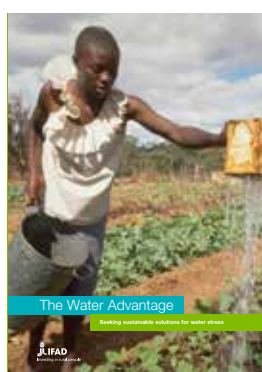
1-2 weeks for design development and approval. 7-14 working days for graphic layout and galley proofing, depending on length of brochure

To be provided:

- Final edited text in a clean Word file (all track changes accepted)
- Word or Excel files for charts and tables to export text/data
- Language Word files in clean Word format
- Image Bank lightbox with photo recommendations
- Specific photo recommendations for publication cover
- For non-IFAD photos, high-resolution TIFF or JPEG files of at least 1MB (with photo credits)
- Photo captions, if applicable
- High-resolution EPS or Illustrator AI files for non-IFAD logos if to be included
- Approved PO for galley proofing costs and if applicable, Arabic layout and galley proofing costs

Costs:

- Galley proofing for English/French/Spanish (12-15 euros per page, 5-10 working days depending on length of document)
- Arabic layout and galley proofing (55 euros per page, 6-10 working days depending on length of document)



5. Technical publications and toolkits

Production time:

1-2 weeks for design development and approval. 7-14 working days for graphic layout and galley proofing, depending on length of brochure

To be provided:

- Final edited text in a clean Word file (all track changes accepted)
- Word or Excel files for charts and tables to export text/data
- Language Word files in clean Word format
- Image Bank lightbox with photo recommendations
- Specific photo recommendations for publication cover
- For non-IFAD photos, high-resolution TIFF or JPEG files of at least 1MB (with photo credits)
- Photo captions, if applicable
- High-resolution EPS or Illustrator AI files for non-IFAD logos if to be included
- Approved PO for galley proofing costs and if applicable, Arabic layout and galley proofing costs

Costs:

- Galley proofing for English/French/Spanish (12-15 euros per page, 4-10 working days depending on length of document)
- Arabic layout and galley proofing (55 euros per page, 5-10 working days depending on length of document)



6. Infographics

Production time:

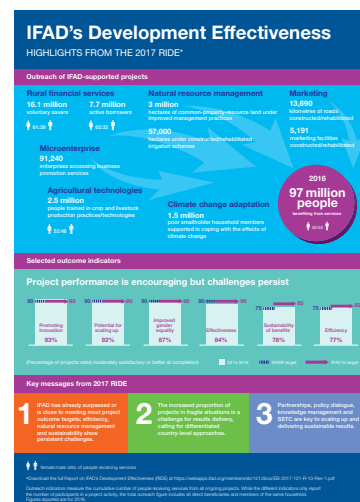
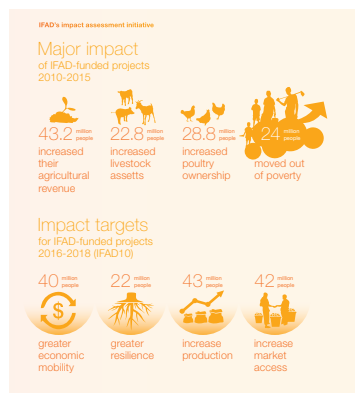
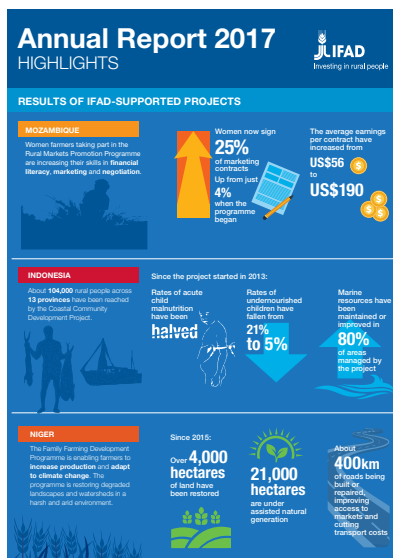
10-20 working days for design development and approval. Finalization and production time varies according to complexity of the project.

To be provided:

- Final edited text in a clean Word file
- Clear concept for infographic development
- Approved PO for production costs

Costs:

There may be costs if the project is outsourced.



7. Merchandising products, award plaques

Production time:

5-12 working days for design development and approval. Production time varies according to type of product requested.

To be provided:

- Final edited text in a clean Word file
- Selected product with production specifications from vendor
- Approved PO for production costs

Costs:

Vendor will provide cost estimate as per product selection.

