
REQUEST FOR PROPOSAL

Event Name and Purpose:

2023 First Circuit Judicial Conference

Total expected attendees: 350

****BOSTON VENUES****

Requestor Information:

Taylor White, Office of the Circuit Executive

United States Court of Appeals for the First Circuit

1 Courthouse Way, Suite 3700, Boston, MA 02210

(617) 748 - 9983 / Taylor_White@ca1.uscourts.gov

Event Dates:

Please provide availability for dates in March, April, and May of 2023 (avoiding March 9-10; April 5 -13; April 7 - 9; May 26; and May 29).

Room Block Needed: Date	Guest rooms at prevailing government rate	Guest rooms at negotiated (standard) room rate
Early arrival	15	
Day 1 - Set Up and Reception	75	100
Day 2 - Full Conference	75	100
Day 3 - Final Day	15	10

Meeting Room Request (format subject to adjustment):*Day 1 - Set-Up and Reception*

General Session Set-Up: Classroom set for 400: riser, podium, staging

Breakout Session Set: 5 breakout rooms (75~100 per room; classroom seating preferred)

Office (lockable) and registration space - (2) 6' rectangular tables with 4 chairs

Separate meal/function space(s) with riser and podium, screen/av

Evening Buffet Dinner/Reception only Day 1

Day 2- Full Conference

General Session: Classroom set for 400: riser, podium, staging

Breakout Session: 5 breakout rooms (75~100 per room; classroom seating preferred)

Office and registration space

Separate meal/function space(s) with riser and podium, screen/av

Plated lunch, plated dinner (both with speakers)

A second office will be needed for USMS security

Day 3 - Final Day

General Session: Classroom set for 150: riser, podium

Breakout Session: 3 breakout rooms (~50 per room classroom seating)

Office and registration space

Board Room for 16

Tentative Food and Beverage Requirements (format subject to adjustment):

Wednesday: Welcome Reception (buffet dinner)

Thursday: Breakfast Buffett, Plated Lunch, Coffee Breaks, Reception/Dinner

Friday: Breakfast Buffett, Break

Audio Visual Requirements: Standard-Screen(s), projector(s), with dress kit, mic's (lapel and goose-neck), audio, technicians available on-site. WiFi in rooms and available for guest use.