

# REQUEST FOR PROPOSAL

**Event Name and Purpose:**

2026 First Circuit Judges Workshop

Total expected attendees = 120

**Maine & Rhode Island Venues Only****Requestor Information:**

Kelsey Kissane

United States Courts for the First Circuit

1 Courthouse Way,

Boston, MA 02210

[Kelsey\\_Kissane@ca1.uscourts.gov](mailto:Kelsey_Kissane@ca1.uscourts.gov)

**Event Dates:**

Please provide availability for Spring 2026 dates

Avoiding March 2 - 10, March 30, April 6 - 10, May 5 - 9, Easter and Passover.

**Room Blocks Needed:**

75 - 100 potential government rate room night block as shown. Peak night is the first full day of workshop. A block of 5 - 7 guest rooms at the best available rate would be required.

Date	Guest rooms at the prevailing government rate	Guest rooms at the standard room rate
Early arrival	20	2
Day 1	75	5
Day 2	75	3
Day 3	10	0

**Meeting Room Request (format subject to adjustment):**

Day 1

- Meeting space, classroom set for 100 with riser, podium, rear projection screen with set and dry run.
- Reception space for 125 with riser and podium
- Meal space, rounds set for 50 - 70 with riser and podium
- 3 breakout rooms, u-shaped set for 50
- Office and registration space

Day 2

- Meeting space, classroom set for 125 with riser, podium, rear projection screen.
- Meal space, rounds set for 125 with riser and podium
- 3 breakout rooms, rounds set for 50
- Office and registration space

Day 3

- Meeting space, plenary - small boardroom breakout for 16 - office space (2)

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

Day 1 - Reception / buffet dinner for 100

Day 2 - Breakfast, lunch and 2 coffee breaks and reception/dinner

Day 3 - Breakfast and break for 75

**Audio Visual Requirements:**

Projector, screen, convenience monitor, podium, microphones, and audio speakers. Wi-Fi capability in meeting rooms.