

REQUEST FOR PROPOSAL

Event Name and Purpose:

2028 First Circuit Judges Workshop

Total expected attendees = 125

Western Massachusetts Venues**Requestor Information:**

Kelsey Kissane

United States Courts for the First Circuit

1 Courthouse Way

Boston, MA 02210

Kelsey_Kissane@ca1.uscourts.gov

Event Dates:

Please provide availability for spring 2028 dates, avoiding federal holidays.

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 guest rooms at the best available rate is required.

Date	Guest rooms at the prevailing government rate	Guest rooms at the best available room rate
Day 1	75	5
Day 2	75	5
Day 3	10	0

Meeting Room Request (format subject to adjustment):

Day 1 - Meeting space - classroom set for 125 with riser, podium, and rear projection screen with set and dry run.

- Reception space for 125 with riser and podium
- Small boardroom set for 16
- 3 breakout rooms - u-shaped set for 25 - 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 - u-shaped set for 25 - 50
- Office and registration space

Day 3 - Meeting space - classroom set for 125 with riser, podium, rear projection screen

- Office space

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

Day 1 - Reception / buffet dinner for 100 - 125

Day 2 - Breakfast, plated lunch, 2 coffee breaks, reception, and plated dinner for 125

Day 3 - Breakfast and coffee break for 75

Audio Visual Requirements:

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