

JUDICIAL SUMMER SEMINARS 2023

DATES:

Seminar 1: 6/26 – 6/29/2023

Seminar 2: 7/10 – 7/13/2023

SCOPE OF SERVICES/MATERIALS SPECIFICATIONS

SEMINAR 1	6/26	6/27	6/28	6/29
Lodging Rooms	130	400	400	No
Breakfast	No	400	450	450
Lunch (includes 20 kosher meals TBD)	No	450	450	450
AM Coffee Break	No	450	450	450
PM Coffee Break	No	450	450	450
Dinner (includes 20 kosher meals TBD)	No	330	330	No
One Large Meeting Room for 450 ppl.	No	Yes	Yes	Yes
Two breakout rooms for 200 ppl.	No	Yes	Yes	Yes
Two Breakout rooms for 125 ppl.	No	Yes	Yes	Yes
Four Breakout rooms for 50-75 ppl.	No	Yes	Yes	Yes
Three breakout rooms to be utilized for computer networking/wiring purposes	No	Yes	Yes	Yes
Three small breakout rooms for private consultations, 15 ppl.	No	Yes	Yes	Yes
One Storage (lockable and secure, approx.100 sq. ft.)	Yes	Yes	Yes	Yes
One Office for 20 ppl. Storage (lockable and secure, approx.100 sq. ft.) w/WIFI and electrical outlets for 6 computers and printers	Yes	Yes	Yes	Yes
One Executive Conference room for 15-20 ppl.	No	Yes	Yes	Yes
One Security Office for 10 ppl. (lockable and secure, approx.100 sq. ft.) w/WIFI and electrical outlets for charging security and medical equipment	Yes	Yes	Yes	Yes
Audio-visual equipment and services	No	Yes	Yes	Yes
Free Internet/WIFI (including meeting rooms)	Yes	Yes	Yes	Yes
Public Space for Registration with 6 - 8 six ft. tables, chairs, electrical outlets for computers, phone, and internet access (SET UP 6/26)	Yes	Yes	Yes	Yes
Parking (conference attendees plus 30 UCS staff per day)	Yes	Yes	Yes	Yes
SEMINAR 2	7/10	7/11	7/12	7/13
Lodging Rooms	130	400	400	No
Breakfast	No	400	450	450
Lunch (includes 20 kosher meals TBD)	No	450	450	450
AM Coffee Break	No	450	450	450
PM Coffee Break	No	450	450	450
Dinner (includes 20 kosher meals TBD)	No	330	330	No

One Large Meeting Room for 450 ppl.	No	Yes	Yes	Yes
Two breakout rooms for 200 ppl.	No	Yes	Yes	Yes
Two Breakout rooms for 125 ppl.	No	Yes	Yes	Yes
Four Breakout rooms for 50-75 ppl.	No	Yes	Yes	Yes
Three small breakout rooms to be utilized for computer networking/wiring purposes	No	Yes	Yes	Yes
Three small breakout rooms for private consultations, 15 ppl.	No	Yes	Yes	Yes
One Storage (lockable and secure, approx.100 sq. ft.)	Yes	Yes	Yes	Yes
One Office for 20 ppl. Storage (lockable and secure, approx.100 sq. ft.) w/WIFI and electrical outlets for 6 computers and printers	Yes	Yes	Yes	Yes
One Executive Conference room for 15-20 ppl.	No	Yes	Yes	Yes
One Security Office for 10 ppl. (lockable and secure, approx.100 sq. ft.) w/WIFI and electrical outlets for charging security and medical equipment	Yes	Yes	Yes	Yes
Audio-visual equipment and services	No	Yes	Yes	Yes
Free Internet/WIFI (including meeting rooms)	Yes	Yes	Yes	Yes
Public Space for Registration with 6 - 8 six ft. tables, chairs, electrical outlets for computers, phone, and internet access (SET UP 7/10)	Yes	Yes	Yes	Yes
Parking (conference attendees plus 30 UCS staff per day)	Yes	Yes	Yes	Yes

A/V Equipment and Services for 3 Days Each Week

For the large meeting room:

1 podium with mic per day
 1-2 projection package(s) per day
 1-2 standard wireless mic system per day
 4-5 handheld/tabletop mics per day
 4-6 wireless lavalier mics per day
 Technician(s), sound system, patches, and mixers, per day

For each of the breakout rooms:

1 podium with mic
 1 standard wireless mic system
 1 projection package
 Technician(s), sound system, patches, and mixers in each room
 Up to three (3) additional standard wireless mic systems may be needed.

AV equipment may be required for the three breakout rooms for computer training. (TBD)