

## JUDICIAL SUMMER SEMINARS 2024

### DATES:

Seminar 1: 6/23 – 6/27/2024 (5 days)

Seminar 2: 7/8 – 7/11/2024 (4 days)

## SCOPE OF SERVICES/MATERIALS SPECIFICATIONS

SEMINAR 1	6/23	6/24	6/25	6/26	6/27
Lodging Rooms	40	240	450	450	No
Breakfast	No	100	475	475	475
Lunch (includes 20 kosher meals TBD)	No	110	525	525	525
AM Coffee Break	No	90	450	450	450
PM Coffee Break	No	90	450	450	450
Dinner (includes 20 kosher meals TBD)	No	90	350	350	No
One (1) Large Meeting Room for 500ppl.	No	No	Yes	Yes	Yes
Two (2) Breakout rooms for 200 ppl. each	No	No	Yes	Yes	Yes
Two (2) Breakout rooms for 125 ppl. Each	No	Yes**	Yes	Yes	Yes
Four (4) Breakout rooms for 75 ppl each	No	No	Yes	Yes	Yes
Three (3) rooms with wiring for computer/networking utilization for up to thirty (30) people each	No	No	Yes	Yes	Yes
Three (3) small breakout rooms for private consultations up to twenty (20) people each	No	No	Yes	Yes	Yes
One (1) Storage (lockable and secure, approx..100 sq. ft.)	No	Yes	Yes	Yes	Yes
One (1) Office for 20 ppl. Storage (lockable and secure, approx.. 280 sq. ft.) w/WIFI and electrical outlets for six (6) computers and printers	No	Yes	Yes	Yes	Yes
One (1) Executive Conference room for 15-20 ppl.	No	No	Yes	Yes	Yes
One (1) Security Office for 10 ppl. (lockable and secure, approx.. 200 sq. ft.) w/WIFI and electrical outlets for charging security and medical equipment	No	Yes	Yes	Yes	Yes
Audio-visual equipment and services	No	Yes	Yes	Yes	Yes
Free Internet/WIFI (including meeting rooms)	Yes	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 6/23 & 6/24)	No	Yes	Yes	Yes	Yes
SEMINAR 2		7/8	7/9	7/10	7/11
Lodging Rooms		200	450	450	No
Breakfast		No	475	475	475
Lunch (includes 20 kosher meals TBD)		No	525	525	525
AM Coffee Break		No	450	450	450
PM Coffee Break		No	450	450	450
Dinner (includes 20 kosher meals TBD)		No	350	350	No
One (1) Large Meeting Room for 500ppl.		No	Yes	Yes	Yes
Two (2) Breakout rooms for 200 ppl.		No	Yes	Yes	Yes

Two (2) Breakout rooms for 125 ppl.		No	Yes	Yes	Yes
Four (4) Breakout rooms for 50-75 ppl.		No	Yes	Yes	Yes
Three (3) rooms with wiring for computer/networking utilization for up to thirty (30) people each		No	Yes	Yes	Yes
Three (3) small breakout rooms for private consultations up to twenty (20) people each		No	Yes	Yes	Yes
One (1) Storage (lockable and secure, approx..100 sq. ft.)		Yes	Yes	Yes	Yes
One (1) Office for 20 ppl. Storage (lockable and secure, approx.. 280 sq. ft.) w/WIFI and electrical outlets for six (6) computers and printers		Yes	Yes	Yes	Yes
One (1) Executive Conference room for 15-20 ppl.		No	Yes	Yes	Yes
One (1) Security Office for 10 ppl. (lockable and secure, approx.. 200 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 <b>(SET UP 7/8)</b>		Yes	Yes	Yes	Yes

**\*\*Two (2) breakout rooms for 50-75 ppl. are required on 6/24. One (1) room for meeting and one (1) for meals. The meeting room must contain the AV equipment for the breakout room listed below for that day.**

### **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)