

## TAKING THE BENCH TOWN & VILLAGE JUSTICE SEMINAR 2023

DATES:

Monday, December 11 – Friday, December 15, 2023

### SCOPE OF SERVICES/MATERIALS SPECIFICATIONS

Taking the Bench Seminar	12/11	12/12	12/13	12/14	12/15
Lodging Rooms	150	150	150	150	150
Breakfast	150	150	150	150	150
Lunch (includes 20 kosher meals TBD)	150	150	150	150	150
AM Coffee Break	150	150	150	150	150
PM Coffee Break	150	150	150	150	150
One Large Meeting Room for 150ppl.	Yes	Yes	Yes	Yes	Yes
Audio-visual equipment and services	Yes	Yes	Yes	Yes	Yes
Free Internet/WIFI (including meeting room)	Yes	Yes	Yes	Yes	Yes
Public Space for Registration with 2 - six ft. tables, six chairs, electrical outlets for computers, phone, and internet access (SET UP 12/11)	Yes	Yes	Yes	Yes	Yes
Parking (conference attendees plus 30 UCS staff per day)	180	180	180	180	180

### A/V Equipment and Services for 5 Days

For the large meeting room:

- 1 podium
- 1 projection package per day
- 1 handheld microphone per day
- 2 wireless lavalier microphones per day
- Technician(s), sound system, patches, and mixers, per day