**Questions and Answers**

**Juvenile Law Institute - Full Conference Services**

**Request for Proposals ASU TD 012-LM**

**Bidders’ Conference Call, May 1, 2012**

**Email Questions Received by May 9, 2012**

1. *Are any other dates for the program being accepted?*
2. The two sets of dates we are accepting have been indicated in the RFP. No other dates should be offered in your proposals.
3. *Is a general session room required on Day 2?*
4. Yes. An addendum was posted on May 3 with a revised agenda, please use the Attachment 5 that is currently posted on the website.
5. *How will hotels know they are on the short list?*
6. Short list hotels will be contacted to make arrangements for site visits and additional information like photos.
7. *Why is the General Session for 130 attendees and the meal count for 150 attendees?*
8. The meal count includes staff, speakers and other faculty member who are not in the general session.

*Question #5.*  *Can the group consider set up as classroom for 130 in full rounds of 10 or classroom style?*

1. No, the group must have the general session in crescent rounds.

*Question #6. Can group consider large breakouts of 50 or 40 set in full rounds or classroom?*

*Answer #6.* The group would consider classroom or full rounds for the large breakouts, but the preference will be with hotels that can offer the breakout rooms in crescent style.

*Question #7. Can group use general session as one of the larger breakouts?*

*Answer #7.* The group can use the general session as a large breakout, but there will need to be three additional breakout rooms, because there are four (4) concurrent sessions.

*Question #8. Will the group accept a hotel that can only offer sleeping rooms and no meeting space?*

*Answer #8.* No. The group will only accept bids from hotels offering everything for a full service conference.

*Question #9. Can we extend the RFP to other properties in our hotel group?*

*Answer #9.* The RFP is posted on our public website and as such open for proposals from all interested potential bidders.

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