

**CRS AU-044**  
**Beyond The Bench XXII**  
**Q& A**

**Q:** Can we send in a hotel RFP document or do we have to use your attachments?

**A:** You have to use our attachments 3, 4, 5, 6, 7, fill them out and send via mail/fedex. You can provide hotel information with the attachments (such as diagrams, property location, etc), but the bid has to be submitted on our documents.

**Q:** Does the program registration space have to be secured?

**A:** No, we remove laptops on a daily basis, and do not leave valuables at registration. The only secured rooms we would need are AV storage rooms and Staff rooms which need to be under a re-key secured room.

**Q.** Can the hotels that are bidding in a split send in information in the same envelope or do they have to be sent in separately.

**A.** If they are sent in the same envelope that is fine, if the proposals are sent in separate envelopes, please have them reference each other as “co-bids” so that we know the hotels are working together on the proposal. The same can be done through the Convention Center and CVB’s can send in both bids in their envelope.

**Q.** Can lunch be served in the same rooms as meetings or in the foyer for example Truancy Summit (day 2) and Judicial Officers Lunch (day 4)?

**A.** Lunch can be set-up in the foyer on day 2, but not on day 3 or day 4 of the program. There are speakers during meals on Day 3 & 4 and participants should be served a plated (3 course) lunch.

**Q.** Does the hotel have to have double rooms or can they propose ROH?

**A.** Any available sleeping room can be used for this program. The rooms are not shared, so if there are more than 2 guests per room, the guests are responsible for additional room charges on their own.

**Q.** Will we pay meeting room rental if the Convention Center Space is used?

**A.** We will pay meeting room rental, but the convention space has to be on the hotel contract and the meals have to be served at the hotel. Please note, this will be evaluated as least likely criteria due to rental cost and if there are other options such as hotels proposing complete meeting package at one location.