# 140P4326Q0047 – CG Annual Partners Meeting

## RFIs 1-4

RFI 1 - Chesapeake Conservation Meeting - it is noted for Monday and Tuesday for 60 participants but the Chesapeake Gateways Meeting does not specify days. Will the Gateways Meeting occur on Wednesday and Thursday?

Answer - Correct, Chesapeake Conservation Partnership is Monday and Tuesday and the Chesapeake Gateways Annual Partner Meeting will be Wednesday and Thursday.

RFI 2 - Please confirm 2 large ballrooms for 170 in each room (total 340) PLUS 3 concurrent sessions for 60 each (total 180) for an overall total attendee count of 520 for breaks and lunch on two days.

Answer - Incorrect, for CCP (Monday & Tuesday) total attendance is expected to be 60; for APM (Wednesday & Thursday) total attendance is expected to be between 150-170 attendees. These attendees will split for breakouts and then come back together, but the numbers for meals will not exceed the total number of attendees.

RFI 3 - Audio Visual - do you require AV in all meeting rooms? 1 space on Monday & Tuesday and then 5 spaces on Wednesday and Thursday?

Answer - Monday & Tuesday - 1 space, absolutely. Having breakouts available is a plus, but not part of the minimum requirement to determine a quote to be acceptable.

For Wednesday & Thursday - 4 spaces (1 main room for keynotes and three breakout rooms)

RFI 4 - Self-pay lodging rooms for 150-170 guests - are you anticipating 2 nights? Will some of the 60 need rooms all 4 nights? Or are the 150-170 room nights spread throughout the week?

Answer - Yes, some attendees will stay all four nights (up to 60 total), most of the attendees will be two nights. Last year, I believe we had just under 300 room nights, we expect that number may be higher this year.