

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

- Question #1. Are any other dates for the program being accepted?*
Answer #1. The two sets of dates we are accepting have been indicated in the RFP. No other dates should be offered in your proposals.
- Question #2. Is a general session room required on Day 2?*
Answer #2. Yes. An addendum was posted on May 3 with a revised agenda, please use the Attachment 5 that is currently posted on the website.
- Question #3. How will hotels know they are on the short list?*
Answer #3. Short list hotels will be contacted to make arrangements for site visits and additional information like photos.
- Question #4. Why is the General Session for 130 attendees and the meal count for 150 attendees?*
Answer #4. 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?*
Answer #5. 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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