



Emergency Management Issues Special Interest Groups (EMI SIG) 2022 Event Specifications & Venue Requirements

INSTRUCTIONS: Please use the following specifications and requirements to prepare and submit an RFP that includes expenses for BOTH events.

EVENT 1 of 2		PRIMARY CONTACT	SECONDARY CONTACT
#1	Spring Leadership Summit January 25 – 27, 2022	Jennifer Hutchins, EMI SIG Program Administrator jennifer.hutchins@nnsa.doe.gov C (505) 235-8052	Berna Woods, EMI SIG Subcommittee Coordinator berna.woods@nnsa.doe.gov C (505) 554-0117

LODGING NEEDS

Group requires non-commissionable, [GSA approved](#) room rate of **\$245.00** to be reserved by individual attendee credit card with **NO** pre-payment or room deposit requirements.

DATES	Monday 1/24 th	Tuesday 1/25 th	Wednesday 1/26	Thursday 1/27 th	Friday 1/28 th
# of ROOMS	15	20	20	15	All check out

EMI SIG STAFF ACCOMMODATIONS	TITLE/POSITION	ROOM TYPE	QTY	CHECK IN	CHECK OUT	SPECIAL REQUESTS
Jennifer Hutchins	EMI SIG Program Manager	2-room Hospitality Suite with two queen beds	1	Monday	Friday	Refrigerator, microwave, coffee maker, extra pillows
Berna Woods	EMI SIG Subcommittee Coordinators	2-room Hospitality Suite with two queen beds	1			



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Carol Eiffert		2-room Hospitality Suite with two queen beds	1			
Lori Garin		King bed	1			
Kimberly Regalado		King bed	1			
Willie "Sing" Singleton or Paul Stoudenmire	Coordinator Training Support	King bed	1			
Bernie Pleau or Scott Stoudenmire	Outreach & Branding	King bed	1			

MEETING SPACE & EQUIPMENT NEEDS

Dates Needed	Room Type	Equipment Needs	Capacity	Set-up/Layout
Tuesday thru Thursday	Meeting Room	Projection system and display screen, conference telephone with large group microphone	40	U-shaped conference draped tables with keys to lock/unlock

HARDLINE ELECTRIC & INTERNET CONNECTIVITY REQUIREMENTS

Electric line drop	Hardline internet drop	Wifi Connection for	# of Days	Dates Needed
1	1	40 people	3	Tuesday thru Thursday



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HOSPITALITY SERVICES

The following Hospitality Services must comply with [Federal Travel Regulations \(FTR\) Conference Planning Guidance](#).

Hospitality Service Description	Dates & # People		Time Needed
Water Station with refresh	Mon & Tues # 20	Wed & Thur # 40	As needed
Welcome coffee and continental breakfast			7 – 8 am
AM coffee & refreshment breaks			9:30 – 10 am
PM coffee, tea, soft drinks & refreshment breaks			2:30 – 3 pm
All-inclusive buffet lunch – drink, meal, tax and tip – based on GSA approved per diem (paid by the individual)			11:30 – 1 pm



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EVENT 2 of 2		PRIMARY CONTACT	SECONDARY CONTACT
#2	2022 EMI SIG Annual Meeting July 25 -29, 2022	Jennifer Hutchins, EMI SIG Program Administrator jennifer.hutchins@nnsa.doe.gov C (505) 235-8052	Berna Woods, EMI SIG Subcommittee Coordinator berna.woods@nnsa.doe.gov C (505) 554-0117

LODGING NEEDS

Group requires non-commissionable, [GSA approved](#) room rate of **\$245.00** to be reserved by individual attendee credit card with NO pre-payment or room deposit requirements.

DATES	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
# of ROOMS	12	18	40	80	80	80	40	12

SUPPORT STAFF LODGING ROOM LIST	TITLE/POSITION	ROOM TYPE	QTY	CHECK IN	CHECK OUT	SPECIAL REQUESTS
Jennifer Hutchins	EMI SIG Program Manager	2-room Hospitality Suite with two queen beds	1	Friday	Saturday	Refrigerator, microwave, coffee maker, extra pillows
Berna Woods		2-room Hospitality Suite with two queen beds	1			
Carol Eiffert	EMI SIG Subcommittee Coordinators	2-room Hospitality Suite with two queen beds	1			
Kimberly Regalado		King bed	1			



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Lori Garin		King bed	1		
Bernie Pleau	Emergent Editor	King bed	1		
Willie "Sing" Singleton	Senior Instructor & Courseware Manager	King bed	1		
Paul Stoudenmire	EDMS Program Director	King bed	1		
Scott Stoudenmire	EMI SIG Data Manager	King bed	1		
James Sheridan	EDMS/EMI SIG IT Director	King bed	1		
David Waldron	IT Support	King bed	1		
Rodney McFarland	IT Support	King bed	1		
AV Team	Audio Visual Support	Two (2) Double beds	6	Saturday	

MEETING SPACE NEEDS

Dates Needed	Room Type	Room Purpose	Capacity	Set-up/Layout
Friday thru Friday	Storage room	Exhibitor and EMI SIG Annual Meeting equipment, supplies, displays, etc.	40' x 40'	Secure room with keys to lock/unlock
Friday thru Friday	Boardroom	EMI SIG Operations Support Staff onsite office	16	U-shaped conference draped tables with keys to lock/unlock



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<p>Set Up: Saturday</p> <p>Meetings: Mon - Friday</p> <p>Tear Down: Friday @ Noon</p>	Ballroom #1	Registration, Business Center/ Helpdesk, Web Ex Command Center, Exhibits and refreshment breaks	3,000 sq/ft	<ul style="list-style-type: none"> • 12 draped 8' exhibit tables (around room perimeter) • Three (3) draped 8' tables for Registration • Four (4) draped 8' tables for Helpdesk/Business Center • Ten-20 draped cocktail rounds • Ten-20 draped high boys (center room banquet layout)
<p>Set Up: Saturday</p> <p>Meetings: Mon - Thur</p> <p>Tear Down: Thursday after 5pm</p>	Ballroom #2	General, large Concurrent and Subcommittee Breakout sessions	300	<p>½ Classroom/½ Theater, Three 8' clothed & skirted table Two draped cocktail tables Two draped high boy tables</p>
<p>Set Up: Sunday</p> <p>Meetings: Mon - Friday</p> <p>Tear Down: Friday @ 4:30</p>	Meeting Room #1	Pre-/Post- Workshops, Subcommittee Breakout and Concurrent Sessions	80	<p>½ Classroom/½ Theater, One 8' draped table One draped cocktail table One draped high boy table</p>
	Meeting Room #2	Pre-/Post- Workshops, Subcommittee Breakout and Concurrent Sessions	80	
	Meeting Room #3	Pre-/Post- Workshops, Subcommittee Breakout and Concurrent Sessions	60	
	Meeting Room #4	Pre-/Post- Workshops, Subcommittee Breakout and Concurrent Sessions	60	
	Meeting Room #5	Pre-/Post- Workshops, Subcommittee Breakout and Concurrent Sessions	40	



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HOSPITALITY SERVICES

The following Hospitality Services must comply with [Federal Travel Regulations \(FTR\) Conference Planning Guidance](#).

DATES	Hospitality Service Description
Monday thru Friday	Water Station with 4 refresh per meeting room — In addition to the Boardroom water station and refresh Saturday & Saturday prior
	7 – 8 AM Welcome coffee and continental breakfast for approximately 150 people
	AM coffee & refreshment breaks for approximately 150 people
	PM coffee, tea & refreshment breaks for approximately 150 people
	Map to venue or commercial lunch outlets in close proximity to venue

HOSPITALITY LUNCHEONS

Include the rental fee reserve and use a private dining room for each of the following luncheon dates:

DATES	Approximate #	Luncheon Service Description Needed
Tuesday	40	All-inclusive buffet lunch (drink, meal, tax and tip) based on GSA approved per diem, (Room rental is the only fee to be included in Master Bill – Lunch fee to be charged to individual attendees)
Wednesday	40	
Thursday	40	



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HARDLINE ELECTRIC & INTERNET CONNECTIVITY REQUIREMENTS

Dedicated VLAN w/100Mbps (up and down) to be shared among the following hardline connections:

Room	# of hardline connections	# of Days	Dates Needed
Boardroom	1	7	Saturday thru Friday
Ballroom #1	6	7	Saturday thru Friday
Ballroom #2	1	4	Monday thru Thursday
Meeting room #1	1	5	Monday thru Friday
Meeting room #2	1	5	
Meeting room #3	1	5	
Meeting room #4	1	5	
Meeting room #5	1	5	

WIFI INTERNET REQUIREMENTS

Location	Specifications	Capacity	Dates Needed
WIFI connections across all meeting space <ul style="list-style-type: none"> ▪ Must be separate from VLAN bandwidth listed above 	75-100 Mbps <ul style="list-style-type: none"> ▪ Limited to 1.5M bps up and down per device 	Up to 250 attendees	Saturday thru Friday