|  |
| --- |
| Proposal Details |
| **RFP Name** | National Bureau of Economic Research  |
| **Event Name** | NBER Summer Institute 2020 |
| **Response Date** | April 29, 2019 | **Proposal Status** |  |
| **Supplier Name** | (hotel name) | **Supplier Type** |  |
| **Chain** |  | **Metro Area** |  |
| **Brand** |  |  |  |
| **Proposal Introduction** | The National Bureau of Economic Research has held a three-week Summer Institute for the last 42 years. It has grown steadily and in recent years has been short of single venue meeting space. The Institute has 50 sessions, mostly Monday through Friday. The sessions range from 50 attendees to 300. There are five to seven sessions on weekdays. The usual set up for our meetings is a small U-shape table (for maybe 25) surrounded by rows of seats (think House of Commons). This allows everyone to see the presentations with slides and facilitates discussion.In addition to the meeting space, we offer a Continental breakfast and buffet lunch to all participants. This need not be in a single space. Daily attendance ranges from 451 to 898 with average attendance of 647In addition to dining and meeting space, we require office space, a storage room, and a lactation room. None of these need to be large.Sleeping rooms are divided into two room blocks, reserved and public. The reserved block is mostly people we are paying room and tax for. That block is filled by rooming list. The public block is people paying their own way. Those rooms should be filled by the hotel’s reservation system.Because this represents a monumental shift for us, I hope you will be willing to submit a three year proposal. Summer Institute begins on the Monday after Independence Day is celebrated:July 6, 2020July 12, 2021July 11, 2022 |
|  |
| **Service Date(s)** | (dates of events) |
|  |  |
| **Additional Information** |  |
|  |  |
| **Billing and Contractual Requirements** |  |

|  |
| --- |
| **Turn Down Information (use to track if hotels decline or don’t meet needs)** |
| **Turn Down Reason** |  |
| **Comment** |  |
| **Contact Name** |  | **Email Address** |  |
| **Title** |  | **Phone** |  |

|  |
| --- |
| Key Contact Information |
| **Contact Name** | Carl Beck | **Email Address** | cbeck@nber.org |
| **Organization** | National Bureau of Economic Research | **Phone** | No phone calls please |
| **Title** | Director of Conferences |  |   |
| **Website** | www.nber.org |  |   |
| **Additional Information** |  The NBER Summer Institute is a three-week gathering of applied economists that takes place in Massachusetts during July each year. All NBER [research programs](https://www.nber.org/programs/) sponsor meetings during the Summer Institute. The Summer Institute typically includes a number of relatively informal meetings that bring together researchers working on a narrowly-focused topic. Each December, the NBER issues a call for papers in connection with the upcoming Summer Institute.  |

|  |
| --- |
|  |
|  |
|  |  |  |  |
|  |
|  |  |
|  |  |
|  |

| Sleeping Room Requirements |
| --- |

|  |
| --- |
| **NBER SI 2020 Room Block Week I** |
|  | **07/02** | **07/03** | **07/04** | **07/05** | **07/06** | **07/07** | **07/08** | **07/09** | **07/10** | **07/11** |
| Reserved | 2 | 2 | 2 | 88 | 157 | 150 | 175 | 128 | 72 | 40 |
| Public | 0 | 0 | 0 | 154 | 168 | 155 | 170 | 175 | 108 | 20 |
| ***Total*** | ***2*** | ***2*** | ***2*** | ***242*** | ***325*** | ***305*** | ***345*** | ***303*** | ***180*** | ***60*** |

|  |
| --- |
| **NBER SI 2020 Room Block Week II** |
|  | **07/12** | **07/13** | **07/14** | **07/15** | **07/16** | **07/17** | **07/18** |
| Reserved | 80 | 125 | 100 | 100 | 60 | 32 | 32 |
| Public | 100 | 200 | 200 | 200 | 108 | 32 | 8 |
| ***Total*** | ***180*** | ***325*** | ***300*** | ***300*** | ***168*** | ***64*** | ***40*** |

|  |
| --- |
| **NBER SI 2020 Room Block Week III** |
|  | **07/19** | **07/20** | **07/21** | **07/22** | **07/23** | **07/24** | **07/25** |
| Reserved | 128 | 180 | 175 | 150 | 80 | 20 | 0 |
| Public | 132 | 160 | 125 | 175 | 113 | 12 | 0 |
| ***Total*** | ***260*** | ***340*** | ***300*** | ***325*** | ***193*** | ***32*** | ***0*** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Week I*** | ***Week II*** | ***Week III*** |
| ***Grand Total*** | ***1,766*** | ***1,377*** | ***1,450*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sleeping Room Needs Met?** | **[PROPOSAL-PREFERRED DATES]** |  |  |
| **Additional Information** |  |
|  |
|  |
| **Availability** |  | **Check-in Date** |  |
|  |
|  |  |
| **Confirmed?** |  |
| **Confirmation Contingencies** |  |
| **Room Rate Information** |  |
|  |

|  |
| --- |
| **Meeting Room Requirements** |
|  |

|  |
| --- |
| SUMMER INSTITUTE WEEK I |
| Date | **Start Time** | **End Time** | **Function** | **Square Footage** | **Setup** |
| **Thu, Jul. 02, 2020** | 3:00 PM | 11:59 PM | Storage |  | Empty |
| **Thu, Jul. 02, 2020** | 3:00 PM | 11:59 PM | Storage |  | Empty |
| **Thu, Jul. 02, 2020** | 3:00 PM | 11:59 PM | Office |  | See Diagram |
| **Thu, Jul. 02, 2020** | 3:00 PM | 11:59 PM | Office |  | See Diagram |
| **Thu, Jul. 02, 2020** | 3:00 PM | 11:59 PM | Storage |  | Empty |
|  |  |  |  |  |  |
| **Fri, Jul. 03, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Fri, Jul. 03, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Fri, Jul. 03, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Fri, Jul. 03, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Fri, Jul. 03, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
|  |  |  |  |  |  |
| **Sat, Jul. 04,2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sat, Jul. 04,2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sat, Jul. 04,2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Sat, Jul. 04,2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Sat, Jul. 04,2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
|  |  |  |  |  |  |
| **Sun, Jul. 05, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sun, Jul. 05, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Sun, Jul. 05, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Sun, Jul. 05, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sun, Jul. 05, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
|  |  |  |  |  |  |
| **Mon, Jul. 06, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Mon, Jul. 06, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Mon, Jul. 06, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Mon, Jul. 06, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Mon, Jul. 06, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Mon, Jul. 06, 2020** | 8:00 AM | 12:00 PM | Meeting | 1938 square feet | U-Shape |
| **Mon, Jul. 06, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Mon, Jul. 06, 2020** | 8:30 AM | 10:00 AM | Continental Breakfast | 3135 square feet | Existing |
| **Mon, Jul. 06, 2020** | 9:30 AM | 11:00 AM | Continental Breakfast | 3400 square feet | Buffet |
| **Mon, Jul. 06, 2020** | 10:00 AM | 12:00 PM | Break - AM | 3135 square feet | Existing |
| **Mon, Jul. 06, 2020** | 10:00 AM | 12:00 PM | Break - AM | 1450 square feet | Existing |
| **Mon, Jul. 06, 2020** | 10:30 AM | 5:30 PM | Meeting | 2600 square feet | U-Shape |
| **Mon, Jul. 06, 2020** | 12:00 PM | 1:30 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Mon, Jul. 06, 2020** | 12:00 PM | 1:30 PM | Lunch - Buffet | 3400 square feet | Rounds of 10 |
| **Mon, Jul. 06, 2020** | 12:00 PM | 5:30 PM | Meeting | 1938 square feet | U-Shape |
| **Mon, Jul. 06, 2020** | 2:00 PM | 4:00 PM | Break - PM | 3135 square feet | Rounds of 10 |
| **Mon, Jul. 06, 2020** | 2:00 PM | 4:00 PM | Break - PM | 1450 square feet | Buffet |
|  |  |  |  |  |  |
| **Tue, Jul. 07, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Tue, Jul. 07, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Tue, Jul. 07, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Tue, Jul. 07, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Tue, Jul. 07, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Tue, Jul. 07, 2020** | 7:45 AM | 9:45 AM | Continental Breakfast | 3135 square feet | Rounds of 10 |
| **Tue, Jul. 07, 2020** | 8:00 AM | 10:00 AM | Continental Breakfast | 3400 square feet | Buffet |
| **Tue, Jul. 07, 2020** | 8:00 AM | 12:00 PM | Meeting | 2600 square feet | U-Shape |
| **Tue, Jul. 07, 2020** | 8:00 AM | 12:00 PM | Meeting | 1450 square feet | Theatre Style |
| **Tue, Jul. 07, 2020** | 8:00 AM | 12:00 PM | Meeting | 1938 square feet | U-Shape |
| **Tue, Jul. 07, 2020** | 8:00 AM | 12:00 PM | Meeting | 2262 square feet | U-Shape |
| **Tue, Jul. 07, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Tue, Jul. 07, 2020** | 9:55 AM | 11:55 AM | Break - AM | 3135 square feet | Rounds of 10 |
| **Tue, Jul. 07, 2020** | 10:00 AM | 12:00 PM | Break - AM | 426 square feet | Rounds of 10 |
| **Tue, Jul. 07, 2020** | 10:25 AM | 11:25 AM | Break - AM | 1450 square feet | Buffet |
| **Tue, Jul. 07, 2020** | 10:30 AM | 2:30 PM | Meeting | 891 square feet | Conference |
| **Tue, Jul. 07, 2020** | 11:45 AM | 1:30 PM | Lunch - Buffet | 3400 square feet | Rounds of 10 |
| **Tue, Jul. 07, 2020** | 12:00 PM | 1:30 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Tue, Jul. 07, 2020** | 12:00 PM | 1:30 PM | Lunch - Buffet |  | Rounds of 10 |
| **Tue, Jul. 07, 2020** | 1:00 PM | 5:00 PM | Meeting | 2262 square feet | U-Shape |
| **Tue, Jul. 07, 2020** | 1:00 PM | 5:30 PM | Meeting | 1450 square feet | Theatre Style |
| **Tue, Jul. 07, 2020** | 1:00 PM | 5:30 PM | Meeting | 2600 square feet | U-Shape |
| **Tue, Jul. 07, 2020** | 1:00 PM | 5:30 PM | Meeting | 1938 square feet | U-Shape |
| **Tue, Jul. 07, 2020** | 1:55 PM | 3:55 PM | Break - PM | 3135 square feet | Rounds of 10 |
| **Tue, Jul. 07, 2020** | 2:25 PM | 4:00 PM | Break - PM | 1450 square feet | Buffet |
| **Tue, Jul. 07, 2020** | 2:30 PM | 4:00 PM | Break - PM | 426 square feet | Rounds of 10 |
| **Tue, Jul. 07, 2020** | 4:30 PM | 5:30 PM | Meeting | 3400 square feet | Theatre Style |
| **Tue, Jul. 07, 2020** | 5:30 PM | 6:30 PM | Reception | 2600 square feet | Reception |
| **Tue, Jul. 07, 2020** | 6:00 PM | 9:00 PM | Dinner | 2127 square feet | Rounds |
|  |  |  |  |  |  |
| **Wed, Jul. 08, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Wed, Jul. 08, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Wed, Jul. 08, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Wed, Jul. 08, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Wed, Jul. 08, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Wed, Jul. 08, 2020** | 8:00 AM | 10:00 AM | Continental Breakfast | 3135 square feet | Rounds of 10 |
| **Wed, Jul. 08, 2020** | 8:00 AM | 11:00 AM | Continental Breakfast | 1450 square feet | Buffet |
| **Wed, Jul. 08, 2020** | 8:00 AM | 12:00 PM | Meeting | 6000 square feet | Theatre Style |
| **Wed, Jul. 08, 2020** | 8:00 AM | 12:00 PM | Meeting | 2262 square feet | U-Shape |
| **Wed, Jul. 08, 2020** | 8:00 AM | 1:00 PM | Hospitality | 567 square feet | Rounds |
| **Wed, Jul. 08, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Wed, Jul. 08, 2020** | 10:00 AM | 12:00 PM | Break - AM | 1450 square feet | Buffet |
| **Wed, Jul. 08, 2020** | 10:00 AM | 12:00 PM | Break - AM | 3135 square feet | Rounds of 10 |
| **Wed, Jul. 08, 2020** | 12:00 PM | 1:30 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Wed, Jul. 08, 2020** | 12:30 PM | 1:30 PM | Lunch - Buffet | 2472 square feet | Rounds of 10 |
| **Wed, Jul. 08, 2020** | 12:30 PM | 1:30 PM | Lunch - Buffet |  | Rounds of 10 |
| **Wed, Jul. 08, 2020** | 12:30 PM | 1:30 PM | Lunch - Buffet | 2100 square feet | Rounds of 10 |
| **Wed, Jul. 08, 2020** | 1:00 PM | 5:30 PM | Meeting | 6000 square feet | U-Shape |
| **Wed, Jul. 08, 2020** | 2:45 PM | 4:00 PM | Break - PM | 1450 square feet | Buffet |
| **Wed, Jul. 08, 2020** | 2:50 PM | 9:00 PM | Setup |  | Rounds of 10 |
| **Wed, Jul. 08, 2020** | 3:00 PM | 6:00 PM | Setup | 3800 square feet | Rounds of 10 |
| **Wed, Jul. 08, 2020** | 3:00 PM | 9:00 PM | Backup | 572 square feet |  |
| **Wed, Jul. 08, 2020** | 3:00 PM | 9:00 PM | Backup |   |  |
| **Wed, Jul. 08, 2020** | 5:00 PM | 10:00 PM | Backup | 6000 square feet | Rounds |
| **Wed, Jul. 08, 2020** | 5:00 PM | 10:00 PM | Backup | 2425 square feet | Reception |
| **Wed, Jul. 08, 2020** | 6:00 PM | 9:00 PM | Dinner - Buffet | 1116 square feet | Rounds of 10 |
| **Wed, Jul. 08, 2020** | 6:00 PM | 9:00 PM | Dinner - Buffet | 3800 square feet | Rounds of 10 |
| **Wed, Jul. 08, 2020** | 6:00 PM | 9:00 PM | Dinner - Buffet |  | Rounds of 10 |
|  |  |  |  |  |  |
| **Thu, Jul. 09, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Thu, Jul. 09, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Thu, Jul. 09, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Thu, Jul. 09, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Thu, Jul. 09, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Thu, Jul. 09, 2020** | 8:00 AM | 10:00 AM | Continental Breakfast | 3135 square feet | Rounds of 10 |
| **Thu, Jul. 09, 2020** | 8:00 AM | 11:00 AM | Continental Breakfast | 3400 square feet | Buffet |
| **Thu, Jul. 09, 2020** | 8:00 AM | 12:00 PM | Meeting | 1450 square feet | Theatre Style |
| **Thu, Jul. 09, 2020** | 8:00 AM | 12:00 PM | Meeting | 2262 square feet | U-Shape |
| **Thu, Jul. 09, 2020** | 8:00 AM | 12:00 PM | Meeting | 2600 square feet | U-Shape |
| **Thu, Jul. 09, 2020** | 8:00 AM | 12:00 PM | Meeting | 1938 square feet | U-Shape |
| **Thu, Jul. 09, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Thu, Jul. 09, 2020** | 9:30 AM | 11:30 AM | Break - AM | 3135 square feet | Rounds of 10 |
| **Thu, Jul. 09, 2020** | 10:00 AM | 12:00 PM | Break - AM | 426 square feet | Buffet |
| **Thu, Jul. 09, 2020** | 10:30 AM | 12:00 PM | Break - AM | 1450 square feet | Buffet |
| **Thu, Jul. 09, 2020** | 12:00 PM | 1:30 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Thu, Jul. 09, 2020** | 12:00 PM | 1:30 PM | Lunch - Buffet |  | Existing |
| **Thu, Jul. 09, 2020** | 12:00 PM | 1:30 PM | Lunch - Buffet | 3400 square feet | Rounds of 10 |
| **Thu, Jul. 09, 2020** | 12:00 PM | 1:30 PM | Lunch - Buffet | 984 square feet | Rounds of 10 |
| **Thu, Jul. 09, 2020** | 1:00 PM | 5:30 PM | Meeting | 1938 square feet | U-Shape |
| **Thu, Jul. 09, 2020** | 1:00 PM | 5:30 PM | Meeting | 1450 square feet | Theatre Style |
| **Thu, Jul. 09, 2020** | 1:00 PM | 5:30 PM | Meeting | 2600 square feet | U-Shape |
| **Thu, Jul. 09, 2020** | 1:00 PM | 5:30 PM | Meeting | 2262 square feet | U-Shape |
| **Thu, Jul. 09, 2020** | 2:40 PM | 4:00 PM | Break - PM | 3135 square feet | Rounds of 10 |
| **Thu, Jul. 09, 2020** | 3:00 PM | 4:00 PM | Break - PM | 1450 square feet | Buffet |
| **Thu, Jul. 09, 2020** | 3:00 PM | 4:00 PM | Break - PM | 426 square feet | Buffet |
| **Thu, Jul. 09, 2020** | 5:30 PM | 7:00 PM | Meeting | 2262 square feet | U-Shape |
|  |  |  |  |  |  |
| **Fri, Jul. 10, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Fri, Jul. 10, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Fri, Jul. 10, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Fri, Jul. 10, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Fri, Jul. 10, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Fri, Jul. 10, 2020** | 8:00 AM | 9:30 AM | Continental Breakfast | 3135 square feet | Rounds of 10 |
| **Fri, Jul. 10, 2020** | 8:00 AM | 11:00 AM | Continental Breakfast | 3400 square feet | Buffet |
| **Fri, Jul. 10, 2020** | 8:00 AM | 12:00 PM | Meeting | 1938 square feet | U-Shape |
| **Fri, Jul. 10, 2020** | 8:00 AM | 12:00 PM | Meeting | 1450 square feet | Theatre Style |
| **Fri, Jul. 10, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Fri, Jul. 10, 2020** | 8:00 AM | 5:30 PM | Meeting | 2600 square feet | U-Shape |
| **Fri, Jul. 10, 2020** | 8:00 AM | 5:30 PM | Meeting | 1116 square feet | U-Shape |
| **Fri, Jul. 10, 2020** | 8:00 AM | 5:30 PM | Meeting | 2127 square feet | U-Shape |
| **Fri, Jul. 10, 2020** | 8:00 AM | 5:30 PM | Meeting | 2262 square feet | U-Shape |
| **Fri, Jul. 10, 2020** | 9:30 AM | 12:00 PM | Break - AM | 3135 square feet | Rounds of 10 |
| **Fri, Jul. 10, 2020** | 10:00 AM | 12:00 PM | Break - AM | 1450 square feet | Buffet |
| **Fri, Jul. 10, 2020** | 10:00 AM | 12:00 PM | Break - AM | 426 square feet | Rounds of 10 |
| **Fri, Jul. 10, 2020** | 10:30 AM | 12:00 PM | Break - AM |   | Buffet |
| **Fri, Jul. 10, 2020** | 12:00 PM | 1:30 PM | Lunch - Buffet | 3400 square feet | Rounds of 10 |
| **Fri, Jul. 10, 2020** | 12:00 PM | 1:30 PM | Lunch - Buffet |  | Rounds of 10 |
| **Fri, Jul. 10, 2020** | 12:00 PM | 1:30 PM | Lunch - Buffet | 984 square feet | Rounds of 10 |
| **Fri, Jul. 10, 2020** | 12:00 PM | 1:30 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Fri, Jul. 10, 2020** | 1:00 PM | 5:30 PM | Meeting | 1450 square feet | Theatre Style |
| **Fri, Jul. 10, 2020** | 1:00 PM | 5:30 PM | Meeting | 1938 square feet | U-Shape |
| **Fri, Jul. 10, 2020** | 1:55 PM | 4:30 PM | Break - PM | 3135 square feet | Buffet |
| **Fri, Jul. 10, 2020** | 2:00 PM | 4:00 PM | Break - PM | University Foyer BC -East Tower, Level 1 | Buffet |
| **Fri, Jul. 10, 2020** | 2:30 PM | 4:30 PM | Break - PM | 1450 square feet | Buffet |
| **Fri, Jul. 10, 2020** | 3:00 PM | 4:00 PM | Break - PM | 426 square feet | Buffet |
| **Fri, Jul. 10, 2020** | 6:30 PM | 7:00 PM | Reception | 1450 square feet | Reception |
| **Fri, Jul. 10, 2020** | 7:00 PM | 9:30 PM | Dinner | 3400 square feet | Rounds of 10 |
|  |  |  |  |  |  |
| **Sat, Jul. 11, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sat, Jul. 11, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sat, Jul. 11, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Sat, Jul. 11, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sat, Jul. 11, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Sat, Jul. 11, 2020** | 8:00 AM | 10:00 AM | Continental Breakfast | 660 square feet | Buffet |
| **Sat, Jul. 11, 2020** | 8:00 AM | 10:00 AM | Registration |  | Registration |
| **Sat, Jul. 11, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Sat, Jul. 11, 2020** | 8:30 AM | 10:00 AM | Continental Breakfast | 3400 square feet | Buffet |
| **Sat, Jul. 11, 2020** | 8:30 AM | 5:00 PM | Meeting | 1938 square feet | U-Shape |
| **Sat, Jul. 11, 2020** | 8:30 AM | 5:30 PM | Meeting | 2600 square feet | U-Shape |
| **Sat, Jul. 11, 2020** | 10:00 AM | 10:30 AM | Break - AM | 660 square feet | Existing |
| **Sat, Jul. 11, 2020** | 10:00 AM | 12:00 PM | Break - AM | 1450 square feet | Rounds of 10 |
| **Sat, Jul. 11, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Sat, Jul. 11, 2020** | 12:30 PM | 1:30 PM | Lunch | 3400 square feet | Rounds of 10 |
| **Sat, Jul. 11, 2020** | 2:30 PM | 4:00 PM | Break - PM | 1450 square feet | Buffet |
| **Sat, Jul. 11, 2020** | 2:40 PM | 3:10 PM | Break - PM | 660 square feet | Existing |

|  |
| --- |
| SUMMER INSTITUTE WEEK II |
| **Date** | **Start Time** | **End Time** | **Function** | **Room** | **Setup** |
| **Sun, Jul. 12, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sun, Jul. 12, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sun, Jul. 12, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Sun, Jul. 12, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Sun, Jul. 12, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
|  |  |  |  |  |  |
| **Mon, Jul. 13, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Mon, Jul. 13, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Mon, Jul. 13, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Mon, Jul. 13, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Mon, Jul. 13, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Mon, Jul. 13, 2020** | 7:00 AM | 11:00 AM | Storage |  | Rounds of 10 |
| **Mon, Jul. 13, 2020** | 8:00 AM | 11:00 AM | Continental Breakfast | 3400 square feet | Buffet |
| **Mon, Jul. 13, 2020** | 8:00 AM | 12:00 PM | Meeting | 2100 square feet | Theatre Style |
| **Mon, Jul. 13, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Mon, Jul. 13, 2020** | 8:00 AM | 5:30 PM | Meeting | 1938 square feet | U-Shape |
| **Mon, Jul. 13, 2020** | 8:00 AM | 5:30 PM | Meeting | 2262 square feet | U-Shape |
| **Mon, Jul. 13, 2020** | 8:00 AM | 5:30 PM | Meeting | 2600 square feet | U-Shape |
| **Mon, Jul. 13, 2020** | 8:00 AM | 5:30 PM | Meeting | 1236 square feet | U-Shape |
| **Mon, Jul. 13, 2020** | 8:30 AM | 10:30 AM | Continental Breakfast | 3135 square feet | Rounds of 10 |
| **Mon, Jul. 13, 2020** | 10:00 AM | 12:00 PM | Break - AM | 3135 square feet | Rounds of 10 |
| **Mon, Jul. 13, 2020** | 10:30 AM | 12:00 PM | Break - AM | 1450 square feet | Buffet |
| **Mon, Jul. 13, 2020** | 10:30 AM | 12:00 PM | Break - AM |   | Buffet |
| **Mon, Jul. 13, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet |  | Existing |
| **Mon, Jul. 13, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Mon, Jul. 13, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 984 square feet | Rounds of 10 |
| **Mon, Jul. 13, 2020** | 12:00 PM | 1:30 PM | Lunch - Buffet | 3400 square feet | Rounds of 10 |
| **Mon, Jul. 13, 2020** | 12:00 PM | 2:00 PM | Lunch | 891 square feet | Conference |
| **Mon, Jul. 13, 2020** | 12:00 PM | 5:30 PM | Meeting | 1116 square feet | U-Shape |
| **Mon, Jul. 13, 2020** | 12:00 PM | 5:30 PM | Meeting | 2100 square feet | Theatre Style |
| **Mon, Jul. 13, 2020** | 2:20 PM | 4:00 PM | Break - PM | 3135 square feet | Rounds of 10 |
| **Mon, Jul. 13, 2020** | 2:40 PM | 4:00 PM | Break - PM |   | Buffet |
| **Mon, Jul. 13, 2020** | 3:00 PM | 4:00 PM | Break - PM |   | Buffet |
| **Mon, Jul. 13, 2020** | 3:00 PM | 5:00 PM | Break - PM | 1450 square feet | Buffet |
| **Mon, Jul. 13, 2020** | 4:00 PM | 5:00 PM | Meeting | 891 square feet | Conference |
|  |  |  |  |  |  |
| **Tue, Jul. 14, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Tue, Jul. 14, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Tue, Jul. 14, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Tue, Jul. 14, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Tue, Jul. 14, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Tue, Jul. 14, 2020** | 8:00 AM | 12:00 PM | Meeting | 1236 square feet | U-Shape |
| **Tue, Jul. 14, 2020** | 8:00 AM | 12:00 PM | Meeting | 2262 square feet | U-Shape |
| **Tue, Jul. 14, 2020** | 8:00 AM | 12:00 PM | Meeting | 2100 square feet | Theatre Style |
| **Tue, Jul. 14, 2020** | 8:00 AM | 12:00 PM | Meeting | 1938 square feet | U-Shape |
| **Tue, Jul. 14, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Tue, Jul. 14, 2020** | 8:00 AM | 5:30 PM | Meeting | 2600 square feet | U-Shape |
| **Tue, Jul. 14, 2020** | 8:15 AM | 11:00 AM | Continental Breakfast | 3400 square feet | Buffet |
| **Tue, Jul. 14, 2020** | 8:30 AM | 10:00 AM | Continental Breakfast | 3135 square feet | Rounds of 10 |
| **Tue, Jul. 14, 2020** | 10:00 AM | 12:00 PM | Break - AM | 3135 square feet | Rounds of 10 |
| **Tue, Jul. 14, 2020** | 10:30 AM | 12:00 PM | Break - AM | 1450 square feet | Buffet |
| **Tue, Jul. 14, 2020** | 10:30 AM | 12:00 PM | Break - AM |   | Buffet |
| **Tue, Jul. 14, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 3400 square feet | Rounds of 10 |
| **Tue, Jul. 14, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 984 square feet | Rounds of 10 |
| **Tue, Jul. 14, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Tue, Jul. 14, 2020** | 12:00 PM | 5:30 PM | Meeting | 1053 square feet | U-Shape |
| **Tue, Jul. 14, 2020** | 12:00 PM | 5:30 PM | Meeting | 2100 square feet | Theatre Style |
| **Tue, Jul. 14, 2020** | 12:00 PM | 5:30 PM | Meeting | 1116 square feet | U-Shape |
| **Tue, Jul. 14, 2020** | 12:00 PM | 5:30 PM | Meeting | 1209 square feet | Theatre Style |
| **Tue, Jul. 14, 2020** | 12:00 PM | 5:30 PM | Meeting | 1938 square feet | U-Shape |
| **Tue, Jul. 14, 2020** | 12:15 PM | 1:00 PM | Lunch - Buffet |  | Rounds of 10 |
| **Tue, Jul. 14, 2020** | 2:10 PM | 4:10 PM | Break - PM | 3135 square feet | Rounds of 10 |
| **Tue, Jul. 14, 2020** | 2:40 PM | 4:00 PM | Break - PM |   | Buffet |
| **Tue, Jul. 14, 2020** | 2:55 PM | 4:55 PM | Break - PM | 1450 square feet | Buffet |
| **Tue, Jul. 14, 2020** | 3:00 PM | 4:00 PM | Break - PM |   | Buffet |
| **Tue, Jul. 14, 2020** | 3:30 PM | 5:30 PM | Meeting | 891 square feet | Conference |
| **Tue, Jul. 14, 2020** | 5:15 PM | 7:30 PM | Reception | 1450 square feet | Reception |
|  |  |  |  |  |  |
| **Wed, Jul. 15, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Wed, Jul. 15, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Wed, Jul. 15, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Wed, Jul. 15, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Wed, Jul. 15, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Wed, Jul. 15, 2020** | 8:00 AM | 12:00 PM | Meeting | 2100 square feet | Theatre Style |
| **Wed, Jul. 15, 2020** | 8:00 AM | 12:00 PM | Meeting | 2600 square feet | U-Shape |
| **Wed, Jul. 15, 2020** | 8:00 AM | 5:00 PM | Meeting | 2262 square feet | U-Shape |
| **Wed, Jul. 15, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Wed, Jul. 15, 2020** | 8:00 AM | 5:30 PM | Meeting | 1236 square feet | U-Shape |
| **Wed, Jul. 15, 2020** | 8:00 AM | 5:30 PM | Meeting | 1938 square feet | U-Shape |
| **Wed, Jul. 15, 2020** | 8:15 AM | 10:15 AM | Continental Breakfast | 3400 square feet | Buffet |
| **Wed, Jul. 15, 2020** | 8:30 AM | 10:30 AM | Continental Breakfast | 3135 square feet | Rounds of 10 |
| **Wed, Jul. 15, 2020** | 10:00 AM | 12:00 PM | Break - AM | 3135 square feet | Rounds of 10 |
| **Wed, Jul. 15, 2020** | 10:20 AM | 12:00 PM | Break - AM | 1450 square feet | Buffet |
| **Wed, Jul. 15, 2020** | 10:30 AM | 12:00 PM | Break - AM |   | Buffet |
| **Wed, Jul. 15, 2020** | 12:00 PM | 1:00 PM | Storage |  | Rounds of 10 |
| **Wed, Jul. 15, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 3400 square feet | Rounds of 10 |
| **Wed, Jul. 15, 2020** | 12:00 PM | 1:00 PM | Storage |  | Rounds of 10 |
| **Wed, Jul. 15, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Wed, Jul. 15, 2020** | 12:00 PM | 5:30 PM | Meeting | 1116 square feet | U-Shape |
| **Wed, Jul. 15, 2020** | 12:00 PM | 5:30 PM | Meeting | 2100 square feet | Theatre Style |
| **Wed, Jul. 15, 2020** | 12:15 PM | 1:00 PM | Lunch - Buffet |  | Rounds of 10 |
| **Wed, Jul. 15, 2020** | 1:00 PM | 5:30 PM | Meeting | 2600 square feet | U-Shape |
| **Wed, Jul. 15, 2020** | 2:00 PM | 4:00 PM | Storage |  | Rounds of 10 |
| **Wed, Jul. 15, 2020** | 2:30 PM | 4:30 PM | Break - PM | 3135 square feet | Rounds of 10 |
| **Wed, Jul. 15, 2020** | 2:40 PM | 4:00 PM | Break - PM |   | Buffet |
| **Wed, Jul. 15, 2020** | 3:00 PM | 4:00 PM | Break - PM |   | Buffet |
| **Wed, Jul. 15, 2020** | 3:00 PM | 5:00 PM | Break - PM | 1450 square feet | Buffet |
| **Wed, Jul. 15, 2020** | 3:00 PM | 6:00 PM | Setup | 3800 square feet | See Diagram |
| **Wed, Jul. 15, 2020** | 5:00 PM | 10:00 PM | Backup | 6000 square feet | Rounds |
| **Wed, Jul. 15, 2020** | 5:00 PM | 10:00 PM | Backup | 2425 square feet | Reception |
| **Wed, Jul. 15, 2020** | 6:00 PM | 9:00 PM | Backup | 1116 square feet | Rounds of 10 |
| **Wed, Jul. 15, 2020** | 6:00 PM | 9:00 PM | Dinner - Buffet | 3800 square feet | Rounds of 10 |
|  |  |  |  |  |  |
| **Thu, Jul. 16, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Thu, Jul. 16, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Thu, Jul. 16, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Thu, Jul. 16, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Thu, Jul. 16, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Thu, Jul. 16, 2020** | 7:00 AM | 11:00 AM | Storage |  | Rounds of 10 |
| **Thu, Jul. 16, 2020** | 8:00 AM | 10:00 AM | Continental Breakfast | 3400 square feet | Buffet |
| **Thu, Jul. 16, 2020** | 8:00 AM | 12:00 PM | Meeting | 2100 square feet | Theatre Style |
| **Thu, Jul. 16, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Thu, Jul. 16, 2020** | 8:00 AM | 5:15 PM | Meeting | 2600 square feet | U-Shape |
| **Thu, Jul. 16, 2020** | 8:00 AM | 5:30 PM | Meeting | 2262 square feet | U-Shape |
| **Thu, Jul. 16, 2020** | 8:00 AM | 5:30 PM | Meeting | 1938 square feet | U-Shape |
| **Thu, Jul. 16, 2020** | 8:00 AM | 5:30 PM | Meeting | 1116 square feet | U-Shape |
| **Thu, Jul. 16, 2020** | 8:00 AM | 5:30 PM | Meeting | 912 square feet | U-Shape |
| **Thu, Jul. 16, 2020** | 8:30 AM | 10:30 AM | Continental Breakfast | 3135 square feet | Rounds of 10 |
| **Thu, Jul. 16, 2020** | 10:00 AM | 12:00 PM | Break - AM | 3135 square feet | Rounds of 10 |
| **Thu, Jul. 16, 2020** | 10:30 AM | 12:00 PM | Break - AM |   | Buffet |
| **Thu, Jul. 16, 2020** | 10:30 AM | 12:00 PM | Break - AM | 1450 square feet | Buffet |
| **Thu, Jul. 16, 2020** | 10:45 AM | 12:00 PM | Break - AM |   | Rounds of 10 |
| **Thu, Jul. 16, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 984 square feet | Rounds of 10 |
| **Thu, Jul. 16, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 3400 square feet | Rounds of 10 |
| **Thu, Jul. 16, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Thu, Jul. 16, 2020** | 12:00 PM | 5:30 PM | Meeting | 2127 square feet | Theatre Style |
| **Thu, Jul. 16, 2020** | 12:00 PM | 5:30 PM | Meeting | 2100 square feet | Theatre Style |
| **Thu, Jul. 16, 2020** | 12:15 PM | 1:00 PM | Lunch - Buffet |  | Rounds of 10 |
| **Thu, Jul. 16, 2020** | 1:45 PM | 4:00 PM | Break - PM | 1450 square feet | Buffet |
| **Thu, Jul. 16, 2020** | 2:30 PM | 4:30 PM | Break - PM | 3135 square feet | Rounds of 10 |
| **Thu, Jul. 16, 2020** | 3:00 PM | 4:00 PM | Break - PM |   | Buffet |
| **Thu, Jul. 16, 2020** | 3:00 PM | 4:00 PM | Break - PM |   | Buffet |
| **Thu, Jul. 16, 2020** | 6:15 PM | 6:45 PM | Reception | 3400 square feet | Reception |
| **Thu, Jul. 16, 2020** | 6:45 PM | 9:00 PM | Dinner | 3400 square feet | Rounds |
|  |  |  |  |  |  |
| **Fri, Jul. 17, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Fri, Jul. 17, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Fri, Jul. 17, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Fri, Jul. 17, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Fri, Jul. 17, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Fri, Jul. 17, 2020** | 8:00 AM | 10:00 AM | Continental Breakfast | 3135 square feet | Rounds of 10 |
| **Fri, Jul. 17, 2020** | 8:00 AM | 10:00 AM | Continental Breakfast | 3400 square feet | Buffet |
| **Fri, Jul. 17, 2020** | 8:00 AM | 12:00 PM | Meeting | 2127 square feet | Theatre Style |
| **Fri, Jul. 17, 2020** | 8:00 AM | 12:00 PM | Meeting | 912 square feet | U-Shape |
| **Fri, Jul. 17, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Fri, Jul. 17, 2020** | 8:00 AM | 5:30 PM | Meeting | 2262 square feet | U-Shape |
| **Fri, Jul. 17, 2020** | 8:00 AM | 5:30 PM | Meeting | 1938 square feet | U-Shape |
| **Fri, Jul. 17, 2020** | 8:00 AM | 5:30 PM | Meeting | 2600 square feet | U-Shape |
| **Fri, Jul. 17, 2020** | 10:00 AM | 12:00 PM | Break - AM | 3135 square feet | Rounds of 10 |
| **Fri, Jul. 17, 2020** | 10:30 AM | 12:00 PM | Break - AM | 1450 square feet | Buffet |
| **Fri, Jul. 17, 2020** | 12:15 PM | 1:00 PM | Lunch - Buffet | 984 square feet | Rounds of 10 |
| **Fri, Jul. 17, 2020** | 12:15 PM | 1:00 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Fri, Jul. 17, 2020** | 12:15 PM | 2:00 PM | Lunch - Buffet | 3400 square feet | Rounds of 10 |
| **Fri, Jul. 17, 2020** | 1:55 PM | 4:00 PM | Break - PM | 1450 square feet | Buffet |
| **Fri, Jul. 17, 2020** | 2:30 PM | 4:00 PM | Break - PM | 3135 square feet | Rounds of 10 |
| **Fri, Jul. 17, 2020** | 5:00 PM | 6:00 PM | Reception | 1450 square feet | Reception |
|  |  |  |  |  |  |
| **Sat, Jul. 18, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sat, Jul. 18, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sat, Jul. 18, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Sat, Jul. 18, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Sat, Jul. 18, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sat, Jul. 18, 2020** | 8:00 AM | 11:00 AM | Continental Breakfast | 3135 square feet | Rounds of 10 |
| **Sat, Jul. 18, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Sat, Jul. 18, 2020** | 8:00 AM | 5:30 PM | Meeting | 1938 square feet | U-Shape |
| **Sat, Jul. 18, 2020** | 10:30 AM | 12:00 PM | Break - AM | 3135 square feet | Rounds of 10 |
| **Sat, Jul. 18, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Sat, Jul. 18, 2020** | 2:00 PM | 4:00 PM | Break - PM | 660 square feet | Rounds of 10 |

|  |
| --- |
| SUMMER INSTITUTE WEEK III |
| **Date** | **Start Time** | **End Time** | **Function** | **Room** | **Setup** |
| **Sun, Jul. 19, 2020** | 12:00 AM | 11:59 PM | Storage |  |  |
| **Sun, Jul. 19, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sun, Jul. 19, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Sun, Jul. 19, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Sun, Jul. 19, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sun, Jul. 19, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Sun, Jul. 19, 2020** | 12:00 PM | 5:30 PM | Meeting | 1938 square feet | U-Shape |
| **Sun, Jul. 19, 2020** | 2:30 PM | 5:00 PM | Break - PM | 3135 square feet | Buffet |
| **Sun, Jul. 19, 2020** | 3:00 PM | 6:00 PM | Meeting | 2262 square feet | Theatre Style |
| **Sun, Jul. 19, 2020** | 6:00 PM | 9:00 PM | Meeting | 891 square feet | Conference |
|  |  |  |  |  |  |
| **Mon, Jul. 20, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Mon, Jul. 20, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Mon, Jul. 20, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Mon, Jul. 20, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Mon, Jul. 20, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Mon, Jul. 20, 2020** | 8:00 AM | 10:00 AM | Continental Breakfast | 3400 square feet | Rounds of 10 |
| **Mon, Jul. 20, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Mon, Jul. 20, 2020** | 8:00 AM | 5:30 PM | Meeting | 2100 square feet | U-Shape |
| **Mon, Jul. 20, 2020** | 8:00 AM | 5:30 PM | Meeting | 1116 square feet | U-Shape |
| **Mon, Jul. 20, 2020** | 8:00 AM | 5:30 PM | Meeting | 1938 square feet | U-Shape |
| **Mon, Jul. 20, 2020** | 8:00 AM | 5:30 PM | Meeting | 2600 square feet | U-Shape |
| **Mon, Jul. 20, 2020** | 8:00 AM | 5:30 PM | Meeting | 2262 square feet | U-Shape |
| **Mon, Jul. 20, 2020** | 8:30 AM | 10:30 AM | Continental Breakfast | 3135 square feet | Rounds of 10 |
| **Mon, Jul. 20, 2020** | 10:00 AM | 12:00 PM | Break - AM |   | Buffet |
| **Mon, Jul. 20, 2020** | 10:10 AM | 12:00 PM | Break - AM | 1450 square feet | Rounds of 10 |
| **Mon, Jul. 20, 2020** | 10:15 AM | 12:15 PM | Break - AM | 3135 square feet | Rounds of 10 |
| **Mon, Jul. 20, 2020** | 10:30 AM | 12:00 PM | Break - AM |   | Buffet |
| **Mon, Jul. 20, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 2425 square feet | Rounds of 10 |
| **Mon, Jul. 20, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 984 square feet | Rounds of 10 |
| **Mon, Jul. 20, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Mon, Jul. 20, 2020** | 12:10 PM | 1:00 PM | Lunch - Buffet | 3400 square feet | Rounds of 10 |
| **Mon, Jul. 20, 2020** | 12:30 PM | 1:30 PM | Lunch - Buffet |  | Existing |
| **Mon, Jul. 20, 2020** | 2:30 PM | 4:30 PM | Break - PM |   | Buffet |
| **Mon, Jul. 20, 2020** | 2:40 PM | 4:40 PM | Break - PM | 1450 square feet | Rounds of 10 |
| **Mon, Jul. 20, 2020** | 2:40 PM | 4:40 PM | Break - PM | 3135 square feet | Rounds of 10 |
| **Mon, Jul. 20, 2020** | 2:45 PM | 4:45 PM | Break - PM |   | Buffet |
| **Mon, Jul. 20, 2020** | 5:30 PM | 7:00 PM | Reception | 2127 square feet | Reception |
| **Mon, Jul. 20, 2020** | 5:30 PM | 7:00 PM | Cash Bar | 2127 square feet |  |
|  |  |  |  |  |  |
| **Tue, Jul. 21, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Tue, Jul. 21, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Tue, Jul. 21, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Tue, Jul. 21, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Tue, Jul. 21, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Tue, Jul. 21, 2020** | 8:00 AM | 10:00 AM | Continental Breakfast | 3400 square feet | Rounds of 10 |
| **Tue, Jul. 21, 2020** | 8:00 AM | 10:00 AM | Continental Breakfast | 3135 square feet | Rounds of 10 |
| **Tue, Jul. 21, 2020** | 8:00 AM | 12:00 PM | Meeting | 1938 square feet | U-Shape |
| **Tue, Jul. 21, 2020** | 8:00 AM | 12:00 PM | Meeting | 2600 square feet | Theatre Style |
| **Tue, Jul. 21, 2020** | 8:00 AM | 5:00 PM | Interviews | 567 square feet | See Diagram |
| **Tue, Jul. 21, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Tue, Jul. 21, 2020** | 8:00 AM | 5:00 PM | 24 Hour Hold | 345 square feet |  |
| **Tue, Jul. 21, 2020** | 8:00 AM | 5:30 PM | Meeting | 2262 square feet | U-Shape |
| **Tue, Jul. 21, 2020** | 10:10 AM | 12:10 PM | Break - AM | 1450 square feet | Rounds of 10 |
| **Tue, Jul. 21, 2020** | 11:00 AM | 12:00 PM | Break - AM | 3135 square feet | Rounds of 10 |
| **Tue, Jul. 21, 2020** | 12:00 PM | 5:30 PM | Meeting | 2100 square feet | U-Shape |
| **Tue, Jul. 21, 2020** | 12:10 PM | 1:30 PM | Lunch - Buffet | 3400 square feet | Rounds of 10 |
| **Tue, Jul. 21, 2020** | 12:10 PM | 1:30 PM | Lunch - Buffet | 2127 square feet | Rounds of 10 |
| **Tue, Jul. 21, 2020** | 12:20 PM | 1:30 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Tue, Jul. 21, 2020** | 12:20 PM | 1:30 PM | Lunch - Buffet | 984 square feet | Rounds of 10 |
| **Tue, Jul. 21, 2020** | 1:00 PM | 5:30 PM | Meeting | 2600 square feet | Theatre Style |
| **Tue, Jul. 21, 2020** | 2:30 PM | 4:30 PM | Break - PM |   | Buffet |
| **Tue, Jul. 21, 2020** | 2:50 PM | 4:50 PM | Break - PM | 1450 square feet | Rounds of 10 |
| **Tue, Jul. 21, 2020** | 3:30 PM | 5:30 PM | Break - PM | 3135 square feet | Rounds of 10 |
|  |  |  |  |  |  |
| **Wed, Jul. 22, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Wed, Jul. 22, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Wed, Jul. 22, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Wed, Jul. 22, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Wed, Jul. 22, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Wed, Jul. 22, 2020** | 7:30 AM | 9:30 AM | Continental Breakfast | 3400 square feet | Rounds of 10 |
| **Wed, Jul. 22, 2020** | 8:00 AM | 12:00 PM | Meeting | 2600 square feet | Theatre Style |
| **Wed, Jul. 22, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Wed, Jul. 22, 2020** | 8:00 AM | 5:00 PM | 24 Hour Hold | 345 square feet |  |
| **Wed, Jul. 22, 2020** | 8:00 AM | 5:30 PM | Meeting | 1116 square feet | U-Shape |
| **Wed, Jul. 22, 2020** | 8:00 AM | 5:30 PM | Meeting | 2262 square feet | U-Shape |
| **Wed, Jul. 22, 2020** | 8:30 AM | 10:30 AM | Continental Breakfast | 3135 square feet | Rounds of 10 |
| **Wed, Jul. 22, 2020** | 10:10 AM | 11:30 AM | Break - AM | 1450 square feet | Buffet |
| **Wed, Jul. 22, 2020** | 10:40 AM | 12:00 PM | Break - AM | 3135 square feet | Rounds of 10 |
| **Wed, Jul. 22, 2020** | 11:00 AM | 12:00 PM | Break - AM |   | Buffet |
| **Wed, Jul. 22, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 3400 square feet | Rounds of 10 |
| **Wed, Jul. 22, 2020** | 12:00 PM | 1:00 PM | Lunch - Buffet | 2127 square feet | Rounds of 10 |
| **Wed, Jul. 22, 2020** | 12:00 PM | 5:30 PM | Meeting | 1938 square feet | U-Shape |
| **Wed, Jul. 22, 2020** | 12:20 PM | 1:30 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Wed, Jul. 22, 2020** | 12:20 PM | 1:30 PM | Lunch - Buffet | 984 square feet | Rounds of 10 |
| **Wed, Jul. 22, 2020** | 12:30 PM | 5:00 PM | Interviews | 567 square feet | See Diagram |
| **Wed, Jul. 22, 2020** | 1:00 PM | 5:30 PM | Meeting | 2600 square feet | Theatre Style |
| **Wed, Jul. 22, 2020** | 2:10 PM | 4:10 PM | Break - PM |   | Buffet |
| **Wed, Jul. 22, 2020** | 2:40 PM | 4:40 PM | Break - PM | 3135 square feet | Rounds of 10 |
| **Wed, Jul. 22, 2020** | 2:50 PM | 4:50 PM | Break - PM | 1450 square feet | Buffet |
| **Wed, Jul. 22, 2020** | 2:55 PM | 9:00 PM | Setup |  | Rounds of 10 |
| **Wed, Jul. 22, 2020** | 3:00 PM | 9:00 PM | Setup | 3800 square feet | Rounds of 10 |
| **Wed, Jul. 22, 2020** | 5:00 PM | 10:00 PM | Reception | 2425 square feet | Reception |
| **Wed, Jul. 22, 2020** | 6:00 PM | 9:00 PM | Dinner - Buffet | 1116 square feet | Rounds of 10 |
| **Wed, Jul. 22, 2020** | 6:00 PM | 9:00 PM | Dinner - Buffet | 3800 square feet | Rounds of 10 |
| **Wed, Jul. 22, 2020** | 6:00 PM | 10:00 PM | Dinner - Buffet | 6000 square feet | Rounds |
|  |  |  |  |  |  |
| **Thu, Jul. 23, 2020** | 12:00 AM | 11:59 PM | Office |  |  |
| **Thu, Jul. 23, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Thu, Jul. 23, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Thu, Jul. 23, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Thu, Jul. 23, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Thu, Jul. 23, 2020** | 8:00 AM | 10:00 AM | Continental Breakfast | 3400 square feet | Rounds of 10 |
| **Thu, Jul. 23, 2020** | 8:00 AM | 10:30 AM | Continental Breakfast | 3135 square feet | Rounds of 10 |
| **Thu, Jul. 23, 2020** | 8:00 AM | 12:00 PM | Meeting | 2600 square feet | Theatre Style |
| **Thu, Jul. 23, 2020** | 8:00 AM | 3:30 PM | Meeting | 1803 square feet | U-Shape |
| **Thu, Jul. 23, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Thu, Jul. 23, 2020** | 8:00 AM | 5:30 PM | Meeting | 1450 square feet | U-Shape |
| **Thu, Jul. 23, 2020** | 8:00 AM | 5:30 PM | Meeting | 1116 square feet | U-Shape |
| **Thu, Jul. 23, 2020** | 8:00 AM | 5:30 PM | Meeting | 2262 square feet | U-Shape |
| **Thu, Jul. 23, 2020** | 8:15 AM | 9:15 AM | Continental Breakfast | 1236 square feet | Rounds of 10 |
| **Thu, Jul. 23, 2020** | 10:00 AM | 12:00 PM | Break - AM |   | Buffet |
| **Thu, Jul. 23, 2020** | 10:00 AM | 12:00 PM | Break - AM | 1450 square feet | Buffet |
| **Thu, Jul. 23, 2020** | 10:45 AM | 12:45 PM | Break - AM |   | Buffet |
| **Thu, Jul. 23, 2020** | 11:00 AM | 12:00 PM | Break - AM | 3135 square feet | Rounds of 10 |
| **Thu, Jul. 23, 2020** | 12:00 PM | 5:30 PM | Meeting | 1938 square feet | U-Shape |
| **Thu, Jul. 23, 2020** | 12:10 PM | 1:10 PM | Lunch - Buffet | 3400 square feet | Rounds of 10 |
| **Thu, Jul. 23, 2020** | 12:15 PM | 1:15 PM | Lunch - Buffet | 1236 square feet | Rounds of 10 |
| **Thu, Jul. 23, 2020** | 12:30 PM | 1:30 PM | Lunch - Buffet | 984 square feet | Rounds of 10 |
| **Thu, Jul. 23, 2020** | 12:30 PM | 1:30 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Thu, Jul. 23, 2020** | 12:45 PM | 1:45 PM | Lunch - Buffet |  | Existing |
| **Thu, Jul. 23, 2020** | 1:00 PM | 5:30 PM | Meeting | 2600 square feet | Theatre Style |
| **Thu, Jul. 23, 2020** | 1:40 PM | 3:40 PM | Break - PM | 1450 square feet | Buffet |
| **Thu, Jul. 23, 2020** | 2:30 PM | 3:30 PM | Break - PM |   | Buffet |
| **Thu, Jul. 23, 2020** | 2:55 PM | 4:55 PM | Break - PM | 3135 square feet | Rounds of 10 |
| **Thu, Jul. 23, 2020** | 3:20 PM | 4:20 PM | Break - PM |   | Buffet |
| **Thu, Jul. 23, 2020** | 4:00 PM | 5:00 PM | Meeting | 650 square feet | Conference |
| **Thu, Jul. 23, 2020** | 5:00 PM | 8:00 PM | Dinner | 912 square feet | Conference |
|  |  |  |  |  |  |
| **Fri, Jul. 24, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Fri, Jul. 24, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Fri, Jul. 24, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Fri, Jul. 24, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Fri, Jul. 24, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Fri, Jul. 24, 2020** | 8:00 AM | 10:00 AM | Continental Breakfast | 3135 square feet | Rounds of 10 |
| **Fri, Jul. 24, 2020** | 8:00 AM | 10:00 AM | Continental Breakfast | 3400 square feet | Rounds of 10 |
| **Fri, Jul. 24, 2020** | 8:00 AM | 12:00 PM | Meeting | 2600 square feet | U-Shape |
| **Fri, Jul. 24, 2020** | 8:00 AM | 5:00 PM | Registration |  | Registration |
| **Fri, Jul. 24, 2020** | 8:00 AM | 5:30 PM | Meeting | 2262 square feet | U-Shape |
| **Fri, Jul. 24, 2020** | 8:00 AM | 5:30 PM | Meeting | 1938 square feet | U-Shape |
| **Fri, Jul. 24, 2020** | 10:00 AM | 12:00 PM | Break - AM | 1450 square feet | Rounds of 10 |
| **Fri, Jul. 24, 2020** | 10:10 AM | 12:00 PM | Break - AM | 3135 square feet | Rounds of 10 |
| **Fri, Jul. 24, 2020** | 12:10 PM | 1:30 PM | Lunch - Buffet | 984 square feet | Rounds of 10 |
| **Fri, Jul. 24, 2020** | 12:10 PM | 1:30 PM | Lunch - Buffet | 3135 square feet | Rounds of 10 |
| **Fri, Jul. 24, 2020** | 12:30 PM | 1:30 PM | Lunch - Buffet | 3400 square feet | Rounds of 10 |
| **Fri, Jul. 24, 2020** | 1:00 PM | 5:30 PM | Meeting | 2600 square feet | U-Shape |
| **Fri, Jul. 24, 2020** | 2:50 PM | 4:50 PM | Break - PM | 3135 square feet | Rounds of 10 |
| **Fri, Jul. 24, 2020** | 3:00 PM | 5:00 PM | Break - PM | 1450 square feet | Rounds of 10 |
|  |  |  |  |  |  |
| **Sat, Jul. 25, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sat, Jul. 25, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sat, Jul. 25, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Sat, Jul. 25, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Sat, Jul. 25, 2020** | 8:00 AM | 5:00 PM | Meeting | 1938 square feet | U-Shape |
| **Sat, Jul. 25, 2020** | 8:00 AM | 5:00 PM | Registration | 660 square feet | Registration |
| **Sat, Jul. 25, 2020** | 8:30 AM | 10:30 AM | Continental Breakfast | 660 square feet | Buffet |
| **Sat, Jul. 25, 2020** | 10:45 AM | 12:00 PM | Break - AM | 660 square feet | Existing |
| **Sat, Jul. 25, 2020** | 11:55 AM | 1:00 PM | Lunch - Buffet | 1209 square feet | Rounds |
| **Sat, Jul. 25, 2020** | 2:45 PM | 3:30 PM | Break - PM | 660 square feet | Buffet |
|  |  |  |  |  |  |
| **Sun, Jul. 26, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sun, Jul. 26, 2020** | 12:00 AM | 11:59 PM | Storage |  | Empty |
| **Sun, Jul. 26, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
| **Sun, Jul. 26, 2020** | 12:00 AM | 11:59 PM | Office |  | See Diagram |
|  |  |  |  |  |  |
| **Mon, Jul. 27, 2020** | 12:00 AM | 11:00 AM | Storage |  | Empty |
| **Mon, Jul. 27, 2020** | 12:00 AM | 11:00 AM | Storage |  | Empty |
| **Mon, Jul. 27, 2020** | 12:00 AM | 11:00 AM | Office |  | See Diagram |
| **Mon, Jul. 27, 2020** | 12:00 AM | 11:00 AM | Office |  | See Diagram |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Room Needs Met?** |  |  |  |
| **Additional Information** |  |
| **Start Date** |  |  |  |
|  |
|  |
| **A/V Needs** | TBD |

|  |
| --- |
| Estimated Costs |
| **Total F&B Minimum** |  |  |  |
| **F&B Minimum Note** |  |
| **Applicable Tax** |  |  |  |
| **Service Charge** |  |  |  |
|  |
| **Union Information** |  |
| **Contractor Information** |  |
| **Additional Information** |  |
|  |  |

|  |
| --- |
|  |
|  |

|  |
| --- |
| Additional Questions |
|  |
|  |

|  |
| --- |
| Additional Files |
|  |
|  |