Invitation to Bid: Audiovisual and Staging Services

BID Number: 40016-20220421    DUE DATE/TIME May 12, 2022 4:00 pm

ADDENDUM #1
RESPONSES TO INQUIRIES
May 5, 2022

1) **Question:** The attachment 2 list of rooms shows 17 breakout rooms (one of those breakout rooms is the Women's Leadership Summit in Celestin Ballroom D). The verbiage in the first paragraph of services summary, it states there are 16 meeting rooms and in sentence two there are 50 persons in 11 meeting rooms. Are you expecting the other 5 meeting rooms with less attendance? Or, are there only 11 breakout rooms and not 16?

   **Response:** We are asking for AV in 16 breakout rooms.

2) **Question:** Regarding the single camera stream for the breakout room (One camera stream to a platform of our choice to be used in 2 separate breakout rooms. The designated breakout rooms will host breakout sessions concurrently) -- will you need power point like presentations to be displayed simultaneously with a video feed of the presenter? Do you want these recorded for future use/archive?

   **Response:** Yes, simultaneously. And, yes, we will need them recorded.

3) **Question:** Do we need to include the hotel's electric hookup charges in the bid or is that already covered?

   **Response:** Already covered

4) **Question:** Do we need to include the hotel's rigging charges in the bid or is that already covered?

   **Response:** This is not covered

5) **Questions:** Do we need to include the hotel's internet hookup charges in the bid or is that already covered?

   **Response:** Already covered

6) **Question:** What content will be displayed on the 10'x20' LED wall in the plenary session?

   **Response:** Conference logo, photos, and short videos

7) **Question:** Will the LED wall need to be flown or ground supported -- if ground supported, how high do you want the base of the wall to start?

   **Response:** In the past, we have had it ground supported. It sat on our stage in the plenary session ballroom.