

coffee, juice, nuts, fruit, muffin, and Danish) and a second time during a PM break (e.g., tea, sodas, crackers, chips, and cookies) each meeting day.

**The Federal government is exempt from sales and other taxes on the goods and services it acquires through contract, and these taxes should be excluded from the cost for food and beverage.**

## Appendix A

<b>MEETING NAME</b>	FY25 NRCS DCP Operational Meeting	<b>MEETING DATES</b>	February 25th – February 27th, 2025
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### Sleeping Room Requirements

	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>Date</b>	2/23/25	2/24/25	2/25/25	2/26/25	2/27/25	02/28/2024	2/23/25
Rooms Booked/Night	0	120	120	120	120	0	0
<b>NOTES</b>	Room block requested may be amended slightly. Room Block of 120 participants. If fewer than 120 rooms are reserved by the hold end date, no attrition or any other fees or penalties will be assessed to USDA.						

### Function Space Requirements

	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Date</b>	2/23/25	2/24/25	2/25/25	2/26/25	2/27/25	02/28/2024
<b>Registration Area</b>	None	4:30pm to 7:00pm	6:30am-8:30am	None	None	None
<b>General Sessions Room</b>	None	Available at 6pm	6:00am – 7:00pm Classroom style set for 120 people	6:00am – 7:00pm Classroom style set for 120 people	6:00am – 7:00pm Classroom style set for 120 people	None
<b>Conference Breakout Rooms (4)</b>	None	None	None	6:00am-7:00pm Classroom style set for 30 people each	6:00am-7:00pm Classroom style set for 30 people each	None
<b>Logistics Room (1)</b>	None	Available at 1pm until 7 pm	6:00am-7:00pm	6:00am-7:00pm	6:00am-7:00pm	None

### Function Space Requirements cont.

<b>MEETING ROOM SETUP/ AUDIO VISUAL REQUIREMENTS</b>	<p>Meeting rooms must be booked on a 24-hour hold beginning from the day and time the Government takes possession of function space.</p> <p><b>Registration Area (1):</b> One rectangular-style table provided with chairs to seat 3 people located in front of general session room. Table provided with a white tablecloth. Wi-Fi Available.</p> <p><b>General Sessions Room (1):</b> Classroom-style room arrangement with tables and padded seating for 120 people. Presentation stage provided with podium with either mounted or wireless microphones and speakers. Presentation stage should accommodate a rectangular table with a white tablecloth and 5 chairs set up classroom style. 3 round tables and padded seating on the back of room for speakers with a charging station in each table. 2 – Handheld Mics Projection – provide a minimum of 5,000 lumen projector and two 6' x 10' screens with Truss Dress Kit Black, Screen Frame, and front projector surface with black back that can be seen easily by everyone in the room. Both screens must be cloned to project the same image/presentation from the presenter's computer.</p>
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High Speed Wi-Fi Access for presenter

Presenter laptop audio must also be able to be played through speakers in the room. A variety of adapters monitor cables and adapters must be available for compatibility with USDA laptops (i.e., HDMI, DisplayPort, DVI, and VDA). At least 10 Power strips and extension cords.

6 - trashcans

4- easels with a self-adhesive flip chart pad and a marker set.

High speed Wi-Fi, audio-visual equipment, and room set up completed by 6pm on Monday February 24th, 2025, prior to occupancy by attendees.

#### **Conference Breakout Rooms (4)**

Conference rooms should be near the General Session room. Minimum of four separate rooms with classroom-style room arrangement. Each room should hold at least 30 people and include tables with padded seating and the following equipment:

2 – Handheld mics

1 – Standalone podium w/ mic (either mounted or wireless) connected to the speakers in the room. Laptop audio must also be able to be played through speakers in the room.

1 – minimum of 5000 lumen projector and one 6' x 10' screen with Truss Dress Kit Black, Screen Frame, and front projector surface with black back that can be seen easily by everyone in the room. The projector cart must be set up far enough from the screen to be able to use the entire projection area and should not block audience view once the projector is seated on the cart.

A variety of adapters monitor cables and adapters must be available for compatibility with USDA laptops (i.e., HDMI, DisplayPort, DVI, and VDA). Power strips and extension cords.

High speed Wi-Fi Access for presenter.

2- trashcans provided in each room for duration of event.

1 - easel with a self adhesive flip chart pad and a marker set for each breakout room. Post-it notes on the tables provided on day one

High speed Wi-Fi, audio-visual equipment, and room set up completed by 6pm on Tuesday February 25th, 2025, prior to occupancy by attendees.

#### **Logistics Room (1):**

Boardroom Style room arrangement to include tables with padded seating for 15 people. Room should have electrical outlets and power strips to accommodate 15 laptops and high-speed Wi-Fi.

trashcan provided for duration of event.

High speed Wi-Fi, equipment, and room set up completed by 1pm on Monday, February 24th, 2025, prior to occupancy by attendees.

**\*\*All meeting rooms must not have any obstructions that impede the view of attendees to the speaker's area, or screens, including no obstruction cause by projector cart.\*\***

#### **LIGHT REFRESHMENTS**

Water, coffee, and tea service in all meeting rooms throughout the event.

AM/PM refreshments shall be provided once in the morning (as selected by NRCS) and a second time during a PM break (as selected by NRCS) each meeting day. Refreshment times will be agreed upon 15 days prior to the event.

If the breakout meeting rooms for our group are not all located in the same area in the hotel, a snack area will be set up for each group area. The hotel must provide a logistics plan for how they will ensure all participants have close access to AM/PM refreshments.

USDA requests a pre-con meeting with the hotel sales, banquets, and AV staff that will be managing our event in the afternoon of Monday, February 24th, 2025. This meeting will take place with the USDA project lead and the contractor lead (or assigned representatives). At this meeting there will be a review of the banquet event orders for final approval and a review of the hotel room block list at this time. The meeting can be in any location within the hotel, and the USDA team would like a tour of the group's meeting rooms being used throughout the week.