

RFP Details

RFP Name	2023 Annual International Conference RFP - FY23-24706
Response Due Date	Fri, Jun 25, 2021
Decision Due Date	Fri, Sep 24, 2021
RFP Type	Meeting Space and Guest Rooms
RFP Code	NJN6CKGHZ6X
Description	Meeting Space and Guest Rooms
Decision Factors	Ability to meet sleeping room and meeting room needs Location of hotel Dining and entertainment venues within walking distance Overall Price Room block cut-off date
Billing Information	AAMVA needs 30 days after receipt of agreed upon invoice in order to pay. Invoices must be sent to financeap@aamva.org. Direct billing will be established
Concession and Contractual Information	<ul style="list-style-type: none"> • EXHIBITS A&B MUST BE SIGNED AND RETURNED WITH PROPOSAL • Priority will be given to proposals that include an A/V price sheet • Room attrition should specify our ability to reduce room block by 20%-30 days prior to event. • Complimentary room for each 40 room nights cumulative. • No corkage/holding fee for AAMVA-sponsored water. • Complimentary meeting space. • Complimentary wireless internet in all meeting rooms and guest rooms • Hotel should guarantee food, function & a/v prices a minimum of 6 months prior to event. • Ability to review and adjust room block by September, 2021 after completion and reporting of 2020 Annual International Conference • Please provide a copy of A/V prices in response. • 3 days pre and post reduced room rate • Complimentary storage and handling of AAMVA's freight (approximately 4 pallets), up to 3 days prior to Conference team arrival • If the hotel charges for guest parking, complimentary parking space for "staff" vehicles beginning two days before the published meeting date through and including one day after the published meeting date. • The Hotel hereby agrees that no meeting planner points, hotel reward points, or anything else of value exceeding \$25 dollars shall be given to AAMVA's meeting planner or third party representatives or agents of AAMVA for booking this event.

Key Contact Information

Contact Name	Samara Fetner	Email Address	sfetner@aamva.org
Organization	AAMVA	Phone Number	703-254-7020
Title	Acting Director, Conference Services		
Preferred Contact Method	Cvent		
Address	AAMVA 4401 Wilson Boulevard, Ste 700 Arlington, VA 22203 USA		
Website	www.aamva.org		

Organization Information			
Organization Name	American Association of Motor Vehicle Administrators		
Organization Type	Association	Industry	Other
Address	4401 Wilson Blvd. Suite 700 Arlington, VA 22203 USA		
Employees	151 - 300		
Events per Year	40		
Multi-Day Events	100%	Total Room Nights per Year	5,001 - 10,000
Organization Information	The American Association of Motor Vehicle Administrators (AAMVA) is a tax-exempt, nonprofit organization developing model programs in motor vehicle administration, law enforcement and highway safety. The association also serves as an information clearinghouse in these areas, and acts as the international spokesman for these interests.		

Event Information		
Event Name	2023 Annual International Conference	
Total Attendees	800	
Event Type	Conference or Convention	
Reference Number	FY23-24706	
Commission	No	
Event History	The planner has indicated that this event has been held before.	
Dates Flexible	Yes	
Event Dates	Sun, Aug 27, 2023 - Thu, Aug 31, 2023 + 2 alternate dates	
Date Type	Event Date Options	Notes
Planner Preferred	Sun, Aug 27, 2023 - Thu, Aug 31, 2023	
Alternate Date	Sun, Sep 10, 2023 - Thu, Sep 14, 2023	
Alternate Date	Sun, Aug 20, 2023 - Thu, Aug 24, 2023	
Business Objectives	This event provides AAMVA members with an intimate and collaborative environment to network and learn from fellow motor vehicle and law enforcement colleagues across North America. Attendees will have the opportunity to hear from and meet directly with jurisdictions, as well as industry organizations that provide the products and services to government agencies. Industry will have booths in the event space.	
Destinations Under Consideration	Madison, WI Milwaukee, WI	
Additional Information	We have a strong preference for this conference to be held late August, but please bid on any and all dates available, regardless of differences in room rate.	

View Event History

This event has been held in the following locations:

Venue Name	City	State	Date	Attendees	Room Block	Room Pick-Up	Food and Beverage Spend
Hyatt Regency San Francisco	San Francisco	California	August 20-23, 2017	853	2,041	2,488	\$452,000
CHI Health Center Omaha and Hilton Omaha and Omaha Marriott Downtown	Omaha	Nebraska	August 20-22, 2019	799	2,614	2,059	\$265,000
Philadelphia Marriott Downtown	Philadelphia	Pennsylvania	August 19-23, 2018	883	2,411	2,411	\$490,000

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Thu, Aug 24, 2023	5			1	10
Fri, Aug 25, 2023	32			3	15
Sat, Aug 26, 2023	35			6	25
Sun, Aug 27, 2023	135			6	35
Mon, Aug 28, 2023	482			6	35
Tue, Aug 29, 2023	510			6	35
Wed, Aug 30, 2023	500			6	35
Thu, Aug 31, 2023	394			6	35
Fri, Sep 1, 2023	5				5

Check-In Date Thu, Aug 24, 2023

Total Room Nights 2,368

Peak Room Nights 551

Additional Information

ROOM RATES AND PROVISIONS

- Room block to be reviewed in September 2021 with the ability to reduce without penalty or increase if rooms are available.
- Room block will be divided into two groups – a protected group for rooming list (approximately 130 staff and VIPs) and a call in block.
- VIP and staff reservations will be provided on a rooming list with room and tax being charged to a master account.
- Reduced rate for 35 staff members and speakers
- Complimentary 2-bedroom suite from pre-conference arrival through last night of conference for Chair of the Board.
- 6 Complimentary 1-bedroom suite from pre-conference arrival through last night of conference.
- 15 additional upgrades to “junior” suites or equivalent at group rate for VIPs from pre-conference arrival through last night of conference.
- Complimentary room for each 40-room nights cumulative
 - Hotel to ensure that no one will be “walked” without prior discussion with our meetings coordinator
 - Walked reservations will be counted toward room block commitment and comped rooms
 - Room rates cannot be more than rates offered through internet. Rooms reserved by group members through internet credit to room block
 - Three week cut off for room block
 - Room rate available 3 days pre and post meeting dates
 - No resort fees
 - Rooms attrition should specify our ability to reduce room block by a total of 20% without penalty
 - Complimentary fitness room

Meeting Room Requirements			
Start Date Thu, Aug 24, 2023			
Day	Time	Agenda Item	Meeting Room Requested
Thu, Aug 24, 2023	6:00 AM-12:00 AM	Conference Office Office <i>Notes or Exceptions: DO NOT POST</i> -Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. -Approximately 20 Keys needed -1 Large trash can; Recycle bin -Conference Wifi -Power for 8 computers	Hollow Square (Meeting Room Required) 20 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Aug 24, 2023	6:00 AM-12:00 AM	Information System Office Office <i>Notes or Exceptions: DO NOT POST</i> Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. Set: (4) 6' table with 4 chairs; Conference WiFi	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Thu, Aug 24, 2023	6:00 AM-12:00 AM	Planning Office Office <i>Notes or Exceptions: DO NOT POST</i> Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. Set:(4) – 6ft Skirted tables along the perimeter of the room, (2) – Large Trash cans, (3) wastebaskets, (8) chairs and Recycle bin. Conference WiFi Power for 3 computers	Conference (Meeting Room Required) 8 people <ul style="list-style-type: none"> • 24-hour Hold
Fri, Aug 25, 2023	6:00 AM-12:00 AM	Conference Office Office <i>Notes or Exceptions: DO NOT POST</i> -Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. -Approximately 20 Keys needed -1 Large trash can; Recycle bin -Conference Wifi -Power for 8 computers	Hollow Square (Meeting Room Required) 20 people <ul style="list-style-type: none"> • 24-hour Hold
Fri, Aug 25, 2023	6:00 AM-12:00 AM	Information System Office Office <i>Notes or Exceptions: DO NOT POST</i> Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. Set: (4) 6' table with 4 chairs; Conference WiFi	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Fri, Aug 25, 2023	6:00 AM-12:00 AM	Planning Office Office <i>Notes or Exceptions: DO NOT POST</i> Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. Set:(4) – 6ft Skirted tables along the perimeter of the room, (2) – Large Trash cans, (3) wastebaskets, (8) chairs and Recycle bin. Conference WiFi Power for 3 computers	Conference (Meeting Room Required) 8 people <ul style="list-style-type: none"> • 24-hour Hold
Fri, Aug 25, 2023	6:00 AM-12:00 AM	Media Room Other <i>Notes or Exceptions: DO NOT POST</i> Room Set: (3) 6' tables with (5) chairs; (3) power strips and extension cord	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold

Fri, Aug 25, 2023	6:00 AM-12:00 AM	Registration Storage Other <i>Notes or Exceptions: DO NOT POST</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Fri, Aug 25, 2023	8:00 AM-5:00 PM	Bag Stuffing Room Other <i>Notes or Exceptions: DO NOT POST</i>	<ul style="list-style-type: none"> • 24-hour Hold
Fri, Aug 25, 2023	10:00 AM-11:00 AM	Pre-Conference Meeting Other <i>Notes or Exceptions: Approximately 12 AAMVA staff members will be present</i>	
Sat, Aug 26, 2023	6:00 AM-12:00 AM	Conference Office Office <i>Notes or Exceptions: DO NOT POST</i> -Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. -Approximately 20 Keys needed -1 Large trash can; Recycle bin -Conference Wifi -Power for 8 computers	Hollow Square (Meeting Room Required) 20 people <ul style="list-style-type: none"> • 24-hour Hold
Sat, Aug 26, 2023	6:00 AM-12:00 AM	Information System Office Office <i>Notes or Exceptions: DO NOT POST</i> Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. Set: (4) 6' table with 4 chairs; Conference WiFi	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Sat, Aug 26, 2023	6:00 AM-12:00 AM	Planning Office Office <i>Notes or Exceptions: DO NOT POST</i> Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. Set:(4) – 6ft Skirted tables along the perimeter of the room, (2) – Large Trash cans, (3) wastebaskets, (8) chairs and Recycle bin. Conference WiFi Power for 3 computers	Conference (Meeting Room Required) 8 people <ul style="list-style-type: none"> • 24-hour Hold
Sat, Aug 26, 2023	6:00 AM-12:00 AM	On-Call Meeting Room Meeting <i>Notes or Exceptions: DO NOT POST</i>	<ul style="list-style-type: none"> • 24-hour Hold
Sat, Aug 26, 2023	6:00 AM-12:00 AM	Media Room Other <i>Notes or Exceptions: DO NOT POST</i> Room Set: (3) 6' tables with (5) chairs; (3) power strips and extension cord	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Sat, Aug 26, 2023	6:00 AM-12:00 AM	Registration Storage Other <i>Notes or Exceptions: DO NOT POST</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Sat, Aug 26, 2023	8:00 AM-5:00 PM	Bag Stuffing Room Other <i>Notes or Exceptions: DO NOT POST</i>	<ul style="list-style-type: none"> • 24-hour Hold
Sat, Aug 26, 2023	9:00 AM-10:00 AM	Conference Staff Meeting Meeting <i>Notes or Exceptions: DO NOT POST</i>	Rounds 14 people
Sat, Aug 26, 2023	12:00 PM-1:00 PM	Staff Lunch Lunch	14 people
Sat, Aug 26, 2023	12:00 PM-1:00 PM	Executive Committee Lunch Lunch	15 people

Sat, Aug 26, 2023	12:00 PM-5:00 PM	Executive Committee Meeting Meeting <i>Notes or Exceptions: Speaker phone with long distance capability for dialing conference bridge, Screen, A/V Cart</i> SPECIAL NOTE: AAMVA WILL PROVIDE LCD PROJECTOR AND LAPTOP	U-Shape (Meeting Room Required) 15 people
Sat, Aug 26, 2023	1:00 PM-11:00 PM	Board Meeting Set-Up Setup <i>Notes or Exceptions: 10:00 am Set-up and Rehearsal</i> -Hollow square for 32 – 2/6' With perimeter seating for 20 have extra chairs available on standby -Special AV request	Hollow Square (Meeting Room Required) 32 people
Sun, Aug 27, 2023	5:00 AM-12:00 AM	Media Room Other <i>Notes or Exceptions: DO NOT POST</i> Room Set: (3) 6' tables with (5) chairs; (3) power strips and extension cord	Other (Meeting Room Required) • 24-hour Hold
Sun, Aug 27, 2023	5:00 AM-12:00 AM	Foyer Hold Registration	Other (Meeting Room Required) • 24-hour Hold
Sun, Aug 27, 2023	6:00 AM-12:00 AM	Conference Office Office <i>Notes or Exceptions: DO NOT POST</i> -Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. -Approximately 20 Keys needed -1 Large trash can; Recycle bin -Conference Wifi -Power for 8 computers	Hollow Square (Meeting Room Required) 20 people • 24-hour Hold
Sun, Aug 27, 2023	6:00 AM-12:00 AM	Information System Office Office <i>Notes or Exceptions: DO NOT POST</i> Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. Set: (4) 6' table with 4 chairs; Conference WiFi	Other (Meeting Room Required) • 24-hour Hold
Sun, Aug 27, 2023	6:00 AM-12:00 AM	Planning Office Office <i>Notes or Exceptions: DO NOT POST</i> Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. Set:(4) – 6ft Skirted tables along the perimeter of the room, (2) – Large Trash cans, (3) wastebaskets, (8) chairs and Recycle bin. Conference WiFi Power for 3 computers	Conference (Meeting Room Required) 8 people • 24-hour Hold
Sun, Aug 27, 2023	6:00 AM-12:00 AM	On-Call Meeting Room Meeting <i>Notes or Exceptions: DO NOT POST</i>	• 24-hour Hold
Sun, Aug 27, 2023	6:00 AM-12:00 AM	General Session Set-Up Setup <i>Notes or Exceptions: Special set. See A/V requirements.</i>	Theater (Meeting Room Required) 750 people • 24-hour Hold
Sun, Aug 27, 2023	6:00 AM-12:00 AM	Registration Storage Other <i>Notes or Exceptions: DO NOT POST</i>	Other (Meeting Room Required) • 24-hour Hold
Sun, Aug 27, 2023	7:00 AM-3:30 PM	Conference Office Beverage Service Break <i>Notes or Exceptions: F&B: Coffee, tea, assorted soft drinks, water</i>	14 people

Sun, Aug 27, 2023	7:30 AM-8:30 AM	Board of Directors Breakfast Breakfast	Rounds (Meeting Room Required) 40 people
Sun, Aug 27, 2023	7:30 AM-5:00 PM	Conference Information Desk Hospitality Desk <i>Notes or Exceptions: Power for 3 computers and 1 printer</i> <i>AAMVA IT: Place Event laptop and printer</i>	
Sun, Aug 27, 2023	8:00 AM-9:00 AM	Conference Staff Breakfast Breakfast <i>Notes or Exceptions: Continental Breakfast</i>	15 people
Sun, Aug 27, 2023	8:00 AM-5:00 PM	Exhibit General Service Set-Up Setup	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Sun, Aug 27, 2023	8:00 AM-5:00 PM	Bag Stuffing Room Other <i>Notes or Exceptions: DO NOT POST</i>	<ul style="list-style-type: none"> • 24-hour Hold
Sun, Aug 27, 2023	8:30 AM-5:00 PM	Board of Directors Meeting Meeting <i>Notes or Exceptions: Special AV</i> <i>F&B: Continuous set: Coffee and Hot tea, Assorted soft drinks and Bottled water</i>	Hollow Square (Meeting Room Required) 32 people <ul style="list-style-type: none"> • 24-hour Hold
Sun, Aug 27, 2023	9:00 AM-12:00 AM	Registration Set-Up Setup <i>Notes or Exceptions: Large Foyer Space preferred or built in registration counters. (3) 8 ft. tables, (3) cocktails tables, power for (6) computers, (5) hard-wired internet connections</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Sun, Aug 27, 2023	10:00 AM-5:00 PM	Registration Area Hospitality Station Other <i>Notes or Exceptions: F&B: Coffee, tea, water cisterns, paper "to go" cups</i> <i>To Start:</i> <i>(3) Gallons of Regular</i> <i>(2) Gallons of Decaf</i> <i>(1) Gallon of Hot Water</i> <i>Replenish as necessary</i> <i>Sponsor napkins & Java sleeves</i>	Flow 600 people
Sun, Aug 27, 2023	10:15 AM-10:45 AM	Board of Directors Refreshment Break Break	35 people
Sun, Aug 27, 2023	12:00 PM-1:00 PM	Staff Lunch Lunch	14 people
Sun, Aug 27, 2023	12:00 PM-1:15 PM	Board of Directors Lunch Lunch	Rounds (Meeting Room Required) 40 people
Sun, Aug 27, 2023	3:00 PM-3:30 PM	Board of Directors Refreshment Break Break	30 people
Sun, Aug 27, 2023	5:30 PM-11:00 PM	Board Dinner Dinner <i>Notes or Exceptions: Off-Site</i>	50 people
Mon, Aug 28, 2023	5:00 AM-12:00 AM	Media Room Other <i>Notes or Exceptions: DO NOT POST</i> <i>Room Set: (3) 6' tables with (5) chairs; (3) power strips and extension cord</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Mon, Aug 28, 2023	5:00 AM-12:00 AM	Foyer Hold Registration	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold

Mon, Aug 28, 2023	6:00 AM-12:00 AM	Conference Office Office <i>Notes or Exceptions: DO NOT POST</i> -Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. -Approximately 20 Keys needed -1 Large trash can; Recycle bin -Conference Wifi -Power for 8 computers	Hollow Square (Meeting Room Required) 20 people <ul style="list-style-type: none"> • 24-hour Hold
Mon, Aug 28, 2023	6:00 AM-12:00 AM	Information System Office Office <i>Notes or Exceptions: DO NOT POST</i> Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. Set: (4) 6' table with 4 chairs; Conference WiFi	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Mon, Aug 28, 2023	6:00 AM-12:00 AM	Planning Office Office <i>Notes or Exceptions: DO NOT POST</i> Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. Set: (4) – 6ft Skirted tables along the perimeter of the room, (2) – Large Trash cans, (3) wastebaskets, (8) chairs and Recycle bin. Conference WiFi Power for 3 computers	Conference (Meeting Room Required) 8 people <ul style="list-style-type: none"> • 24-hour Hold
Mon, Aug 28, 2023	6:00 AM-12:00 AM	On-Call Meeting Room Meeting <i>Notes or Exceptions: DO NOT POST</i>	<ul style="list-style-type: none"> • 24-hour Hold
Mon, Aug 28, 2023	6:00 AM-12:00 AM	Registration Storage Other <i>Notes or Exceptions: DO NOT POST</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Mon, Aug 28, 2023	7:00 AM-8:30 AM	Board of Directors Breakfast Breakfast	Rounds (Meeting Room Required) 40 people
Mon, Aug 28, 2023	7:00 AM-3:30 PM	Conference Office Beverage Service Break <i>Notes or Exceptions: F&B: Coffee, tea, assorted soft drinks, water</i>	14 people
Mon, Aug 28, 2023	7:30 AM-5:00 PM	Conference Information Desk Hospitality Desk <i>Notes or Exceptions: Power for 3 computers and 1 printer</i> AAMVA IT: Place Event laptop and printer	
Mon, Aug 28, 2023	8:00 AM-12:00 AM	Exhibitor Set-Up/Move-in Setup	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Mon, Aug 28, 2023	8:00 AM-9:00 AM	Conference Staff Breakfast Breakfast <i>Notes or Exceptions: Continental Breakfast</i>	14 people
Mon, Aug 28, 2023	8:00 AM-9:00 AM	General Services Contractor and Exhibitor move-in <i>Notes or Exceptions: Contiguous space to accommodate at least (100) 8'x10' exhibit booths, lounge areas, roundtables (combination of 60 inch rounds, high boys, low boys) to seat approximately 650 people and food service (breakfast buffet, lunch buffet, refreshment break, and cocktail reception</i>	800 people <ul style="list-style-type: none"> • 24-hour Hold
Mon, Aug 28, 2023	8:30 AM-4:30 PM	Board of Directors Meeting Meeting <i>Notes or Exceptions: F&B: Continuous set: Coffee and hot tea, Assorted soft drinks and water</i>	Hollow Square (Meeting Room Required) 35 people <ul style="list-style-type: none"> • 24-hour Hold

Mon, Aug 28, 2023	10:00 AM-5:00 PM	Registration Registration	Flow (Meeting Room Required) 600 people <ul style="list-style-type: none"> 24-hour Hold
Mon, Aug 28, 2023	10:00 AM-5:00 PM	Registration Area Hospitality Station Other <i>Notes or Exceptions: F&B: Coffee, tea, water cisterns, paper "to go" cups</i> <i>To Start:</i> <i>(3) Gallons of Regular</i> <i>(2) Gallons of Decaf</i> <i>(1) Gallon of Hot Water</i> <i>Replenish as necessary</i> <i>Sponsor napkins & Java sleeves</i>	Flow 600 people
Mon, Aug 28, 2023	10:30 AM-11:00 AM	Board of Directors Refreshment Break Break	35 people
Mon, Aug 28, 2023	12:00 PM-1:00 PM	Staff Lunch Lunch	14 people
Mon, Aug 28, 2023	12:00 PM-1:00 PM	Board of Directors Lunch Lunch	Rounds for 10 (Meeting Room Required) 40 people
Mon, Aug 28, 2023	1:00 PM-5:00 PM	General Session Rehearsal Other <i>Notes or Exceptions: Same Set</i> <i>Add: Technicians – (2) - 1 for all of general session needs and 1 dedicated to IMAG; All audio should be connected to house sound.</i>	Theater (Meeting Room Required) 600 people <ul style="list-style-type: none"> 24-hour Hold
Mon, Aug 28, 2023	3:15 PM-3:45 PM	Board of Directors Refreshment Break Break	30 people
Mon, Aug 28, 2023	5:30 PM-11:45 PM	Board Dinner Dinner <i>Notes or Exceptions: Offsite</i>	30 people
Tue, Aug 29, 2023	5:00 AM-12:00 AM	Media Room Other <i>Notes or Exceptions: DO NOT POST</i> <i>Room Set: (3) 6' tables with (5) chairs; (3) power strips and extension cord</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	5:00 AM-12:00 AM	Foyer Hold Registration	Other (Meeting Room Required) <ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	6:00 AM-12:00 AM	Conference Office Office <i>Notes or Exceptions: DO NOT POST</i> <i>-Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present.</i> <i>-Approximately 20 Keys needed</i> <i>-1 Large trash can; Recycle bin</i> <i>-Conference Wifi</i> <i>-Power for 8 computers</i>	Hollow Square (Meeting Room Required) 20 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	6:00 AM-12:00 AM	Information System Office Office <i>Notes or Exceptions: DO NOT POST</i> <i>Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present.</i> <i>Set: (4) 6' table with 4 chairs;</i> <i>Conference WiFi</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> 24-hour Hold

Tue, Aug 29, 2023	6:00 AM-12:00 AM	Planning Office Office <i>Notes or Exceptions: DO NOT POST Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. Set: (4) – 6ft Skirted tables along the perimeter of the room, (2) – Large Trash cans, (3) wastebaskets, (8) chairs and Recycle bin. Conference WiFi Power for 3 computers</i>	Conference (Meeting Room Required) 8 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	6:00 AM-12:00 AM	On-Call Meeting Room Meeting <i>Notes or Exceptions: DO NOT POST</i>	<ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	6:00 AM-12:00 AM	Registration Storage Other <i>Notes or Exceptions: DO NOT POST</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	6:00 AM-11:45 PM	Honor Guard Holding Room Other <i>Notes or Exceptions: Room must be able to be locked</i>	<ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	7:00 AM-8:00 AM	Conference Staff Breakfast Breakfast <i>Notes or Exceptions: Continental Breakfast</i>	20 people
Tue, Aug 29, 2023	7:00 AM-8:45 AM	Law Enforcement Memorial Breakfast Breakfast <i>Notes or Exceptions: Rounds of (8)— 3 reserved tables near podium Plated breakfast Screen, A/V cart, standing podium with microphone, laptop wired to house sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP. THERE IS A VIDEO</i>	Rounds for 8 (Meeting Room Required) 90 people
Tue, Aug 29, 2023	7:00 AM-3:30 PM	Conference Office Beverage Service Break <i>Notes or Exceptions: F&B: Coffee, tea, assorted soft drinks, water</i>	14 people
Tue, Aug 29, 2023	7:15 AM-8:45 AM	Opening Session Honor Guard Rehearsal Singers Other <i>Notes or Exceptions: Rehearsal</i>	600 people
Tue, Aug 29, 2023	7:30 AM-8:45 AM	Breakfast Breakfast <i>Notes or Exceptions: Breakfast F&B: Buffet in exhibit hall</i>	450 people
Tue, Aug 29, 2023	7:30 AM-5:00 PM	Registration Registration <i>Notes or Exceptions: Ballroom Foyer</i>	Flow (Meeting Room Required) 600 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	7:30 AM-5:00 PM	Conference Information Desk Hospitality Desk <i>Notes or Exceptions: Power for 3 computers and 1 printer AAMVA IT: Place Event laptop and printer</i>	
Tue, Aug 29, 2023	7:30 AM-7:30 PM	Exhibit Hall Open Exhibit <i>Notes or Exceptions: Same set.</i>	<ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	9:00 AM-12:00 PM	Opening General Session General Session <i>Notes or Exceptions: Same Set: Special setup needed</i>	Theater (Meeting Room Required) 750 people <ul style="list-style-type: none"> 24-hour Hold

Tue, Aug 29, 2023	10:00 AM-5:00 PM	Registration Area Hospitality Station Other <i>Notes or Exceptions: F&B: Coffee, tea, water cisterns, paper "to go" cups</i> <i>To Start:</i> <i>(3) Gallons of Regular</i> <i>(2) Gallons of Decaf</i> <i>(1) Gallon of Hot Water</i> <i>Replenish as necessary</i> <i>Sponsor napkins & Java sleeves</i>	Flow 600 people
Tue, Aug 29, 2023	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: F&B: Buffet lunch in exhibit hall</i>	600 people
Tue, Aug 29, 2023	1:00 PM-2:00 PM	Concurrent Session 1 Breakout Session <i>Notes or Exceptions: Theater</i> <i>Head table for (6) on a Low riser</i> <i>Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound</i> SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	1:00 PM-2:00 PM	Concurrent Session 2 Breakout Session <i>Notes or Exceptions: Theater</i> <i>Head table for (6) on a Low riser</i> <i>Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound</i> SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	1:00 PM-2:00 PM	Concurrent Session 3 Breakout Session <i>Notes or Exceptions: Theater</i> <i>Head table for (6) on a Low riser</i> <i>Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound</i> SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	1:00 PM-2:00 PM	Concurrent Session 4 Breakout Session <i>Notes or Exceptions: Theater</i> <i>Head table for (6) on a Low riser</i> <i>Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound</i> SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	2:15 PM-3:30 PM	Concurrent Session 1 Breakout Session <i>Notes or Exceptions: Theater</i> <i>Head table for (6) on a Low riser</i> <i>Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound</i> SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold

Tue, Aug 29, 2023	2:15 PM-3:30 PM	Concurrent Session 2 Breakout Session <i>Notes or Exceptions: Theater Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound</i> SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	2:15 PM-3:30 PM	Concurrent Session 3 Breakout Session <i>Notes or Exceptions: Theater Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound</i> SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	2:15 PM-3:30 PM	Concurrent Session 4 Breakout Session <i>Notes or Exceptions: Theater Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound</i> SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	3:45 PM-5:00 PM	General Session General Session <i>Notes or Exceptions: Same Set: Special setup needed</i>	Theater (Meeting Room Required) 750 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Aug 29, 2023	5:00 PM-5:30 PM	Leadership Academy Alumni Reception Reception <i>Notes or Exceptions: DO NOT POST</i>	Reception (Meeting Room Required) 25 people
Tue, Aug 29, 2023	5:30 PM-7:00 PM	Chair's Welcome Reception Reception <i>Notes or Exceptions: Will be in the exhibit hall</i>	Reception 600 people
Wed, Aug 30, 2023	5:00 AM-12:00 AM	Media Room Other <i>Notes or Exceptions: DO NOT POST Room Set: (3) 6' tables with (5) chairs; (3) power strips and extension cord</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> 24-hour Hold
Wed, Aug 30, 2023	5:00 AM-12:00 AM	Registration Storage Other <i>Notes or Exceptions: DO NOT POST</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> 24-hour Hold
Wed, Aug 30, 2023	5:00 AM-12:00 AM	Foyer Hold Registration	Other (Meeting Room Required) <ul style="list-style-type: none"> 24-hour Hold
Wed, Aug 30, 2023	5:00 AM-12:00 AM	Registration Registration <i>Notes or Exceptions: Ballroom Foyer</i>	Flow (Meeting Room Required) 600 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Aug 30, 2023	6:00 AM-12:00 AM	Conference Office Office <i>Notes or Exceptions: DO NOT POST -Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. -Approximately 20 Keys needed -1 Large trash can; Recycle bin -Conference Wifi -Power for 8 computers</i>	Hollow Square (Meeting Room Required) 20 people <ul style="list-style-type: none"> 24-hour Hold

Wed, Aug 30, 2023	6:00 AM-12:00 AM	Information System Office Office <i>Notes or Exceptions: DO NOT POST Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. Set: (4) 6' table with 4 chairs; Conference WiFi</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> 24-hour Hold
Wed, Aug 30, 2023	6:00 AM-12:00 AM	Planning Office Office <i>Notes or Exceptions: DO NOT POST Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present. Set:(4) – 6ft Skirted tables along the perimeter of the room, (2) – Large Trash cans, (3) wastebaskets, (8) chairs and Recycle bin. Conference WiFi Power for 3 computers</i>	Conference (Meeting Room Required) 8 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Aug 30, 2023	6:00 AM-12:00 AM	On-Call Meeting Room Meeting <i>Notes or Exceptions: DO NOT POST</i>	<ul style="list-style-type: none"> 24-hour Hold
Wed, Aug 30, 2023	7:00 AM-8:00 AM	Conference Staff Breakfast Breakfast <i>Notes or Exceptions: Continental Breakfast</i>	16 people
Wed, Aug 30, 2023	7:00 AM-3:30 PM	Conference Office Beverage Service Break <i>Notes or Exceptions: F&B: Coffee, tea, assorted soft drinks, water</i>	14 people
Wed, Aug 30, 2023	7:30 AM-8:45 AM	Breakfast Breakfast <i>Notes or Exceptions: Breakfast F&B: Buffet in exhibit hall</i>	450 people
Wed, Aug 30, 2023	7:30 AM-3:30 PM	Exhibit Hall Open Exhibit	<ul style="list-style-type: none"> 24-hour Hold
Wed, Aug 30, 2023	7:30 AM-5:00 PM	Conference Information Desk Hospitality Desk <i>Notes or Exceptions: Power for 3 computers and 1 printer AAMVA IT: Place Event laptop and printer</i>	
Wed, Aug 30, 2023	9:00 AM-10:30 AM	Concurrent Session 1 Breakout Session <i>Notes or Exceptions: Theater Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP</i>	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Aug 30, 2023	9:00 AM-10:30 AM	Concurrent Session 2 Breakout Session <i>Notes or Exceptions: Theater Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP</i>	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold

Wed, Aug 30, 2023	9:00 AM-10:30 AM	<p>Concurrent Session 3 Breakout Session <i>Notes or Exceptions: Theater</i> Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP</p>	<p>Theater (Meeting Room Required) 200 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Wed, Aug 30, 2023	9:00 AM-10:30 AM	<p>Concurrent Session 4 Breakout Session <i>Notes or Exceptions: Theater</i> Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP</p>	<p>Theater (Meeting Room Required) 200 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Wed, Aug 30, 2023	10:00 AM-5:00 PM	<p>Registration Area Hospitality Station Other <i>Notes or Exceptions: F&B: Coffee, tea, water cisterns, paper "to go" cups</i> To Start: (3) Gallons of Regular (2) Gallons of Decaf (1) Gallon of Hot Water Replenish as necessary Sponsor napkins & Java sleeves</p>	<p>Flow 600 people</p>
Wed, Aug 30, 2023	10:45 AM-12:00 PM	<p>Concurrent Session 1 Breakout Session <i>Notes or Exceptions: Theater</i> Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP</p>	<p>Theater (Meeting Room Required) 200 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Wed, Aug 30, 2023	10:45 AM-12:00 PM	<p>Concurrent Session 2 Breakout Session <i>Notes or Exceptions: Theater</i> Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP</p>	<p>Theater (Meeting Room Required) 200 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Wed, Aug 30, 2023	10:45 AM-12:00 PM	<p>Concurrent Session 3 Breakout Session <i>Notes or Exceptions: Theater</i> Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP</p>	<p>Theater (Meeting Room Required) 200 people</p> <ul style="list-style-type: none"> • 24-hour Hold
Wed, Aug 30, 2023	10:45 AM-12:00 PM	<p>Concurrent Session 4 Breakout Session <i>Notes or Exceptions: Theater</i> Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP</p>	<p>Theater (Meeting Room Required) 200 people</p> <ul style="list-style-type: none"> • 24-hour Hold

Wed, Aug 30, 2023	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: F&B: Buffet Lunch in Exhibit Hall</i>	600 people
Wed, Aug 30, 2023	1:00 PM-2:30 PM	Concurrent Session 1 Breakout Session <i>Notes or Exceptions: Theater Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed to the left of head table facing the audience , 1 wireless mic for audience Q&A; Video and House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP</i>	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Aug 30, 2023	1:00 PM-2:30 PM	Concurrent Session 2 Breakout Session <i>Notes or Exceptions: Theater Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed to the left of head table facing the audience , 1 wireless mic for audience Q&A; Video and House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP</i>	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Aug 30, 2023	1:00 PM-2:30 PM	Concurrent Session 3 Breakout Session <i>Notes or Exceptions: Theater Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed to the left of head table facing the audience , 1 wireless mic for audience Q&A; Video and House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP</i>	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Aug 30, 2023	1:00 PM-2:30 PM	Concurrent Session 4 Breakout Session <i>Notes or Exceptions: Theater Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed to the left of head table facing the audience , 1 wireless mic for audience Q&A; Video and House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP</i>	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Aug 30, 2023	2:30 PM-3:00 PM	Networking Break Break	600 people
Wed, Aug 30, 2023	3:00 PM-12:00 AM	Exhibit Move Out Teardown	Other (Meeting Room Required) <ul style="list-style-type: none"> 24-hour Hold
Wed, Aug 30, 2023	3:00 PM-4:00 PM	General Session General Session <i>Notes or Exceptions: Same Set: Special setup needed</i>	Theater (Meeting Room Required) 750 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Aug 30, 2023	4:00 PM-5:00 PM	Industry Appreciation Reception Reception <i>Notes or Exceptions: F&B:Hors d'oeuvres Hosted Bar-Beer and wine only Set:Bistro tables (high-tops) without chairs</i>	Reception (Meeting Room Required) 90 people
Wed, Aug 30, 2023	4:00 PM-5:00 PM	Chief Administrators Reception Reception <i>Notes or Exceptions: F&B:Hors d'oeuvres Hosted Bar-Beer and wine only Set:Bistro tables (high-tops) without chairs</i>	Reception (Meeting Room Required) 75 people

Wed, Aug 30, 2023	4:00 PM-5:00 PM	Jurisdiction Member Information Exchange Reception <i>Notes or Exceptions: F&B:Hors d'oeuvres Hosted Bar-Beer and wine only</i> <i>Set:Bistro tables (high-tops) without chairs</i>	Reception (Meeting Room Required) 100 people
Thu, Aug 31, 2023	5:00 AM-12:00 AM	Media Room Other <i>Notes or Exceptions: DO NOT POST</i> <i>Room Set: (3) 6' tables with (5) chairs; (3) power strips and extension cord</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Thu, Aug 31, 2023	5:00 AM-12:00 AM	Registration Storage Other <i>Notes or Exceptions: DO NOT POST</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Thu, Aug 31, 2023	6:00 AM-12:00 AM	Conference Office Office <i>Notes or Exceptions: DO NOT POST</i> <i>-Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present.</i> <i>-Approximately 20 Keys needed</i> <i>-1 Large trash can; Recycle bin</i> <i>-Conference Wifi</i> <i>-Power for 8 computers</i>	Hollow Square (Meeting Room Required) 20 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Aug 31, 2023	6:00 AM-12:00 AM	Information System Office Office <i>Notes or Exceptions: DO NOT POST</i> <i>Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present.</i> <i>Set: (4) 6' table with 4 chairs;</i> <i>Conference WiFi</i>	Other (Meeting Room Required) <ul style="list-style-type: none"> • 24-hour Hold
Thu, Aug 31, 2023	6:00 AM-12:00 AM	Planning Office Office <i>Notes or Exceptions: DO NOT POST</i> <i>Room is to remain locked while unoccupied. Hotel staff not to enter room unless AAMVA staff member is present.</i> <i>Set:(4) – 6ft Skirted tables along the perimeter of the room, (2) – Large Trash cans, (3) wastebaskets, (8) chairs and Recycle bin. Conference WiFi</i> <i>Power for 3 computers</i>	Conference (Meeting Room Required) 8 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Aug 31, 2023	6:00 AM-12:00 AM	On-Call Meeting Room Meeting <i>Notes or Exceptions: DO NOT POST</i>	<ul style="list-style-type: none"> • 24-hour Hold
Thu, Aug 31, 2023	7:00 AM-3:30 PM	Conference Office Beverage Service Break <i>Notes or Exceptions: F&B: Coffee, tea, assorted soft drinks, water</i>	14 people
Thu, Aug 31, 2023	7:30 AM-8:30 AM	Traditional Past Chairs' Breakfast Breakfast <i>Notes or Exceptions: Rounds</i> <i>Head table for 12 with standing podium in center</i> <i>A/V: Same A/V as General Session</i> <i>F&B: Plated breakfast</i> <i>Note: The general session room becomes the 'meals' room on this day (Past Presidents Breakfast, Awards Luncheon, Banquet)</i>	Rounds for 10 (Meeting Room Required) 450 people
Thu, Aug 31, 2023	7:30 AM-5:00 PM	Conference Information Desk Hospitality Desk <i>Notes or Exceptions: Power for 3 computers and 1 printer</i> <i>AAMVA IT: Place Event laptop and printer</i>	

Thu, Aug 31, 2023	9:00 AM-10:00 AM	General Session General Session <i>Notes or Exceptions: Same Set: Special setup needed</i>	Rounds for 10 (Meeting Room Required) 750 people <ul style="list-style-type: none"> 24-hour Hold
Thu, Aug 31, 2023	9:00 AM-3:00 PM	Registration Registration <i>Notes or Exceptions: Ballroom Foyer</i>	Flow (Meeting Room Required) 600 people <ul style="list-style-type: none"> 24-hour Hold
Thu, Aug 31, 2023	10:00 AM-5:00 PM	Registration Area Hospitality Station Other <i>Notes or Exceptions: F&B: Coffee, tea, water cisterns, paper "to go" cups</i> To Start: (3) Gallons of Regular (2) Gallons of Decaf (1) Gallon of Hot Water Replenish as necessary Sponsor napkins & Java sleeves	Flow 600 people
Thu, Aug 31, 2023	10:15 AM-11:00 AM	Concurrent Session 1 Breakout Session <i>Notes or Exceptions: Theater</i> Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Thu, Aug 31, 2023	10:15 AM-11:00 AM	Concurrent Session 2 Breakout Session <i>Notes or Exceptions: Theater</i> Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Thu, Aug 31, 2023	10:15 AM-11:00 AM	Concurrent Session 3 Breakout Session <i>Notes or Exceptions: Theater</i> Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Thu, Aug 31, 2023	10:15 AM-11:00 AM	Concurrent Session 4 Breakout Session <i>Notes or Exceptions: Theater</i> Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Thu, Aug 31, 2023	11:15 AM-12:00 PM	Concurrent Session 1 Breakout Session <i>Notes or Exceptions: Theater</i> Head table for (6) on a Low riser Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold

Thu, Aug 31, 2023	11:15 AM-12:00 PM	Concurrent Session 2 Breakout Session <i>Notes or Exceptions: Theater</i> <i>Head table for (6) on a Low riser</i> <i>Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound</i> SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Aug 31, 2023	11:15 AM-12:00 PM	Concurrent Session 3 Breakout Session <i>Notes or Exceptions: Theater</i> <i>Head table for (6) on a Low riser</i> <i>Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound</i> SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Aug 31, 2023	11:15 AM-12:00 PM	Concurrent Session 4 Breakout Session <i>Notes or Exceptions: Theater</i> <i>Head table for (6) on a Low riser</i> <i>Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound</i> SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Aug 31, 2023	12:00 PM-1:30 PM	Awards Luncheon Lunch <i>Notes or Exceptions: Rounds</i> <i>F&B: Plated lunch</i> <i>A/V: Same A/V as General Session</i> Note: The general session room becomes the 'meals' room on this day (Past Presidents Breakfast, Awards Luncheon, Banquet)	Rounds for 10 (Meeting Room Required) 550 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Aug 31, 2023	1:30 PM-2:45 PM	General Session General Session	Theater (Meeting Room Required) 750 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Aug 31, 2023	3:00 PM-4:30 PM	Concurrent Session 1 Breakout Session <i>Notes or Exceptions: Theater</i> <i>Head table for (6) on a Low riser</i> <i>Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound</i> SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Aug 31, 2023	3:00 PM-4:30 PM	Concurrent Session 2 Breakout Session <i>Notes or Exceptions: Theater</i> <i>Head table for (6) on a Low riser</i> <i>Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound</i> SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> • 24-hour Hold

Thu, Aug 31, 2023	3:00 PM-4:30 PM	Concurrent Session 3 Breakout Session <i>Notes or Exceptions: Theater</i> <i>Head table for (6) on a Low riser</i> <i>Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound</i> SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Thu, Aug 31, 2023	3:00 PM-4:30 PM	Concurrent Session 4 Breakout Session <i>Notes or Exceptions: Theater</i> <i>Head table for (6) on a Low riser</i> <i>Screen, A/V cart, standing podium with microphone placed on the left side of head table facing the audience, 1 wireless mic for audience Q&A, House Sound</i> SPECIAL NOTE: AAMVA PROVIDING LCD PROJECTOR AND LAPTOP	Theater (Meeting Room Required) 200 people <ul style="list-style-type: none"> 24-hour Hold
Thu, Aug 31, 2023	5:30 PM-6:30 PM	Maryland State Banquet Reception Reception <i>Notes or Exceptions: F&B: Passed hors d'oeuvres</i> <i>Hosted Bar</i>	Reception 500 people
Thu, Aug 31, 2023	6:30 PM-9:00 PM	Maryland State Banquet Dinner <i>Notes or Exceptions: Rounds</i> <i>F&B: Plated Dinner</i> <i>A/V: Same as Awards Luncheon</i> <i>Note: The general session room becomes the 'meals' room on this day (Past Presidents Breakfast, Awards Luncheon, Banquet)</i>	Rounds for 10 (Meeting Room Required) 500 people
Thu, Aug 31, 2023	9:00 PM-11:00 PM	After Party Event Other <i>Notes or Exceptions: Dance Floor</i> <i>Hosted/Cash Bar (2 drink tickets per person)</i> STAGING FOR BAND <i>Hosted Bar: Tickets – Beer, Wine and Signature Cocktail</i> <i>*Cash Bar for all other drinks/cocktails</i>	200 people
Fri, Sep 1, 2023	5:00 AM-12:00 AM	Storage/Shipping Other	<ul style="list-style-type: none"> 24-hour Hold

AV Requirements

General Session set-up:
 15' Center aisle
 18' deep x 32' long riser with steps on both sides; mix of classroom and theater
 AAMVA-provided standing podium with wired mic in center of the head table set; (2) screens to be placed on each corner of room (largest possible) or as part of set display; (1) confidence panel;
 AAMVA-provided LCD projectors; (1) video camera with tripod for IMAG; (1) switcher for IMAG; (1) spotlight shining down on speaker at podium; (2) wireless hand held mics for audience questions;

**Skirted 8x6 riser is needed in back of room (centered in front of riser) for video recording done by AAMVA staff (need two separate pieces of riser side by side, almost touching, so that movement from either AAMVA staff or Technician doesn't affect each other's camera; (1) XLR Audio connection from hotel sound board to this riser; (1) – High Speed (Network) wired internet line for presentation.

Additional Information

Exhibit Space - This conference includes exhibits by industry suppliers. Exhibit space needs are as follows:
 - Contiguous space to accommodate (100) 8'x10' exhibit booths, lounge areas, food service (buffet lunch, refreshment breaks, and cocktail reception with heavy hors d'oeuvres), and tables and chairs for majority of participants
 -Close proximity to the conference meeting space, sleeping rooms and public restrooms.
 -Sufficient lighting, electrical supply, phone line and high speed wireless and wired Internet access.
 -Ability to secure the exhibit area when the exhibits are closed.
 -Please indicate if the exhibit hall area is carpeted or not.

- Complimentary storage and handling of AAMVA's freight which would be 4-5 pallets, up to 3 days prior to the AAMVA Conference team arrival.
- Complimentary meeting space
- Complimentary wireless in all meeting space and sleeping rooms
- Sufficient meeting space and sleeping accommodations in the same building preferred
- Please detail that there is no set up or change charges for meeting rooms. AAMVA would like all room set ups to be completed a minimum of 30 minutes prior to posted meeting time.

Additional Questions

- 1. CVB's and NSO's should source to all venues that meet our requirements (Comment)**
- 2. Have you reviewed Exhibit C, our Standard Contract? (Single choice) (Required)**
 Yes
 No
- 3. Please provide the cost for your basic LCD package (Comment) (Required)**
- 4. What are your environmental sustainability polices? (Comment)**
- 5. Are you a union property? (Single choice)**
 Yes
 No
- 6. Does your organization fully understand and comply with GDPR? (Single choice) (Required)**
 Yes
 No
- 7. Where is our data housed? (Comment) (Required)**
- 8. Who will have access to our data? (Comment) (Required)**
- 9. Can you provide the requisite 72-hour notification if there is a data breach? (Single choice) (Required)**
 Yes
 No
- 10. Do you have an updated Disaster Recovery and Emergency Action Plan in place? (Single choice) (Required)**
 Yes
 No
- 11. Can you supply a copy of the plan as an exhibit with the signed contract? (Single choice) (Required)**
 Yes
 No

Additional Files

File Name	RFP Type	File Size	Uploaded Date
Exhibits 9.30.20.pdf	Portable Document Format (.pdf)	304 KB	Wed, Jun 2, 2021