Office of Naval Research (ONR)
2019 SBIR/STTR Training Workshop
Request for Proposal

All details below are approximate and based on current information. Please submit your proposals with cost analysis worksheet via email. Thank you for your interest in working with ONR. Please respond with your best proposal by 24 May 2019.

CONTACT INFORMATION:
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EVENT/ATTENDEE PROFILE:
Event Name: 2019 SBIR/STTR Training Workshop
Event Date Options: October 22-24, 2019 (1st choice)
November 5-7, 2019 (2nd choice)
October 29-31, 2019 (3rd choice)

Cities of Consideration: Annapolis, MD
History: October 2018 – Baltimore, MD -- Baltimore Marriott at Camden Yards

SLEEPING ROOM REQUIREMENTS:
Monday (Pre -0) 150 Rooms
Tuesday (Day 1) 150 Rooms
Wednesday (Day 2) 150 Rooms
Thursday (Day 3) 5 Rooms
Friday (Post 1) Check out
TOTAL ESTIMATED ROOM NIGHTS: 455

FUNCTION SPACE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
<th>Function</th>
<th>Setup</th>
<th>#ppl</th>
<th>Audio / Visual Requirements</th>
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</thead>
<tbody>
<tr>
<td>Day 1 (TUE)</td>
<td>7:00 AM</td>
<td>6:00 PM</td>
<td>Registration</td>
<td>Registration (2) 6ft Tables</td>
<td>4</td>
<td>Location near electrical outlet outside of general session</td>
</tr>
</tbody>
</table>
|           | 8:00 AM    | 6:00 PM  | General Session           | Classroom – 2 per six-foot or 3 per eight foot table. Riser with podium and two 6-foot tables for panelists Control Area in rear of room for AV Tech | 150  | AV:
|           |            |          |                           | (1) LCD package (Projector, 2 Screens, Cables Etc)                    |      | (1) laptop                                                                                   |
|           |            |          |                           | (1) wireless mouse                                                    |      | (1) 10 Channel Mixer                                                                            |
|           |            |          |                           | (1) Slide advance                                                     |      | (1) Confidence monitor                                                                            |
|           |            |          |                           | (9) Wireless Microphones --(2) lavaliere/Lapel                       |      | (1) Audio Patch                                                                                |
|           |            |          |                           | --> (2) wireless handheld with floor stands                           |      | (1) Dedicated AV Technician                                                                     |
|           |            |          |                           | --> (4) wireless with table stands                                   |      |                                                                                               |
|           | 8:00 AM    | 6:00 PM  | Breakout (1)              | Boardroom (Room in close proximity to GS room)                      | 20   | AV:
|           |            |          |                           | (1) LCD package (Projector, 1 Screens Cables Etc)                    |      | (1) laptop                                                                                   |
|           |            |          |                           | (1) wireless mouse                                                  |      | (1) wireless mouse                                                                             |
|           | 12:00 PM   | 1:30 PM  | Lunch                     | Rounds of 8 Riser with podium                                       | 150  | (1) lavaliere                                                                                 |
| Day 2 (WED) | 7:00 AM    | 6:00 PM  | Registration              | Registration (2) 6ft Tables                                           | 4    | Location near electrical outlet outside of general session                                    |
|           | 8:00 AM    | 6:00 PM  | General Session           | Classroom – 2 per six-foot or 3 per eight foot table. Riser with podium and two 6-foot tables for panelists | 150  | AV:
|           |            |          |                           | (1) LCD package (Projector, 2 Screens, Cables Etc)                    |      | (1) laptop                                                                                   |
|           |            |          |                           | (1) wireless mouse                                                  |      | (1) wireless mouse                                                                             |
|           |            |          |                           | (1) 10 Channel Mmixer                                                |      | (1) Slide advance                                                                            |
|           |            |          |                           | (1) Confidence monitor                                              |      | (1) Wireless Microphones -->(2) lavaliere/Lapel                                             |
|           |            |          |                           | --> (2) wireless handheld with floor stands                          |      | --> (2) wireless with floor stands                                                            |

PAYMENT METHOD:
- Individuals are responsible for all sleeping room related charges; ONR is responsible for all meeting room related charges (meeting room rental, AV, and Lunch)
- ONR method of payment is by government purchase order or government purchase card (Federal Government – Tax Exempt)

MUST HAVE REQUESTS:
- Sleeping room rate at government per diem or lower
- Ability to sign Letter of Intent provided/issued by Office of Naval Research (NOTE: No attrition, cancellation clauses or F&B Minimums)
- Lunch pricing – per diem rate for your city inclusive of service charges

CONCESSIONS REQUESTS:
- Complimentary Morning, AM and PM Breaks (Beverage and Food Items)
- Complimentary Welcome Reception to include beverages and light refreshment food items
- Complimentary Wireless Internet access for the registration area and meeting rooms
- Group rate available prior/after the conference based on hotel availability
- Complimentary and/or Discounted parking
- (5) Sleeping room upgrades at group rate with welcome amenity

ACTION REQUIRED:
- Please enter your proposed costs on the EXCEL spreadsheet

SELECTION PROCESS:
- Meeting planner will review proposals and present options to program manager
- Decision will be based on the following criteria (1) Must have requests (2) Meeting room rental (3) AV pricing (4) Location/Accessibility (5) Venue amenities (6) Concessions Requested
- Meeting planner is a strong influencer in the decision making process
- Estimated Selection Date: April 1, 2019