

2023 USSOCOM Warrior Care Program Conference and Training

STATEMENT OF REQUIREMENTS

USSOCOM Warrior Care Program - Care Coalition Conference and Training

Summary of events (table 1):

Date	Event
Monday, 13 Feb 2023	Reception and set-up
Tuesday, 14 Feb 2023	Conference, Day 1. 350 attendees
Wednesday, 15 Feb 2023	Conference, Day 2. 350 attendees
Thursday, 16 Feb 2023	RCC training Day 1. 100 attendees.
Friday, 17 Feb 2023	RCC training Day 2. 100 attendees.

1.0 Background

USSOCOM Warrior Care Program - Care Coalition requires a Conference and Training venue in the Orlando, FL area (50mi radius). Event dates are 13-17 February 2023 (see table 1). All-inclusive package requires lodging, meeting, food, and dining space. Food and lodging will be paid by individual attendees.

2.0 General Requirements

To conduct the conference; the facility must meet the following conditions:

- 2.1 Exhibition area/foyer and breakout rooms must be collocated with the main meeting space
- 2.2 Venue must have enough lodging, to support 350 guests

3.0 Facility Requirements

The contractor shall provide spaces, including set-up, breakdown, material, and cleaning costs. The contractor shall provide draft room layouts of requested furniture and ancillary items, including nonstandard items, (e.g., electrical services, equipment, furniture, Internet access) not later than (NLT) five business days after contract award. NOTE: Any changes to room usage requested by the contractor must be approved in advance by the USSOCOM Contracting Officer Representative.

- 3.1 **Conference Requirements** - Office space, conference space, conference dining room, and booth setup space must be collocated in the same building (see table 2).

- 3.1.1 Parking

- 3.1.1.1 350 guest parking spaces required

- 3.1.2 Office Space/Business Center

- 3.1.2.1 Set up on 13 Feb 2023 by 0900 for five staff members

- 3.1.2.2 Be able to store registration equipment until 17 Feb 2023 at 1700.

- 3.1.2.3 Chairs and tables set up by 13 Feb 2023 at 1300.

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3.1.3 Booth Set Up Space

3.1.3.1 Set up on 13 Feb 2023 by 1300, venue will provide (40) tables for non-profit booth displays

3.1.3.2 The venue shall provide space for 40 display exhibit tables from 1200 on 13 Feb thru 1800 on 15 Feb.

3.1.3.3 Space must be collocated with the conference room and conference dining room in the same vicinity.

3.1.4 Conference Room

3.1.4.1 One conference room shall be set up classroom style for 350 attendees on 13 Feb by 1200 thru 15 Feb 1900.

3.1.4.2 Once conference room shall be set up classroom style for 100 attendees on 16 Feb 0600 to 17 Feb 1900.

3.1.4.3 Space must be collocated with the conference dining room and booth set up space.

3.1.4.4 Venue will provide set up and breakdown.

3.1.5 Conference Dining Room

3.1.5.1 One conference dining room with buffet style meals provided by the venue shall be set up dining style for 350 attendees from 13-15 Feb 2023. Breakfast will be provided from 0600-0800 and lunch from 1100-1300.

3.1.5.2 Space must be collocated with the conference room and booth set up space

3.1.5.3 Venue will provide set up and breakdown of dining room

3.2 Reception Requirements. Reception space must be collocated in the same building. One reception room shall be set up for 140 attendees on Monday 13 Feb 2023 by 1200 (see table 2).

3.3 RCC Training Requirements.

3.3.1 One training room shall be set-up classroom style for 100 attendees on Thursday 16 Feb from 0600 to 1900.

3.3.2 One training room shall be set-up classroom style for 100 attendees on Friday 17 Feb from 0600 to 1900; Additionally, one breakout room shall be set-up classroom style for 30 attendees on Friday 17 Feb 0600 to 1900.

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3.4 Space requirements, table 2:

Date	Start Time	End Time	Function	Setup	Attendees
13 Feb Booth set-up Conf. Rm set-up Reception	12:00 PM	7:00 PM	Conference set-up	Classroom	350
	10:00 AM	9:00 PM	Office	Other	5
	12:00 PM	7:00 PM	Registration	Registration	5
	12:00 PM	7:00 PM	Exhibit set-up	Tabletop Exhibits	40
	6:00 PM	9:00 PM	Reception	Reception	140
14-15 Feb Conference Days 1&2	7:00 AM	5:00 PM	Registration	Registration	5
	7:00 AM	5:00 PM	Conference	Classroom	350
	7:00 AM	5:00 PM	Office	Other	5
16-17 Feb RCC Training Days 1&2	7:00 AM	5:00 PM	Training	Classroom	100
	7:00 AM	5:00 PM	Training Break Out Room	Classroom or Rounds	50
	7:00 AM	5:00 PM	Office	Other	5

4.0 Lodging Requirements, table 3.

	Monday 2/13/2023	Tuesday 2/14/2023	Wednesday 2/15/2023	Thursday 2/16/2023	Friday 2/17/2023
Room block					
Conference Attendees	250	250	0	0	0
Warrior Care Program Staff	100	100	100	100	75
Total	350	350	100	100	75

* Lodging will be paid by individual attendees. Requesting room block.

5.0 A/V Requirements

The contractor shall provide A/V technical support for the conference and awards presentation. Requesting two techs per day during the events, see equipment requirements below:

Reception (Monday 13 Feb)

- 2 - Kiosk for registration
- 1 – Podium with mic

Conference—350 people (Monday 13 Feb Thru Wednesday 15 Feb)

- 2 - Kiosk for registration

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- 2 - Laptops
- 1 - Laser printer
- 1 - Speaker phones
- 2 - 9'x16' Screen Frames
- 2 - 9'x16' Rear Fabric
- 2 - 9'x16' Dress Kit Black
- 2 - 5500 Lumen 1280x800 LCD
- 1 - HDMI 4k UHD 1x2 DA
- 1 - Dual Scaler Hi Res 8x1 Seamless Switcher
- 1 - Small Video Cable Lot
- 6 - Gooseneck microphones
- 1 - Wireless lavalier microphone
- 2 - Wireless handheld microphones
- 1 - 12-16 Channel Analog Mixer
- 2 - Self-Powered Speaker 12"-15"
- 2 - Tripod Speaker Stand
- 4 - ETC Source 4 19 Black SPG
- 2 - 1800W 6 Channel MicroPlex Dimmer
- 1 - 12 Channel DMX/MPX Lighting Controller
- 1 - 16'x50' Drape, Black

Training—100 people (Thursday 16 Feb and Friday 17 Feb)

- 2 - Laptops
- 1 - Laser printer
- 1 - Speaker phones
- 1 - 9'x16' Screen Frames
- 1 - 9'x16' Rear Fabric
- 1 - 9'x16' Dress Kit Black
- 1 - 5500 Lumen 1280x800 LCD
- 1 - HDMI 4k UHD 1x2 DA
- 1 - Dual Scaler Hi Res 8x1 Seamless Switcher
- 1 - Small Video Cable Lot
- 6 - Gooseneck microphones
- 1 - Wireless lavalier microphone
- 2 - Wireless handheld microphones
- 1 - 12-16 Channel Analog Mixer
- 2 - Self-Powered Speaker 12"-15"
- 2 - Tripod Speaker Stand
- 4 - ETC Source 4 19 Black SPG
- 2 - 1800W 6 Channel MicroPlex Dimmer
- 1 - 12 Channel DMX/MPX Lighting Controller
- 1 - 16'x50' Drape, Black

Tech Labor

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Provide A/V technical support, event set up and breakdown, 4 days. 2 techs per day.