Request for Availability

Response Due Date:
- Friday, September 4, 2015

Program Name:
- International Data Week

Overview:
- International Data Week (IDW) will consist of three (3) days of SciDataCon and four (4) days of the Research Data Alliance (RDA) 8th Plenary. These programs have taken place independently for many years, and 2016 will feature the first collaborative conference between these organizations. It is anticipated that the conference will draw 500-600 participants throughout the week, and up to 1,000 guests during a one-day joint meeting in the middle of the week.

Preferred Location:
- Washington, DC and the METRO Area

Preferred Dates:
- Sunday, September 11, 2016 – Saturday, September 17, 2016

Sleeping Room Block:

<table>
<thead>
<tr>
<th>DAY</th>
<th>FRI. 9/9/16</th>
<th>SAT. 9/10/16</th>
<th>SUN. 9/11/16</th>
<th>MON. 9/12/16</th>
<th>TUE. 9/13/16</th>
<th>WED. 9/14/16</th>
<th>THU. 9/15/16</th>
<th>FRI. 9/16/16</th>
<th>SAT. 9/17/16</th>
<th>SUN. 9/18/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Block</td>
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<td>250</td>
<td>150</td>
<td>40</td>
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Note: Guests are accustomed to rates under $200/night.
Meeting Space:

Saturday, September 10, 2016
- 8:00 am: Staff office (approximately 250 square feet), on 24-hour hold through Saturday, September 17, 2016 at 5:00 pm.
- 12:00 pm: Set-up of plenary rooms being utilized on September 11, 2016.

Sunday, September 11, 2016
- Office (24 hr. hold per above)
- 8:00 am – 6:00 pm: CODATA: Plenary room to comfortably accommodate fifty (50) guests in a schoolroom set (2 guests per table). Please assume standard A/V.
- 8:00 am – 6:00 pm: WDS Members Forum: Plenary room to comfortably accommodate fifty 50-100 guests in a schoolroom set (2 guests per table). Please assume standard A/V.
- 8:00 am – 6:00 pm: CODATA: Breakout/voting room (approximately 400 square feet). Set TBD.
- 6:00 pm – 8:00 pm: SciDataCon Launch: Reception room for approximately 200 guests.

Monday, September 12, 2016
- Office (24 hr. hold per above)
- 8:00 am – 6:00 pm: SciDataCon: Plenary room to accommodate up to 500 guests. Schoolroom set preferred.
- 8:00 am – 6:00 pm: SciDataCon: Six (6) breakout rooms to accommodate 75 guests each (prefer schoolroom set, but flexible).
- 12:00 pm – 2:00 pm: SciDataCon: Separate room or common area for lunch for up to 500 guests. This is a networking lunch, so no A/V will be required.
- 12:00 pm – 6:00 pm: RDA Secretariat: One (1) room to accommodate twelve (12) guests in a conference set.
- 12:00 pm – 6:00 pm: RDA TAB WG/IG: One (1) room to accommodate up to fifty (50) guests in a classroom set (2 guests per table).
- 6:00 pm – 8:30 pm: SciDataCon: Reception and poster judging competition. Space for approximately 350 guests and twenty-five (25) poster boards (50 sides). We would need access to the room at NOON this day (or sooner) to install the boards.

Tuesday, September 13, 2016
- Office (24 hr. hold per above)
- 8:00 am – 6:00 pm: SciDataCon: Plenary room to accommodate up to 500 guests in a schoolroom set.
- 8:00 am – 6:00 pm: SciDataCon: Six (6) breakout rooms to accommodate 75 guests each (prefer schoolroom set, but flexible).
- 12:00 pm – 2:00 pm: SciDataCon: Separate room or common area for lunch for up to 500 guests. This is a networking lunch, so no A/V will be required.
- 12:00 pm – 6:30 pm: RDA Funders Forum: Meeting room to accommodate up to thirty (30) guests in a conference or u-shape set.
- 6:00 pm – 8:30 pm: SciDataCon: Reception space for approximately 350 guests and twenty-five (25) poster boards.
Wednesday, September 14, 2016
- Office (24 hr. hold per above)
- 8:00 am – 6:00 pm: IDS: Plenary room to accommodate up to 1,000 guests in a theatre set.
- 8:00 am – 6:00 pm: RDA Side Meetings: Four (4) small meeting rooms for side meetings. The rooms should accommodate approximately 15 guests in a conference or boardroom set.
- 8:00 am – 6:00 pm: IDS: Space for fifteen (15) 10’ x 10’ exhibit booths and thirty (30) poster boards.
- 8:00 am – 6:00 pm: IDS: Eight (8) breakout rooms to accommodate up to 100 guests each in a theatre set.
- 12:00 pm – 2:00 pm: IDS: Lunch room or common area to accommodate up to 1,000 guests in a banquet set.
- 6:00 pm – 8:00 pm: IDS Reception: Space to accommodate a networking reception for approximately 800 guests.

Thursday, September 15, 2016
- Office (24 hr. hold per above)
- 8:00 am – 6:00 pm: RDA P8: Plenary room to accommodate up to 650 guests in a theatre set.
- 8:00 am – 6:00 pm: RDA P8: Twelve (12) breakout rooms. The rooms can vary in size, but most sessions will include 50-100 guests in a theatre set.
- 8:00 am – 6:00 pm: RDA P8: Four (4) small meeting rooms for side meetings. The rooms should accommodate approximately 15 guests in a conference or boardroom set.
- 8:00 am – 6:00 pm: CODATA Executive Committee: Two (2) breakout rooms to accommodate 15 guests each in a conference set. Please allow for projection.
- 8:00 am – 6:00 pm: RDA: Poster boards for 20-30 posters or screens for projection of eposters.
- 12:00 pm – 2:00 pm: RDA P8: Lunch room or common area to accommodate up to 650 guests in a banquet sets.
- 6:00 pm – 8:00 pm: RDA P8: Reception room or common area to accommodate approximately 500 guests in a reception set.

Friday, September 16, 2016
- Office (24 hr. hold per above)
- 8:00 am – 6:00 pm: RDA P8: Plenary room to accommodate up to 650 guests in a theatre set.
- 8:00 am – 6:00 pm: RDA P8: Twelve (12) breakout rooms. The rooms can vary in size, but most sessions will include 50-100 guests in a theatre set.
- 8:00 am – 6:00 pm: RDA P8: Four (4) small meeting rooms for side meetings. The rooms should accommodate approximately 15 guests in a conference or boardroom set.
- 8:00 am – 6:00 pm: WDA Scientific Committee: Meeting room to comfortably accommodate twenty (20) guests in a conference set.
- 8:00 am – 6:00 pm: RDA P8: Meeting room our common area to accommodate twenty (20) poster boards or large LCD monitors for projection of eposters.
• 12:00 pm – 2:00 pm: RDA P8: Lunch room or common area to accommodate up to 650 guests in a banquet set.
• 6:00 pm – 8:00 pm: RDA P8: Reception room or common area to accommodate approximately 500 guests in a reception set.

Saturday, September 17, 2016
• Office (24 hr. hold per above)
• 8:00 am – 6:00 pm: RDA Side Meetings: Four (4) small meeting rooms for side meetings. The rooms should accommodate approximately 15 guests in a conference or boardroom set.
• 8:00 am – 6:00 pm: WDA Scientific Committee: Meeting room to comfortably accommodate twenty (20) guests in a conference set.

Catering:
• September 11th: CODATA: Continental breakfast, Lunch (separate room), AM/PM breaks (~50 guests).
• September 11th: WDS Members Forum: Continental breakfast, Lunch, AM/PM breaks (~75 guests).
• September 11th: SciDataCon Launch: Networking reception (~200 guests)
• September 12th: SciDataCon: Continental breakfast, Lunch (separate room), AM/PM breaks, and poster/networking reception (~450 guests)
• September 13th: SciDataCon: Continental breakfast, Lunch (separate room), AM/PM breaks, and networking reception (~350 guests)
• September 14th: IDS: Continental breakfast, Lunch, AM/PM breaks and poster/exhibits reception (~850 guests)
• September 15th: RDA P8: Continental breakfast, Lunch, AM/PM breaks, and dinner/reception (~500 guests)
• September 16th: RDA P8: Continental breakfast, Lunch, AM/PM breaks, and dinner/reception (~500 guests)
• September 17th: RDA: Continental breakfast, Lunch, AM/PM breaks, and dinner/reception (~50 guests)

A/V & Technology:
• IDW: Robust WiFi (bandwidth requirements/standards to be provided)
• IDW: Power strips within room sets or charging stations in the back of each room.
• SciDataCon: Standard projection, microphones, etc. in plenary rooms and breakout rooms.
• SciDataCon: Video recording and archived webcast of plenary sessions (group will likely utilize their own webcast team).
• SciDataCon: Audio recording of breakout sessions is nice to have.
• CODATA General Assembly: Possible remote participation via GoToMeeting or Skype.
• WDS Members Forum: Possible remote participation via GoToMeeting or Skype.
• SciDataCon: Twenty-five (25) poster boards (50 sides) for poster competition (group will likely utilize their own poster board company).
• **RDA**: Live webcast of plenary sessions (group will likely utilize their webcast teaming partner).
• **RDA**: Projection and audio in all meeting rooms. Comprehensive A/V specs will be provided to properties that are able to accommodate this program.

**Evaluation Criteria & Requested Concessions:**

• 1:40 complimentary rooms
• Five (5) upgrades to a suite at group rate
• 70% attrition
• Complimentary meeting space
• Complimentary hard-wired internet in plenary rooms and breakout rooms (one per room)
• Complimentary wireless internet for entire group in all meeting rooms (all days)
• Complimentary shipment of conference materials
• Guaranteed catering prices at time of contract
• Although the group prefers to use the in-house A/V company, the group reserves the right to use an outside A/V company without any financial penalty.
• Group rate available 3 days prior and 3 days after if the hotel is not sold out.

**Group Contact:**

*(Please send all questions and proposals via email by NLT Friday, September 4, 2014)*

Matt Burdetsky  
Capital Meeting Planning, Inc.  
6521 Arlington Blvd., Suite 505  
Falls Church, VA 22042  
Phone: 703-536-4993  
Email: matt@cmpinc.net