

The Borlaug Institute of International Agriculture
Department of State CAFTA-DR Environment Meeting

Deadline for Submittals: Noon on Tuesday, March 19, 2019

Event Point of Contact: Eric Brenner
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Event Start Date: May 06, 2019

Event End Date: May 08, 2019

First and Second Day Time: 0900 – 1700

Location: DoubleTree Grand Biscayne Bay Hotel
1717 North Bayshore Drive, Miami Florida 33132-1180

Special Request: Sponsor request review of all bids

Interpretation Services: Must be able to translate technical information as related to environmental issues. This is high level delegates meeting with the Department of State representatives.

Dress: Business attire

- 20 delegate microphones
- 30 headphone receivers
- 1 closed Interpretation booth
- 2 wireless microphones
- Amplification system to connect interpretation equipment
- Interpretation experts

Cost allocations need to be itemized for equipment, labor, set up and take down, delivery, travel, per diem (if allowable), parking and overtime rate/times.