

MAY 19, 2023

ADDENDUM #2 QUESTIONS/ANSWERS

**Hotel Accommodations to Host RTOC Meeting in
Albuquerque, New Mexico**

1. Are the dates flexible? **No**
2. Could you clarify meeting room needs? Is the below list correct? **The department has highlighted the room size requirements below. The bullets mentioning break and continental breakfast are for the food order.**

Day 1

Small meeting room/Boardroom for 25 people.

Day 2

-Meeting room for 50 people for continental breakfast

-Large meeting room from 8-5pm to accommodate a total of 155 people. 35 in a hollow space and 120 in theater style.

-Meeting room for 50 people for a break.

Day 3

-Meeting room for 80 people for continental breakfast.

-Large meeting room for 8-5pm to accommodate a total of 155 people. 35 in a hollow space and 120 in theater style.

-Meeting room for 80 people for a break.

3. Can breakfast and the break be served in the main meeting room? **Yes**

4. Do all 155 have to fit into the same room or could the 35 people go to a smaller room, if the hotel doesn't have a room with hollow space? **All attendees will need to be in the same room.**