

## Request for Proposals: Conference Site for NBER Summer Institute 2020-2022

National Bureau of Economic Research, Inc.  
1050 Massachusetts Avenue  
Cambridge, MA 02138

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### 1. Background/Introduction

Founded in 1920, the NBER is a private, non-profit, non-partisan organization dedicated to conducting economic research and to disseminating research findings among academics, public policy makers, and business professionals. The NBER is the nation's leading nonprofit economic research organization. Twenty-nine Nobel Prize winners in Economics and thirteen past chairs of the President's Council of Economic Advisers have held NBER affiliations. The more than 1,400 professors of economics and business now teaching at colleges and universities in North America who are NBER researchers are the leading scholars in their fields.

The NBER Summer Institute is a three-week gathering of applied economists that takes place in Massachusetts during July each year. All NBER research programs sponsor meetings during the Summer Institute. The Summer Institute typically includes a number of relatively informal meetings that bring together researchers working on a narrowly-focused topic. Each December, the NBER issues a call for papers in connection with the upcoming Summer Institute. Total attendance for Summer Institute is approximately 2,900 researchers.

### 2. Project Goals and Scope of Services

The National Bureau of Economic Research has held a three-week Summer Institute for the last 42 years. It has grown steadily and in recent years has not fit into a single venue. We are requesting proposals for the next three summers. Summer Institute begins on the Monday after Independence Day and is scheduled to begin:

July 6, 2020  
July 12, 2021  
July 11, 2022

We require sleeping rooms, meeting space, dining space, office space, storage room, and a lactation room.

#### Sleeping rooms

Sleeping rooms are divided into two room blocks, reserved and public. The reserved block is filled by rooming list and the NBER will pay room and tax for these rooms. The public block is to accommodate people paying their own way. Those rooms should be filled by the hotel's reservation system. We require 1300-1700 sleeping rooms per week as per the attached requirements table.

Meeting rooms are required for individual sessions. The Institute includes 50 sessions over the three weeks, mostly Monday through Friday. The sessions range in size from 50 attendees to 300. There are five to seven sessions on weekdays. The usual set up for our meetings is a small U-shape table (for maybe 25) surrounded by rows of seats (think House of Commons). This allows everyone to see the presentations with slides and facilitates discussion. Please see the attached table for typical meeting room requirements.

We provide our own laptops and projectors, but require screens, podia, microphones, and cables to support speakers with slides addressing the meetings. We also require wifi in meeting rooms and break spaces.

#### Dining space

In addition to the meeting space, we offer a continental breakfast and buffet lunch to all participants on meeting days. This need not be in a single space but fewer large spaces is preferred. We also require dedicated break space for coffee and tea service between 1:30 and 4:30 each afternoon on meeting days.

Once per week, we schedule a large buffet dinner for all the week's participants. This is traditionally a clam bake. We also schedule our Feldstein lecture for one evening of Summer Institute. This lecture is attended by 300 attendees and followed by a reception. We then hold a small dinner for invited guests. In addition, there are a few small breakfasts, receptions, and dinner scheduled for smaller groups throughout the Summer Institute. Please see attached meeting list for examples.

#### Additional spaces

In addition to dining and meeting space, we require a registration area, office space, computer lab, a storage room, and a lactation room. The office space and storage room must be available beginning the Friday before the Summer Institute opens through the Monday following its end. None of these spaces need to be large. The registration area should be in a centralized location. The office, computer lab, storage, and lactation rooms can be accommodated in modified sleeping rooms. We will supply , computer, printer and photocopier for the office as well as computers, monitors and printers for the computer lab space. The lactation room must be equipped with at least one refrigerator. The computer lab and lactation room should be accessible to all Summer Institute participants during the meetings.

### 3. Time and Place of Submission of Proposals

Proposals should be submitted via email to [cbeck@nber.org](mailto:cbeck@nber.org) no later than September 30, 2019.

### 4. Timeline

Vendors who have demonstrated their capacity to meet our needs will be contacted via phone or email to be notified of their selection to move forward in the process. NBER Conference department staff will schedule follow-up visits to tour the space and meet key venue staff.

### 5. Anticipated Selection Schedule

Venue shall be selected by October 15, 2019.

## 6. Elements of Proposal

Proposals should include

Three references from prior similar sized events.

Total space available and information on meeting room dimensions and seating capacity.

Food and beverage estimates should include tax, service charges and gratuity rates and use per-person rate of each meal served.

Daily parking rates

## 7. Evaluation Criteria

All proposals will be evaluated systematically based on the following key criterion. The purpose of this section is to identify vendors with the interest and capability to manage our conference.

Key evaluation criteria includes:

Capabilities demonstrated with past events, particularly academic conferences

Depth of capabilities and partners

Budget

Available space and its layout

Proximity to NBER headquarters at 1050 Massachusetts Avenue, Cambridge

Venue staffing levels

Proximity to public transportation and Logan Airport

Availability of parking for local participants

**Sleeping Room Requirements**

<b>NBER SI 2020 Room Block Week I</b>										
	<b>2-Jul</b>	<b>3-Jul</b>	<b>4-Jul</b>	<b>5-Jul</b>	<b>6-Jul</b>	<b>7-Jul</b>	<b>8-Jul</b>	<b>9-Jul</b>	<b>10-Jul</b>	<b>11-Jul</b>
<b>Reserved</b>	2	2	2	88	157	150	175	128	72	40
<b>Public</b>	0	0	0	154	168	155	170	175	108	20
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>242</b>	<b>325</b>	<b>305</b>	<b>345</b>	<b>303</b>	<b>180</b>	<b>60</b>

<b>NBER SI 2020 Room Block Week II</b>							
	<b>12-Jul</b>	<b>13-Jul</b>	<b>14-Jul</b>	<b>15-Jul</b>	<b>16-Jul</b>	<b>17-Jul</b>	<b>18-Jul</b>
<b>Reserved</b>	80	125	100	100	60	32	32
<b>Public</b>	100	200	200	200	108	32	8
<b>Total</b>	<b>180</b>	<b>325</b>	<b>300</b>	<b>300</b>	<b>168</b>	<b>64</b>	<b>40</b>

<b>NBER SI 2020 Room Block Week III</b>							
	<b>19-Jul</b>	<b>20-Jul</b>	<b>21-Jul</b>	<b>22-Jul</b>	<b>23-Jul</b>	<b>24-Jul</b>	<b>25-Jul</b>
<b>Reserved</b>	128	180	175	150	80	20	0
<b>Public</b>	132	160	125	175	113	12	0
<b>Total</b>	<b>260</b>	<b>340</b>	<b>300</b>	<b>325</b>	<b>193</b>	<b>32</b>	<b>0</b>

	<b>Week I</b>	<b>Week II</b>	<b>Week III</b>
<b>Grand Total</b>	<b>1,766</b>	<b>1,377</b>	<b>1,450</b>

NBER Summer Institute Meeting Rooms

SUMMER INSTITUTE WEEK I					
Date	Start Time	End Time	Function	Square Footage	Setup
Mon, Jul. 06, 2020	8:00 AM	12:00 PM	Meeting	1938 square feet	U-Shape
Mon, Jul. 06, 2020	10:30 AM	5:30 PM	Meeting	2600 square feet	U-Shape
Mon, Jul. 06, 2020	12:00 PM	5:30 PM	Meeting	1938 square feet	U-Shape
Tue, Jul. 07, 2020	8:00 AM	12:00 PM	Meeting	2600 square feet	U-Shape
Tue, Jul. 07, 2020	8:00 AM	12:00 PM	Meeting	1450 square feet	Theatre Style
Tue, Jul. 07, 2020	8:00 AM	12:00 PM	Meeting	1938 square feet	U-Shape
Tue, Jul. 07, 2020	8:00 AM	12:00 PM	Meeting	2262 square feet	U-Shape
Tue, Jul. 07, 2020	10:30 AM	2:30 PM	Meeting	891 square feet	Conference
Tue, Jul. 07, 2020	1:00 PM	5:00 PM	Meeting	2262 square feet	U-Shape
Tue, Jul. 07, 2020	1:00 PM	5:30 PM	Meeting	1450 square feet	Theatre Style
Tue, Jul. 07, 2020	1:00 PM	5:30 PM	Meeting	2600 square feet	U-Shape
Tue, Jul. 07, 2020	1:00 PM	5:30 PM	Meeting	1938 square feet	U-Shape
Tue, Jul. 07, 2020	4:30 PM	5:30 PM	Meeting	3400 square feet	Theatre Style
Tue, Jul. 07, 2020	5:30 PM	6:30 PM	Reception	2600 square feet	Reception
Tue, Jul. 07, 2020	6:00 PM	9:00 PM	Dinner	2127 square feet	Rounds
Wed, Jul. 08, 2020	8:00 AM	12:00 PM	Meeting	6000 square feet	Theatre Style
Wed, Jul. 08, 2020	8:00 AM	12:00 PM	Meeting	2262 square feet	U-Shape
Wed, Jul. 08, 2020	8:00 AM	1:00 PM	Hospitality	567 square feet	Rounds
Wed, Jul. 08, 2020	1:00 PM	5:30 PM	Meeting	6000 square feet	U-Shape
Wed, Jul. 08, 2020	6:00 PM	9:00 PM	Dinner - Buffet	1116 square feet	Rounds of 10
Wed, Jul. 08, 2020	6:00 PM	9:00 PM	Dinner - Buffet	3800 square feet	Rounds of 10
Wed, Jul. 08, 2020	6:00 PM	9:00 PM	Dinner - Buffet		Rounds of 10
Thu, Jul. 09, 2020	8:00 AM	12:00 PM	Meeting	1450 square feet	Theatre Style
Thu, Jul. 09, 2020	8:00 AM	12:00 PM	Meeting	2262 square feet	U-Shape
Thu, Jul. 09, 2020	8:00 AM	12:00 PM	Meeting	2600 square feet	U-Shape
Thu, Jul. 09, 2020	8:00 AM	12:00 PM	Meeting	1938 square feet	U-Shape
Thu, Jul. 09, 2020	1:00 PM	5:30 PM	Meeting	1938 square feet	U-Shape

## NBER Summer Institute Meeting Rooms

<b>Thu, Jul. 09, 2020</b>	1:00 PM	5:30 PM	Meeting	1450 square feet	Theatre Style
<b>Thu, Jul. 09, 2020</b>	1:00 PM	5:30 PM	Meeting	2600 square feet	U-Shape
<b>Thu, Jul. 09, 2020</b>	1:00 PM	5:30 PM	Meeting	2262 square feet	U-Shape
<b>Thu, Jul. 09, 2020</b>	5:30 PM	7:00 PM	Meeting	2262 square feet	U-Shape
<b>Fri, Jul. 10, 2020</b>	8:00 AM	12:00 PM	Meeting	1938 square feet	U-Shape
<b>Fri, Jul. 10, 2020</b>	8:00 AM	12:00 PM	Meeting	1450 square feet	Theatre Style
<b>Fri, Jul. 10, 2020</b>	8:00 AM	5:30 PM	Meeting	2600 square feet	U-Shape
<b>Fri, Jul. 10, 2020</b>	8:00 AM	5:30 PM	Meeting	1116 square feet	U-Shape
<b>Fri, Jul. 10, 2020</b>	8:00 AM	5:30 PM	Meeting	2127 square feet	U-Shape
<b>Fri, Jul. 10, 2020</b>	8:00 AM	5:30 PM	Meeting	2262 square feet	U-Shape
<b>Fri, Jul. 10, 2020</b>	1:00 PM	5:30 PM	Meeting	1450 square feet	Theatre Style
<b>Fri, Jul. 10, 2020</b>	1:00 PM	5:30 PM	Meeting	1938 square feet	U-Shape
<b>Fri, Jul. 10, 2020</b>	6:30 PM	7:00 PM	Reception	1450 square feet	Reception
<b>Fri, Jul. 10, 2020</b>	7:00 PM	9:30 PM	Dinner	3400 square feet	Rounds of 10
<b>Sat, Jul. 11, 2020</b>	8:30 AM	5:00 PM	Meeting	1938 square feet	U-Shape
<b>Sat, Jul. 11, 2020</b>	8:30 AM	5:30 PM	Meeting	2600 square feet	U-Shape

**SUMMER INSTITUTE WEEK II**

<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Function</b>	<b>Room</b>	<b>Setup</b>
Mon, Jul. 13, 2020	8:00 AM	12:00 PM	Meeting	2100 square feet	Theatre Style
Mon, Jul. 13, 2020	8:00 AM	5:30 PM	Meeting	1938 square feet	U-Shape
Mon, Jul. 13, 2020	8:00 AM	5:30 PM	Meeting	2262 square feet	U-Shape
Mon, Jul. 13, 2020	8:00 AM	5:30 PM	Meeting	2600 square feet	U-Shape
Mon, Jul. 13, 2020	8:00 AM	5:30 PM	Meeting	1236 square feet	U-Shape
Mon, Jul. 13, 2020	12:00 PM	5:30 PM	Meeting	1116 square feet	U-Shape
Mon, Jul. 13, 2020	12:00 PM	5:30 PM	Meeting	2100 square feet	Theatre Style
Mon, Jul. 13, 2020	4:00 PM	5:00 PM	Meeting	891 square feet	Conference
Tue, Jul. 14, 2020	8:00 AM	12:00 PM	Meeting	1236 square feet	U-Shape
Tue, Jul. 14, 2020	8:00 AM	12:00 PM	Meeting	2262 square feet	U-Shape
Tue, Jul. 14, 2020	8:00 AM	12:00 PM	Meeting	2100 square feet	Theatre Style
Tue, Jul. 14, 2020	8:00 AM	12:00 PM	Meeting	1938 square feet	U-Shape
Tue, Jul. 14, 2020	8:00 AM	5:30 PM	Meeting	2600 square feet	U-Shape
Tue, Jul. 14, 2020	12:00 PM	5:30 PM	Meeting	1053 square feet	U-Shape
Tue, Jul. 14, 2020	12:00 PM	5:30 PM	Meeting	2100 square feet	Theatre Style
Tue, Jul. 14, 2020	12:00 PM	5:30 PM	Meeting	1116 square feet	U-Shape
Tue, Jul. 14, 2020	12:00 PM	5:30 PM	Meeting	1209 square feet	Theatre Style
Tue, Jul. 14, 2020	12:00 PM	5:30 PM	Meeting	1938 square feet	U-Shape
Tue, Jul. 14, 2020	3:30 PM	5:30 PM	Meeting	891 square feet	Conference
Wed, Jul. 15, 2020	8:00 AM	12:00 PM	Meeting	2100 square feet	Theatre Style
Wed, Jul. 15, 2020	8:00 AM	12:00 PM	Meeting	2600 square feet	U-Shape
Wed, Jul. 15, 2020	8:00 AM	5:00 PM	Meeting	2262 square feet	U-Shape
Wed, Jul. 15, 2020	8:00 AM	5:30 PM	Meeting	1236 square feet	U-Shape
Wed, Jul. 15, 2020	8:00 AM	5:30 PM	Meeting	1938 square feet	U-Shape
Wed, Jul. 15, 2020	12:00 PM	5:30 PM	Meeting	1116 square feet	U-Shape
Wed, Jul. 15, 2020	12:00 PM	5:30 PM	Meeting	2100 square feet	Theatre Style
Wed, Jul. 15, 2020	1:00 PM	5:30 PM	Meeting	2600 square feet	U-Shape
Wed, Jul. 15, 2020	5:00 PM	10:00 PM	Backup	6000 square feet	Rounds

Wed, Jul. 15, 2020	5:00 PM	10:00 PM	Backup	2425 square feet	Reception
Wed, Jul. 15, 2020	6:00 PM	9:00 PM	Backup	1116 square feet	Rounds of 10
Thu, Jul. 16, 2020	8:00 AM	12:00 PM	Meeting	2100 square feet	Theatre Style
Thu, Jul. 16, 2020	8:00 AM	5:15 PM	Meeting	2600 square feet	U-Shape
Thu, Jul. 16, 2020	8:00 AM	5:30 PM	Meeting	2262 square feet	U-Shape
Thu, Jul. 16, 2020	8:00 AM	5:30 PM	Meeting	1938 square feet	U-Shape
Thu, Jul. 16, 2020	8:00 AM	5:30 PM	Meeting	1116 square feet	U-Shape
Thu, Jul. 16, 2020	8:00 AM	5:30 PM	Meeting	912 square feet	U-Shape
Thu, Jul. 16, 2020	12:00 PM	5:30 PM	Meeting	2127 square feet	Theatre Style
Thu, Jul. 16, 2020	12:00 PM	5:30 PM	Meeting	2100 square feet	Theatre Style
Thu, Jul. 16, 2020	6:15 PM	6:45 PM	Reception	3400 square feet	Reception
Thu, Jul. 16, 2020	6:45 PM	9:00 PM	Dinner	3400 square feet	Rounds
Fri, Jul. 17, 2020	8:00 AM	12:00 PM	Meeting	2127 square feet	Theatre Style
Fri, Jul. 17, 2020	8:00 AM	12:00 PM	Meeting	912 square feet	U-Shape
Fri, Jul. 17, 2020	8:00 AM	5:30 PM	Meeting	2262 square feet	U-Shape
Fri, Jul. 17, 2020	8:00 AM	5:30 PM	Meeting	1938 square feet	U-Shape
Fri, Jul. 17, 2020	8:00 AM	5:30 PM	Meeting	2600 square feet	U-Shape
Fri, Jul. 17, 2020	5:00 PM	6:00 PM	Reception	1450 square feet	Reception
Sat, Jul. 18, 2020	8:00 AM	5:30 PM	Meeting	1938 square feet	U-Shape



**SUMMER INSTITUTE WEEK III**

<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Function</b>	<b>Room</b>	<b>Setup</b>
<b>Sun, Jul. 19, 2020</b>	12:00 PM	5:30 PM	Meeting	1938 square feet	U-Shape
<b>Sun, Jul. 19, 2020</b>	3:00 PM	6:00 PM	Meeting	2262 square feet	Theatre Style
<b>Sun, Jul. 19, 2020</b>	6:00 PM	9:00 PM	Meeting	891 square feet	Conference
<b>Mon, Jul. 20, 2020</b>	8:00 AM	5:30 PM	Meeting	2100 square feet	U-Shape
<b>Mon, Jul. 20, 2020</b>	8:00 AM	5:30 PM	Meeting	1116 square feet	U-Shape
<b>Mon, Jul. 20, 2020</b>	8:00 AM	5:30 PM	Meeting	1938 square feet	U-Shape
<b>Mon, Jul. 20, 2020</b>	8:00 AM	5:30 PM	Meeting	2600 square feet	U-Shape
<b>Mon, Jul. 20, 2020</b>	8:00 AM	5:30 PM	Meeting	2262 square feet	U-Shape
<b>Tue, Jul. 21, 2020</b>	8:00 AM	5:00 PM	Interviews	567 square feet	See Diagram
<b>Tue, Jul. 21, 2020</b>	8:00 AM	12:00 PM	Meeting	1938 square feet	U-Shape
<b>Tue, Jul. 21, 2020</b>	8:00 AM	12:00 PM	Meeting	2600 square feet	Theatre Style
<b>Tue, Jul. 21, 2020</b>	8:00 AM	5:30 PM	Meeting	2262 square feet	U-Shape
<b>Tue, Jul. 21, 2020</b>	12:00 PM	5:30 PM	Meeting	2100 square feet	U-Shape
<b>Tue, Jul. 21, 2020</b>	1:00 PM	5:30 PM	Meeting	2600 square feet	Theatre Style
<b>Wed, Jul. 22, 2020</b>	8:00 AM	12:00 PM	Meeting	2600 square feet	Theatre Style
<b>Wed, Jul. 22, 2020</b>	8:00 AM	5:30 PM	Meeting	1116 square feet	U-Shape
<b>Wed, Jul. 22, 2020</b>	8:00 AM	5:30 PM	Meeting	2262 square feet	U-Shape
<b>Wed, Jul. 22, 2020</b>	12:00 PM	5:30 PM	Meeting	1938 square feet	U-Shape
<b>Wed, Jul. 22, 2020</b>	12:30 PM	5:00 PM	Interviews	567 square feet	See Diagram
<b>Wed, Jul. 22, 2020</b>	1:00 PM	5:30 PM	Meeting	2600 square feet	Theatre Style
<b>Thu, Jul. 23, 2020</b>	8:00 AM	12:00 PM	Meeting	2600 square feet	Theatre Style
<b>Thu, Jul. 23, 2020</b>	8:00 AM	3:30 PM	Meeting	1803 square feet	U-Shape
<b>Thu, Jul. 23, 2020</b>	8:00 AM	5:30 PM	Meeting	1450 square feet	U-Shape
<b>Thu, Jul. 23, 2020</b>	8:00 AM	5:30 PM	Meeting	1116 square feet	U-Shape
<b>Thu, Jul. 23, 2020</b>	8:00 AM	5:30 PM	Meeting	2262 square feet	U-Shape
<b>Thu, Jul. 23, 2020</b>	12:00 PM	5:30 PM	Meeting	1938 square feet	U-Shape

<b>Thu, Jul. 23, 2020</b>	1:00 PM	5:30 PM	Meeting	2600 square feet	Theatre Style
<b>Thu, Jul. 23, 2020</b>	4:00 PM	5:00 PM	Meeting	650 square feet	Conference
<b>Fri, Jul. 24, 2020</b>	8:00 AM	12:00 PM	Meeting	2600 square feet	U-Shape
<b>Fri, Jul. 24, 2020</b>	8:00 AM	5:30 PM	Meeting	2262 square feet	U-Shape
<b>Fri, Jul. 24, 2020</b>	8:00 AM	5:30 PM	Meeting	1938 square feet	U-Shape
<b>Fri, Jul. 24, 2020</b>	1:00 PM	5:30 PM	Meeting	2600 square feet	U-Shape
<b>Sat, Jul. 25, 2020</b>	8:00 AM	5:00 PM	Meeting	1938 square feet	U-Shape