Chief Counsel Executive Meeting Venue

The Internal Revenue Service Office of Chief Counsel requires a venue to hold an executive meeting. The meeting will be 2 days and the date is TBD , 2nd or 3rd week of September 2022. The meeting will be from 8am to 5:30pm each day.

The following requirements must be met in order to be considered:

* The venue shall accommodate and provide seating for up to 70 attendees;
* The venue shall be within walking distance of the Main IRS Building located at 1111 Constitution Avenue, NW, Washington, DC and the Department of Treasury located at 1500 Pennsylvania Avenue, NW., Washington, DC.
* The venue shall be near Metro/Subway transportation for easy access for participants. The venue must also have a parking structure available to attendees at their personal cost.
* The venue shall provide meeting space that meets or exceeds 2400 square feet. The room will be set with a head table to accommodate 3 presenters, 1 podium and tables set in rounds of 6-8 participants per table.

Food and Beverage service is not required for this event.