



Request for Proposal 2010 - 2011 Events

Meeting Professionals International South Florida Chapter (SFMPI) is Looking for Unique Venues to Host Monthly Educational Programs, Special and Mix N'Mingle Events

ABOUT MPI SOUTH FLORIDA CHAPTER:

The 450+ member South Florida chapter of Meeting Professionals International (MPI), established in 1978, provides education and information on the latest research and trends, leadership training, best practices, professional development and networking opportunities in the meetings industry, which help its' members enhance their professional value and define the strategic value of meetings within their respective organizations. For more information, visit www.sfmipi.org.

ABOUT MPI:

Founded in 1972, Meeting Professionals International, with 24,000 members belonging to 71 chapters and clubs worldwide, is the leading global community committed to shaping and defining the future of the meeting and event industry. The MPI community is comprised of powerful decision-makers representing more than 80 percent of Fortune 100 companies. For more information, visit www.mpiweb.org.

BENEFITS OF HOSTING AN SFMPI PROGRAM

- Venue and service exposure to key decision makers in South Florida's meetings industry.
• A media alert to local media announcing the meeting topic and location.
• Prominent exposure opportunity including logo and 75 word venue description in all media promoting event: email, social media, print, telephone blasts, and web.
• Annual Logo exposure recognition on website, and meeting board recognizing sponsors
• Opportunity for venue representative(s) to greet all attendees upon arrival and provide venue tours upon conclusion of event.
• A 3-minute speaking opportunity/presentation during meeting or event.
• Networking and marketing opportunities for your staff during the program.
• Qualification for SFMPI prestigious "Venue of the Year" Award (presented each year in June).
• Mailing labels of contact list of attendees to the specific event.
• Registration for two (2) representatives to attend (1) SFMPI Monthly Educational Program.

EDUCATION PROGRAM SPECIFICATIONS & FORMAT OPTIONS

SFMPI requests facility waive all fees for room rental, food & beverage, and LCD projector and screen - separate arrangements may be made for A/V requirements if necessary. If you are unable to provide all food & beverage on a complimentary basis, please indicate in your proposal for consideration. Additional sponsors for event may be able to be secured.

Breakfast Meeting Agenda\*:

7:00 AM New Member Orientation
7:15 AM Registration, Networking
8:00 AM Breakfast & Educational Program
9:00 AM Networking & Tours
9:30 AM - 11:00 AM Board Meeting

Lunch Meeting Agenda\*:

9:30 AM - 11:00 AM Board Meeting
11:00 AM New Member Orientation
11:15 AM Registration, Networking
11:45 AM Lunch & Educational Program
1:00 PM Networking & Tours

Dinner Meeting Agenda\*:

3:30 PM - 5:00 PM Board Meeting
5:15 PM New Member Orientation
5:30 PM Registration
5:30 PM Networking & Dinner
6:15 PM Educational Program
7:30 PM Networking, Desserts, Tours

**Meeting Space Requirements:**

- Board Meeting: Set for 16 Boardroom or U-Shape. Light Refreshments. Speakerphone for conference call.
- Registration: Requires two (2) 6'/8' banquet tables, skirted with two chairs and a waste basket outside of the meeting room.
- Event Room: Rounds for 100-125 guests.\*
- New Member Orientation: Set for 15 Theater style or U-Shape.
- Educational Program: Set as Theater, Rounds or Classroom as determined by Education Program Coordinator.

\*Agenda, timing and capacities subject to change or limitation.

**2010 - 2011 Education Program Requested Dates:**

- Tuesday, January 25, 2011 - Palm Beach, preferred
- Tuesday March 22, 2011 - Broward county, BOOKED
- Tuesday August 23, 2011 - Miami/Dade, preferred
- Tuesday September 27, 2011 - Palm Beach, preferred
- Tuesday November 29, 2011 - Broward, preferred
- Tuesday December 7, 2011 - Collier County

**Contact Person for Questions:** Lauren Halpern, Dir. Of Professional Development,  
[dirprofessionaldevel@sfmpi.org](mailto:dirprofessionaldevel@sfmpi.org), 305-558-0800 x 270

**SOUTH FLORIDA EDUCATION SUMMIT SPECIFICATIONS & FORMAT OPTIONS**

SFMPi requests facility waive all fees for room rental, food & beverage, and LCD projector and screen - separate arrangements may be made for A/V requirements if necessary. If you are unable to provide all food & beverage on a complimentary basis, please indicate in your proposal for consideration. Additional sponsors for event may be able to be secured, though preference will be given to venues with most favorable benefits so that funding may be spent on educational content. Ideal venues are hotels, conference centers and unique business meeting venues that are newly transformed, branded, built and conveniently located for exposure to meeting professionals.

**Requested Date:**

- Tuesday, May 24 - 7:00 AM - 6:00 PM
- Some date flexibility in the month of May, subject to other area industry events.

**Meeting Space Requirements:**

- Registration: Requires two (2) 6'/8' banquet tables, skirted with two chairs and a waste basket outside of the meeting room.
- General Session Room: Rounds for 130 - 150 guests.\*
- Foyer for Sponsor Tables - (15) 6' skirted tables in break area
- Breakout Tracks: (3) Breakouts for 50-75 Theater Style
- Lunch Room: Rounds for 150 guests
- New Member Orientation: Set for 15 Theater style or U-Shape.
- Educational Program: Set as Theater, Rounds or Classroom as determined by Education Program Coordinator.

\*Agenda, timing and capacities subject to change or limitation.

**Contact Person for Questions:** Lauren Halpern, Dir. Of Professional Development,  
[dirprofessionaldevel@sfmpi.org](mailto:dirprofessionaldevel@sfmpi.org), 305-558-0800 x 270

## **MIX N'MINGLE (NETWORKING AFTER 5) EVENTS**

These events do not have an educational component and are seen purely as opportunities for venue exposure and networking amongst Chapter Members and Non-Members. The ideal venue is a restaurant or unique venue with a private dining room or event facility that wishes to be considered for off-site meeting or group events. This event is a fundraising event to allow SFMPI to fund charitable efforts and scholarships given throughout the year.

Time is typically for 1.5 hours, beginning at 5:30 pm - 7:00 pm or time suggested by venue.

### **Requested Dates/ Times:**

- Thursday, January 6, 2011 - Miami/Dade, preferred - BOOKED
- Thursday, February 10, 2011 - Broward county, preferred - BOOKED
- Thursday, March 10, 2011 - Palm Beach county, preferred
- Thursday, April 7, 2011 - Boca Raton/ No. Broward county, preferred
- Thursday, May 5, 2011 - Miami/Dade, preferred

### **Venue Requirements:**

- Light Hors D'oeuvres provided complimentary during networking time period. Guests often stay after event for additional food and beverages.
- Open Bar during networking time period, or minimum of two complimentary beverage (non-alcoholic/alcoholic) tickets per registrant
- Private or semi-private area for up to 50 attendees
- Expected attendance: 30-50 attendees dependent on venue
- Registration area outside event area or adjacent: (1) 6' /8' table for registration badges and materials

**Contact Person for Questions:** Deborah Corrao, Dir. Of Special Events, T 954.923.0800, or [dirdspecialevents@sfmpi.org](mailto:dirdspecialevents@sfmpi.org)

## **SPECIAL EVENTS**

SFMPI requests facility waive all fees for room rental, food & beverage, and LCD projector and screen - separate arrangements may be made for A/V requirements if necessary. If you are unable to provide all food & beverage on a complimentary basis, please indicate in your proposal for consideration. Additional sponsors for event may be able to be secured.

### **Special Event- Bowling Event Preferred / Event Date:**

- Tuesday, October 26, 2010 - 4:00 PM - 9:00 PM - BOOKED

Some date flexibility in the month of October, subject to other area industry events.

### **Meeting/Event Space Requirements:**

- Board Meeting: Set for 16 Boardroom or U-Shape preferred. Light Refreshments. Speakerphone for conference call. Board meeting takes place from 4:00pm - 5:30pm.
- Bowling facilities and space for food and beverage for approximately 120 people.

### **Casino Night Event/ Event Date:**

- Tuesday, February 22, 2011 - 4:00 PM - 10:00 PM

Some date flexibility in the month of February, subject to other area industry events.

### **Meeting/Event Space Requirements:**

- Board Meeting: Set for 16 Boardroom or U-Shape. Light Refreshments. Speakerphone for conference call. Board meeting takes place from 4:00pm - 5:30pm.
- Registration: Requires two (2) 6' /8' banquet tables, skirted with two chairs and a waste basket outside of the meeting room.
- Event Room: Special setup is required. Food and beverage set in stations, and bar, with space for entertainment and casino gaming tables. Estimated 150-200 persons in attendance.

\*Agenda, timing and capacities subject to change or limitation.

**Annual Installation & Award Event/ Event Date:**

- Friday, June 17, 2011 - 6:00 PM - 10:00 PM

Some date flexibility in the month of June, subject to other area industry events.

**Meeting/Event Space Requirements:**

- Registration: Requires two (2) 6'/8' banquet tables, skirted with two chairs and a waste basket outside of the meeting room.
- Reception: space for a cocktail reception
- Dinner/ Awards Event Room: Rounds for 150-165 guests.\*

\*Agenda, timing and capacities subject to change or limitation.

Contact Person for Questions: Deborah Corrao, Dir. Of Special Events, T 954.923.0800, or [dirdspecialevents@sfmpi.org](mailto:dirdspecialevents@sfmpi.org)

**BOARD OF DIRECTORS RETREATS**

These events are typically not held in the Broward, central or south Palm Beach, or Miami/Dade counties. Preferred properties and locations would be within Monroe or Collier counties or northern Palm Beach. Typically run from 3pm on Sunday until 11am on Tuesday. Rooms are requested complimentary for all or for planner board members, or at a minimum at an industry or employee rate. Food and beverage is requested sponsored, or greatly reduced, with one sponsored 1.5 hour reception with heavy hors d'oeuvres. In return, host property will receive marketing and sponsorship consideration. Package to be designed dependent upon proposal received.

**Requested Dates/ Times:**

- Sunday, December 5 - Tuesday, December 7, 2010 - BOOKED - Naples
- Sunday, May 15 - Tuesday, May 17, 2011 - Will consider any area.

**Venue Requirements:**

- 12 - 18 guestrooms dependent on pricing.
- One conference room approximately 750 square feet set U-Shape for 18
- Wireless internet, LCD projector, screen and one small table
- Continental breakfast and breaks provided in-room
- No registration table needed
- Luncheon is working, and may be buffet or plated stationed outside the room.

Contact Person for Questions: Christine Tascione, President 2010-2011, T 954.767.2466, or [president@sfmpi.org](mailto:president@sfmpi.org)



## Proposal Response 2010 - 2011 Events

*Meeting Professionals International South Florida Chapter (SFMPI) is Looking for Unique Venues to Host Monthly Educational Programs, Special and Mix N'Mingle Events*

**VENUE NAME:**

Contact Name	
Address	
City/State/Zip Code	
Telephone	
Email	

Please provide information on which event(s) you are interested in proposing and what items your facility can offer.

All complete proposals should be sent to Christine Tascione, President 2010-2011 at [president@sfmpi.org](mailto:president@sfmpi.org) AND the person indicated below:

**EDUCATION PROGRAM SPECIFICATIONS & FORMAT OPTIONS**

Lauren Halpern, Director of Professional Development: [disprofessionaldevel@sfmpi.org](mailto:disprofessionaldevel@sfmpi.org)

**SOUTH FLORIDA EDUCATION SUMMIT SPECIFICATIONS & FORMAT OPTIONS**

Lauren Halpern, Director of Professional Development: [disprofessionaldevel@sfmpi.org](mailto:disprofessionaldevel@sfmpi.org)

**MIX N'MINGLE (NETWORKING AFTER 5) EVENTS**

Deborah Corrao, Director of Special Events, [dirdspecialevents@sfmpi.org](mailto:dirdspecialevents@sfmpi.org)  
DeAnne Graham, Chair of Mix N'Mingle - [dee@welcomemag.com](mailto:dee@welcomemag.com)

**SPECIAL EVENTS**

Deborah Corrao, Director of Special Events, [dirdspecialevents@sfmpi.org](mailto:dirdspecialevents@sfmpi.org)