



Request for Proposal - Chapter Meeting/Education Event 2016-2017 Term

Meeting Professionals International South Florida Chapter (MPISFL) is looking for unique venues to host bimonthly Chapter Meeting/Educational Event

ABOUT MPI SOUTH FLORIDA CHAPTER:

The 440+ member South Florida chapter of Meeting Professionals International (MPISFL), established in 1974, provides education and information on the latest research and trends, leadership training, best practices, professional development and networking opportunities in the meetings industry. This enables our members to enhance their professional value and define the strategic value of meetings within their respective organizations. MPISFL represents a total annual buying power in excess of \$395 million.
For more information, visit www.mpisfl.org.

ABOUT MPI:

Founded in 1972, Meeting Professionals International, with 18,500 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.

WHY HOST AN MPISFL CHAPTER MEETING/EDUCATION EVENT?

Here are the benefits our venue partners receive...

- Venue and service exposure to key decision makers in the South Florida meetings industry
- Social media alerts announcing the meeting topic and location
- Recognition in the MPISFL e-newsletter, with a circulation of over 440 industry professionals
- Recognition and logo exposure on MPISFL website
- Prominent exposure opportunity including logo and venue description in all media promoting event, email, social media, print, telephone blasts and website
- Brief sales presentation at your hosted meeting (during announcements period)
- Opportunity to be selected for the prestigious Venue of The Year at MPISFL Annual Meeting and Awards Ceremony
- Contact list of attendees for follow-up (pdf format)
- Complimentary registration for your team to attend the hosted educational program
- Networking and marketing opportunities for your staff - including greeting and the opportunity to provide a venue tour.

Chapter Meeting/Education Event Specs

MPISFL requests facility waive all fees for room rental, food & beverage, and LCD projector and screens. If you are unable to provide all requirements on a complimentary basis, please indicate costs in your proposal for consideration. Additional sponsors for event may be able to be secured.

Open Dates:

- October 2016 (Special Event)*
- February 2017 (Special Event)*
- January 24, 2017
- March 22, 2017
- May 12, 2017
- June 2017 (Installation and Awards Gala)*
- July 26, 2017
- September 27, 2017
- October 2017 (Special Event)*

*Please note that the Specs for Special Events vary. If interested in hosting a Special Event please let us know.

Availability: If the above dates do not work, please offer alternate dates that work for your venue as we may be able to build the program around your availability.

Example Agenda As follows:

(please note that times may change if the event includes a luncheon or dinner)

Board of Directors Meeting	3:00 p.m. - 4:30 p.m.	16pp conference or u-shape
New Member Orientation	4:30 p.m. - 5:00 p.m.	10pp conference or theatre
Registration & Networking	4:30 p.m. - 5:00 p.m.	pre function area outside GS
Program	5:00 p.m. - 6:30 p.m.	100pp set-up varies TBD
Reception/Venue Tours	6:30 p.m. - 7:30 p.m.	100pp set-up reception

AV Requirements:

- Two (2) banquet tables, skirted with two chairs and waste basket (Registration)
- One (1) Small Stage, skirted with steps
- One (1) Podium
- Two (2) Wireless Microphones
- One (1) Screen
- One (1) Confidence Monitor
- One (1) Lavalier Microphone
- One (1) LCD Projector (rear projection preferred)
- Two (2) AV Production Tables with 2 chairs each
- One (1) Technician to run program
- One (1) Laptop
- One (1) Polycom Speakerphone for Board Meeting Room
- One (1) Television Monitor or additional screen/projector in Board Room
- Internet access to meeting room and Board Meeting Room

Sleeping Room Requirements (For Hotel Venues)

- One complimentary room night for speaker, or discounted room rate

MPISFL to provide to Venue:

- Recognition in the MPISFL newsletter, with a circulation of over 420 industry professionals
- Special recognition on MPISFL's website, with unlimited readership
- Brief sales presentation at your hosted meeting
- Networking and marketing opportunities for your staff
- Contact list of attendees for follow-up (pdf format)
- Complimentary registration for your staff to attend education event and reception if F+B costs are sponsored

Venue to provide Complimentary to MPISFL:

- Water for Board Meeting
- Directions to venue along with a brief description of venue for our newsletter
- Waiving all fees for room rental
- Audio Visual requirements (please let us know if you have any restrictions in this area)
- Sponsored two (2) drink tickets & hors d'oeuvres/food stations for 50-75 or similar style menu for reception (followed by cash bar) or Lunch/Dinner depending on program.
- BEO for signature to confirm event one week in advance
- One complimentary room night for speaker (Hotel Venues)

Contact:

For any questions or suggestions, please contact:

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