



Event Manager Request for Proposal

The Cascadia Educational Conference (CEC) is a joint regional conference for the Oregon and Washington State chapters of Meeting Professional’s International. Meeting Professional’s International is the global association community for meeting and event professionals. The conference’s mission it to provide relevant industry education and an alternate revenue stream for the chapters. CEC also features pre-conference activities, a tradeshow, hosted buyer program and a gala. The conference is overseen by a steering committee with representation from both chapter boards. Monthly reporting to the boards is required.

The conference will take place March 3-6, 2018 at the Peppermill Resort in Reno, Nevada. This Request for Proposal outlines the needs for an Event Manager and Registration Manager to help the committees of the Oregon Chapter and the Washington State Chapter to produce this joint meeting.

SAMPLE Meeting Outline (subject to change):

Day	Event	# Attendees	Time	Setup
Saturday	Office	Flow	24-hour hold	3 6’ tables and chairs with space for supplies
Sunday – Tuesday at 2:00pm	Office	Flow	24-hour hold	same
	Speaker Room		8:00am–24hr hold	Couch, Table
	Registration	300-350 flow	12:00pm–24hr hold	2 8’ tables and chairs
	Silent Auction		5:00pm–eve	Minimum 5 6’ tables
	Tradeshow	300-350 flow	12:00pm-24-hour hold	Minimum (40) – 8x10 booths with tabletops & reception space
Sunday	Hosted Buyer	50	1:00pm–2:30pm	(40-50) 6’ tables or cocktail rounds as desks w/ 2 chairs
	Breakouts (3-4)	70-100	1:00pm-5:30pm	Classroom, Rounds or Theater
	Opening Session	300-350	6:30pm – 8:00pm	Rounds



	Welcome Reception & Tradeshow	300-350	8:00pm-9:30pm	In Tradeshow Space
Monday	Breakfast/Keynote	300-350	8:00am-9:30am	Rounds
	Tradeshow	300-350 flow	24-hour hold	Booths
	Breakouts (3)	70-100 each	9:30am-5:30pm	Classroom, Rounds or Theater
	Hosted Buyer	50	1:00pm-2:30pm	Existing
	Lunch/Keynote	300-350	12:00pm-2:00pm	Rounds
	Gala Reception & Dinner	300-350	6:00pm-11:00pm	Rounds with space for reception and entertainment
	Post gala social event (Poker Tournament)	50	11:00pm-1:00am	(6) Poker Tables
Tuesday	Registration/ Silent Auction Check-out	Flow	9:00am-2:00pm	2 8' tables and chairs
	Breakfast/Keynote	300-350	8:30am-10:00am	Rounds
	Tradeshow	280-330 flow	8:00am-10:30am	Booths
	Breakouts (3)	70-100 each	10:00am-12:00pm	Classroom, Rounds or Theater
	Closing Lunch & Keynote	250-300	11:30am-1:30pm	Rounds
	Tradeshow Teardown		10:30am-3:00pm	

Schedule is reviewed for changes annually

- History of Attendance:
 - 2015 Grand Mound, WA – 233
 - 2016 Bend, OR – 271
 - 2017 Pendleton, OR - 216
- Number of Exhibitors: approximately 10-20, depending on space available



General Event Logistics:

- Attend on-site meeting and site visit
- Development of attendee e-blasts, postcards etc. while working closely with the steering committee and designer
- Work with chapter administrator to register all volunteers, speakers, sponsors, staff, etc.
- Update on current expense as well as forecasted budget on a weekly basis to present to steering committee
- Communication to facility on room setups, catering needs, AV, exhibits, rooming list submission, reserve review as well as other needs that may be needed by the facility.
- Manage Conference signage
- Ensure website is up-to-date and upload conference information as it becomes available
- Design of registration area and other conference areas
- Bi-weekly steering committee calls and all committee calls or as needed and directed by committee chairs. As the event get closer, calls move to bi-weekly
- Manage all contracts for the conference including pre-conference activities, sponsorships and speaker contracts

Trade Show/Hosted Buyer:

- Obtain RFPs from trade show decorators (if necessary). Provide recommendation to client on the best option for decorating services
- Determine booth layout and coordinate with vendors (decorator and/or facility)
- Follow-up with exhibitors regarding reserving exhibit space and send exhibitor packets
- Receive and record exhibitor registrations, as well as make available online
- Direct liaison with trade show decorator, facility, FaceTime or similar appointment matching software for hosted buyer and exhibitors

Sponsor Management:

- Facilitate sponsor contract signing and payment with Steering Committee recruited sponsors
- Management of day-to-day sponsor needs once contract is signed, management on-site
- Coordinate fulfillment with sponsor, venue, and committee as needed. This includes, but is not limited to: collection of logos/photos for use in marketing, assistance in distribution of any amenities, and assure post-event follow up is done by Steering Committee.
- Create and distribute sponsor guide that includes venue information, on-site requirements, registration links, and other details as needed

Speaker Management:

- Facilitate communications with potential and secured speakers as directed
- Assess audiovisual needs with presenters and make appropriate arrangements with facility
- Secure and compile speaker's handouts, biographical material and information to promote the



breakout as needed online

- Secure speaker contracts for all paid speakers
- Put together a speaker guide for basic information, registration links, and other important information that speakers need

On-site Management:

- Direct liaison with facility and decorator
- Over site and coordination of meeting space, exhibits, meals, receptions, etc.
- Coordination with speakers, AV, and room setups
- Coordination with registration company or program for onsite registration
- Arrive at minimum 24 hours before attending precon
- Walk all event space to check set up accuracy and test AV
- Ensure that surveys are at each event and final survey sent out – Via app and Survey Monkey

Post-Event Management:

- Compile conference, speaker and exhibitor evaluations for presentation to host organization
- Facilitate thank you letters to vendors, exhibitors, etc., as needed
- Evaluate all vendor billing for accuracy prior to final payments
- Produce a post-event report and present to the conference chairs

Proposal Submission Instructions:

Proposals will be accepted for full scope of the work or portions; please specify in your proposal what sections you are proposing on. Please review and send proposal to both:

Jennifer Dills, MPI-WSC
Cascadia Co-Chair
jendills@hotmail.com

Greg Heinze, MPI-OC
Cascadia Co-Chair
gheinze@hotelmodera.com

QUESTIONS: Submit questions by e-mail to either Jennifer Dills or Greg Heinze no later than Wednesday, May 31, 2017

Proposals Due: Friday, May 31 2017 by 5 p.m. PST

NOTE: All proposals received Jennifer Dills and Greg Heinze will be sent a confirmation of receipt. If you do not receive either e-mail or phone message, this would indicate your proposal was not received.

DISTRIBUTION LIST: All MPI Members in the Washington or Oregon Chapters