

Request for Venue Proposal - Education Events

PURPOSE OF RFP

MPI Pittsburgh Chapter is seeking industry partners interested in fully hosting chapter monthly educational meetings by providing an in-kind donation of food, beverage, audio visual and meeting space.

BACKGROUND

Meeting Professionals International (MPI) is the premier global association community for meeting and event professionals, believing in the unequalled power of events and human connections to advance organizational objectives. The Pittsburgh Chapter's planner membership represents local and national organizations including Pittsburgh Technology Council, Development Dimensions International, Carnegie Mellon University, Highmark Inc, Cisco, WESCO Distribution, National Association of EMS Educators, Grant Street Group, and Software Engineering Institute, among many others. Supplier members offer a broad range of products and services dedicated to providing support for meeting planner professionals. In Pittsburgh, our chapter accounts for approximately \$33 million dollars in event buying power. Our membership alone consists of 46% Planners.

GOAL OF MONTHLY CHAPTER MEETINGS

Monthly chapter meetings provide a forum for planner & supplier members and guests to receive a higher level of education and focus on their professional development while building and advancing their business connections. These events give attendees a first-hand experience with local venues that are available to host meetings & events. MPI Pittsburgh has traditionally held meetings on the first Wednesday of every month; however, a creative proposal offering a different date or times of the day will be considered.

BENEFITS OF HOSTING A CHAPTER MEETING

By fully hosting an event at your facility, your property will get direct exposure to meeting planners, suppliers, and their guests. You will have the opportunity to showcase your property to all attendees during the event. This can include food & beverage creativity, renovations, new programs, etc. The benefit of hosting one of these events is to assist your venue in creating a brand status with the local colleagues & planners in the industry.

For your in-kind donation, you will receive our HOST sponsorship package increasing the exposure to your facility.

The HOST package includes:

- Event Sponsor listing with contact information for one year on MPI Pittsburgh website
- List of attendees and their companies in advance for strategic planning
- Logo on meeting announcement that is posted on website, social media pages and emails
- Logo projected on screen at hosted event
- Two (2) complimentary registrations for event at your property
- An opportunity to speak with audience and conduct tours at the event

Group Requirements

How to Respond:

Please send the response along with any additional details you wish to convey to admin@mpipittsburgh.org

The Chapter is seeking host partners to provide the following via in-kind donation

Educational Program

- Attendance: 35-45 people
- Breakfast, Lunch, or Appetizers/Hors D'oeuvres based on time of event.
- (1) Complimentary Guest Room for (1) Night for Speaker of Event if venue provides overnight accommodations.
- Standard AV to include:
 - Lectern, stage, wireless hand-held microphone and/or wireless lavalier microphone; LCD projector and screen or monitor with laptop connectivity; slide advancer; power; cables; wireless internet connection
 - Speaker phone for pre-event Board meeting
- Appropriate meeting space as outlined below:

BREAKFAST TIME	FUNCTION	NUMBER OF PEOPLE	SETUP
7:30 AM – 8:00 AM	Registration and Networking	FLOW	(1) 6' table, 1 chair, waste basket
8:00 AM – 11:00 AM	Breakfast Program	35 -45 People	Crescent seating and standard A/V listed above Set- up subject to change
11:00 AM – 12:45 PM	Board Meeting	15 People	Conference or U-Shape with speaker phone

LUNCH TIME	FUNCTION	NUMBER OF PEOPLE	SETUP
9:00 AM – 11:00 AM	Board Meeting	15 People	Conference or U-Shape with speaker phone
11:00 AM – 11:45 AM	Registration and Networking	FLOW	(1) 6' table, 1 chair, waste basket
11:45 AM – 1:30 PM	Lunch/Program	35-45 People	Crescent seating and standard A/V listed above

LATE AFTERNOON TIME	FUNCTION	NUMBER OF PEOPLE	SETUP
12:00 PM – 1:45 PM	Board Meeting	15 People	Conference or U-Shape with speaker phone
2:00 PM – 3:00 PM	Registration and Opening Remarks	FLOW	(1) 6' table, 1 chair, waste basket
3:00 PM – 4:30 PM	Program	60-90 People	Crescent seating and standard A/V listed above
4:30 PM – 6:30 PM	Networking with hors d'oeuvres	60-90 People	Different area than where program was held. i.e: Lobby space, bar, rooftop, etc.

2019/2020 Education Calendar

How to Respond:

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MONTH	DAY	YEAR	PREFERED TIME	PROGRAM TYPE	NOTES
November	Nov. 6th	2019	<u>Breakfast</u> Registration and Opening Remarks: 8:00-9:00AM Program: 9:00 am - 11:00 am Board Meeting: 11:00 am – 12:45 pm	Education	
January	Jan. 15th	2020	<u>Breakfast</u> Registration and Opening Remarks: 8:00-9:00AM Program: 9:00 am - 11:00 am Board Meeting: 11:00 am – 12:45 pm	Education	
February	Feb. 12th	2020	<u>Lunch</u> Board Meeting: 9 am - 11 am Program: 11 am - 1:30 pm	Education	
April	Apr. 14th (Date is not flexible)	2020	<u>Afternoon</u> Registration and Opening Remarks: 2:00-3:00 Program: 3:00 pm - 4:30 pm Networking: 4:30 pm - 6:30 pm	Global Meeting Industry Day - Education	Please see below for more information
This event is 'Global Meeting Industry Day' – in the past MPI partnered with PCMA (Professional Convention Management Association) and ILEA (International Live Events Association) for this event. The event was attended by over 70 Local meeting and event planners. The event was sponsored by VISITPittsburgh.					
June	June 3rd	2020	<u>Breakfast</u> Registration and Opening Remarks: 8:00-9:00AM Program: 9:00 am - 11:00 am Board Meeting: 11:00 am – 12:45 pm	Education	

Dates and Times are subject to change.

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Event Venue History:

Recent Monthly Meetings have been held at the following properties:

PROPERTY NAME	MONTH	YEAR	TOPIC
Cambria Hotel & Suites Pittsburgh Downtown	April	2017	Cutting-Edge Legal & Security Issues in Tomorrow's Meetings
Tequila Cowboy	May	2017	May Celebration
Kimpton Hotel Monaco Pittsburgh	June	2017	Disney's Approach to Employee Engagement
Industrious Pittsburgh	August	2017	Networking
Doubletree By Hilton Hotel Pittsburgh - Cranberry	September	2017	The Paradox of Potential
Nova Place	October	2017	Education Meets Networking: "Event Horrors"
Hard Rock Cafe Station Square	November	2017	Welcome to the Participation Era of Events
Bella Sera	December	2017	Holiday Party
Dave and Busters	January	2018	Networking Event with ILEA
Renaissance Pittsburgh Hotel	February	2018	All Things Conflict
*Rescheduled due to weather	March	2018	
Energy Innovation Center Institute	April	2018	2018 Global Meetings Industry Day
Howl at the Moon	May	2018	May Celebration
Hyatt House Shadyside	June	2018	Judge & Jury with Today's Hottest Event Contract Issues
Hyatt House South Side	August	2018	Networking
DoubleTree by Hilton Hotel Pittsburgh - Green Tree	September	2018	How to Sell a Service; It Starts with C
Morton's The Steakhouse - Pittsburgh	October	2018	How to Strategically Plan Meetings and Your Career
Embassy Suites by Hilton Pittsburgh-Downtown	November	2018	Event Tech - The Meeting of the Future
Fairmont Pittsburgh	December	2018	Holiday Party
Event Source	January	2019	2019 Kickoff Event with ILEA
The University Club	February	2019	Mastering Stakeholder Management
David L. Lawrence Convention Center	April	2019	Sustainability in the Work Place
Nova Place	June	2019	Secret Tech Weapons

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What Makes a Venue Proposal Attractive to MPI Pittsburgh?

- Showcase You! Let us know if you have recently expanded your property or had a significant renovation. Our planner members especially look for an experience that showcases many options in a local area. We encourage suppliers to partner with others in their area to showcase more meeting ideas, venues and services.
- Be Creative! Non-traditional food and beverage offerings as well as themed meeting venues are always welcome.
- Go Local! If your team has ideas about how to promote the chapter meeting not only to our members, but also to your own clients and community, please add these ideas to your proposal.
- We are Pittsburgh! As a Pittsburgh association, we try to host our educational meetings and events throughout the Pittsburgh area in an effort to partner with various member properties and expose our members to new and different venues.

Sponsorship Opportunities

In-Kind Sponsorship: MPI Pittsburgh offers a valuable sponsorship package in exchange for your hospitality. We have flexible Sponsorship options to allow you to customize the items you wish to accept in-kind for your gracious hospitality.

Additional Sponsorship Opportunities: Exposure is the key to success in our industry. By developing relationships with fellow members, whether planner or supplier, you will strengthen your property/venue's name in the industry, recognize and celebrate the business brought to you by these industry professionals that will result in bottom-line, measurable business.

For additional sponsorship opportunities: please contact our chapter administrator at admin@mpipittsburgh.org

MPI Pittsburgh is now accepting proposals for partnerships and sponsors.

MPI Pittsburgh thanks you in advance for your interest and generosity!