



## REQUEST FOR PROPOSAL – MPI Potomac Board Meetings 2026

Meeting Professionals International (MPI), the meeting and event industry's largest and most vibrant global community helps our members thrive by providing human connections to knowledge and ideas, relationships, and marketplaces. MPI membership is comprised of more than 17,000 members belonging to 80 chapters and clubs in 22 countries.

Meeting Professionals International Potomac Chapter (MPI Potomac) is the third largest chapter with more than 650 members. Established in 1978, PMPI continues to build a diverse, international meeting industry community in the Washington, DC, Maryland and Northern Virginia areas. By connecting more members to more opportunities for professional development and successful business partnerships, PMPI delivers ever greater value to its members year after year. Of the 600+ members, 60% represent both Association/Non-profit and Corporate meeting professionals.

### **MPI Potomac Incoming Board Retreat:**

MPI Potomac is driven by a dedicated 15-person board of directors who meet monthly to strategize and deliver exceptional experiences to our members. By hosting one of our meetings, you'll not only support our mission but also showcase your venue to key industry leaders, positioning it as a trusted partner in creating impactful events.

### **In exchange for the generous in-kind donation being provided by the Venue, MPI Potomac will supply:**

- Opportunity for venue representatives to welcome board at start of the meeting
- Roster of board of directors including contact information.

After reviewing the requirements below, please contact:

**Melissa Benowitz, CMP**  
**Association Manager, Meeting Professionals International, Potomac Chapter**  
**EMAIL: [info@mpipotomac.org](mailto:info@mpipotomac.org)**

### **I. GENERAL INFORMATION**

**Event Name:** MPI Potomac Incoming Board Retreat

**Key Contacts:**  
Melissa Benowitz, CMP  
Association Manager  
MPI Potomac Chapter

**Attendance:** 15 Board Members (8 planners/7 Suppliers)

## **II. REQUIREMENTS**

Conference Table for 15

Monitor for Zoom participants- *ideally have a camera so we can just plug in our laptop and everyone on screen can see those at the table.*

## **III. TIME**

The meetings will take place from 4:00-6:00PM each month. Room will be needed from 3:30PM-6:30PM to include set up and clean up.

## **IV. DATES**

Ideally it would be great to hold at least 2-3 meetings in a row at the same spot. The meeting dates\* are:

- Thursday, February 12
- Thursday, March 12
- Thursday, April 9
- Thursday, May 14
- Thursday, June 11
- Thursday, July 9
- Thursday, August 13
- Thursday, September 17
- Thursday, October 8
- Thursday, November 12
- Thursday, December 10

\*Dates may change if an MPI Potomac Chapter event falls on the same day. We will provide ample time to find alternative dates.