



REQUEST FOR PROPOSAL – MPI Potomac Incoming Board Retreat 2025

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 15,000 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 600 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 seeking a venue to hold its Incoming board retreat. Preference will be given for those that are able to fully sponsor our meeting and provide the following:

- Complimentary hotel rooms for 16-18 people for 2 nights;
- Complimentary meeting space for two and a half day for 16-18 people (see schedule for details);
- Complimentary audio visual including LCD projector, screen, sound, wireless mouse.
- Complimentary Food & Beverage for two-three days, which would include (1) breakfast, (4) breaks, (2) lunches, (1) reception and dinner for 16-18.
- Team building exercise to showcase your location and bond our team

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

- Opportunity for venue representatives to welcome guests to hotel and attend and participate in all of the scheduled food functions;
- Acknowledgement on the sponsorship area of MPI Potomac's website (www.mpiweb.org/chapters/potomac) with link to venue – logo with link to be provided by venue;
- Two (2) Email blasts designed by venue and forwarded to MPI Potomac in order for it to be sent to the chapter's entire membership on date requested by venue;
- Roster of board of directors including contact information.
- Other benefits in lieu of those listed above to be discussed

After reviewing the requirements below, please submit your proposal via email to:

Melissa Benowitz, CMP
Association Manager, Meeting Professionals International, Potomac Chapter
EMAIL: info@mpipotomac.org

MPI Potomac expects that all work will be performed in a professional manner. All information provided in this RFP is proprietary and for this purpose only. Information cannot be released without written permission from MPI Potomac. Final decision will be made by the executive committee of the board of MPI Potomac.

Strong considerations will be given based on the following criteria:

- Ability for organization to become a retreat partner
- Provide team building ideas/events for evening activities for group – showcasing the local area or hotel’s recreational offerings are a plus
- Best offer comparative to market is highly encouraged
- Ability of vendor to provide high level service
- Recommendations from previous and/or existing clientele

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)
1 MPI Potomac Chapter Manager, 1 MPI Retreat Facilitator (Both Planners)

Event History:

2024 The Hotel at the University of Maryland, College Park, MD
2023 Hilton Old Town Alexandria, Alexandria, VA
2022 Hyatt Regency Dulles, Herndon, VA
2021 Virtual
2020 Virtual
2019 Hilton Alexandria, Alexandria, VA
2018 Penn Stater Conference Center, State College, PA
2017 Kalahari Resort, Pocono Mountain, PA
2016 National Conference Center, Leesburg, VA
2015 Omni Richmond, Richmond, VA
2014 Caesars, Atlantic City, NJ
2013 Kingsmill Resort & Spa & Conference Center, Williamsburg, VA
2012 Westin Charlotte/Charlotte Convention Center, Charlotte, NC
2011 Hilton Raleigh/Raleigh Convention Center, Raleigh, NC
2010 National Conference Center, Lansdowne, VA
2009 Virginia Crossings Resort, Richmond, VA

II. REQUIREMENTS

Preferred Event Dates are (in order of preference)

1. Saturday, November 8 - Monday, November 10
2. Saturday, November 15-Monday, November 17

Guest Rooms:

Day 1	Day 2	Day 3
17 - single	17 - single	checkout

Function Space Requirements:

Function Space

Time	Activity	Space Needed
Day One		
12:30 pm	Arrival/Light Refreshments	Foyer or back of room
1:00 pm – 5:30 pm	Retreat Sessions	5 Crescent Rounds 4-5 seats each
3:30 pm – 4:00 pm	Break - Beverage Service and snacks	Foyer or back of room
5:30 pm – 6:30 pm	Check-Ins and Free Time	
6:30 pm – 8:30 pm	Reception and Dinner with fun event	Work with venue on options
Day Two		
8:00 am – 9:00 am	Breakfast	Rounds
9:00 am – 5:30 pm	Retreat Sessions	5 Crescent Rounds 4-5 seats each
10:30 am – 11:00 am	Break - Beverage Service and snacks	Foyer or back of room
12:30 pm – 2:30 pm	Lunch	Separate room/Rounds
2:30 pm – 3:00 pm	Break - Beverage Service and snacks	Foyer or back of room
5:30 pm – 6:30 pm	Free Time	
6:30 pm – 8:30 pm	Reception and Dinner with fun event	Work with venue on options
Day Three		
8:00 am – 9:00 am	Breakfast	Rounds
9:00 am – 1:00 pm	Retreat Sessions	5 Crescent Rounds 4-5 seats each
10:30 am – 11:00 am	Break - Beverage Service and snacks	Foyer or back of room
1:00 pm – 1:30 pm	To go Lunch	Separate room/Rounds
1:30 pm	Depart	