



## **REQUEST FOR PROPOSAL – MPI Potomac Mid-Year Board Retreat 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 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 18 people for 2 nights;
- Complimentary meeting space for two and a half day for 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 18.
- Team building evening activities 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](http://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](mailto: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:** 16 Board Members (8 planners/8 Suppliers)  
1 MPI Potomac Chapter Manager, 1 MPI Retreat Facilitator (1 planner/1 supplier)

### **Event History:**

|      |  |
|------|--|
| 2025 | Harrison Group Hotel, Ocean City, MD             |
| 2024 | Embassy Suites, Bethesda, MD                     |
| 2023 | University Club, Washington DC                   |
| 2022 | Virtual  |
| 2021 | Virtual  |
| 2020 | Virtual  |
| 2019 | Doubletree Gaithersburg, MD                      |
| 2018 | Bolger Center, an Aramark Hotel, Potomac MD      |
| 2017 | Lansdowne Resort, Leesburg, VA                   |
| 2015 | The Salamander Hotel, Middleburg, VA             |
| 2014 | Caesar's Atlantic City, NJ                       |
| 2013 | Bolger Center, a Dolce Hotel, Potomac, MD        |
| 2012 | Omni Bedford Springs Resort, Bedford Springs, PA |
| 2011 | Hilton Cancun Golf and Spa Resort, Cancun, MX    |
| 2010 | Red Rock Casino Resort & Spa, Las Vegas, NV      |
| 2009 | Lansdowne Resort, Leesburg, VA                   |

## II. REQUIREMENTS

Preferred Event Dates are April 2026 avoiding major holidays. Two pattern choices (in order of preference)

1. Saturday- Monday
2. Friday - Sunday

### Guest Rooms:

| Day Zero  | Day One     | Day Two     | Day three |
|-----------|-------------|-------------|-----------|
| 2- Single | 18 - single | 18 - single | checkout  |

### Function Space

| Time                | Activity                            | Space Needed                                      |
|---------------------|-------------------------------------|---|
| Day One             |                                     |   |
| 9:30 am             | Arrival/Light Refreshments          | Foyer or back of room                             |
| 10:00 am – 12:30 pm | Retreat Sessions                    | 5 Crescent Rounds<br>4-5 seats each<br>or U Shape |
| 12:30 pm            | Working Lunch                       | Foyer or back of room                             |
| 1:00 pm – 5:30 pm   | Retreat Sessions                    | 5 Crescent Rounds<br>4-5 seats each<br>or U Shape |
| 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<br>4-5 seats each<br>or U Shape |
| 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 – 12:00 pm  | Retreat Sessions                    | 5 Crescent Rounds<br>4-5 seats each<br>or U Shape |
| 10:30 am – 11:00 am | Break - Beverage Service and snacks | Foyer or back of room                             |
| 12:30 pm            | Depart                              |   |

