



## REQUEST FOR PROPOSAL: MPI Potomac's Education Conference 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 composed of more than 14,000 members belonging to 71 chapters and clubs worldwide.*

*Meeting Professionals International Potomac Chapter (MPI Potomac) is one of the organization's largest chapters with nearly 600 members. Established in 1978, MPI Potomac continues to build a diverse, international meeting industry community in Northern Virginia, Maryland, and Washington, DC areas. By connecting more members to more opportunities for professional development and successful business partnerships, MPI Potomac delivers ever greater value to its members year over year. Approximately 60% represent association, non-profit, and corporate meeting planner professionals.*

*MPI Potomac Sponsorship opportunities are quite attractive as our membership percentages are **60% Planners and 40% Suppliers**, with nearly \$3.5 million of business-to-business transactions between our MPI Potomac planner community and the MPI Potomac suppliers and sponsors.*

### **Purpose of Event / Anticipated Outcome of Event:**

Education Conference is a new program based upon MPI Potomac's former ReConEx and MACE conferences. The program will deliver accredited current and timely education to our members and the community. If you or your General Manager have any educational topics of interest you would like to suggest or be a part of as the host venue, we would like to discuss that opportunity.

After reviewing the requirements below, you may submit your proposal (by email or mail) to:

Meeting Professionals International Potomac Chapter  
18901 Lindenhouse Road  
Gaithersburg, MD 20879  
Attn: Melissa Benowitz  
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 MPI Potomac Board Director for Professional Development and the Vice President of Education.

### **Critical Decision Elements:**

- Complimentary food/beverage and meeting space
- Complimentary internet access for registration and streaming
- Complimentary Audio/Visual production for in person and streaming
- No charge for bringing in outside vendors (A/V, Décor)
- Discounted sleeping room rate, if applicable
- Discounted or complimentary parking
- Ability of vendor to provide high level service
- Recommendations from previous and/or existing clientele

**Event Name:** Education Conference 2026

**Preferred Dates:** October 26 or 27 or 28 or 29 or 30

**Attendance:** Average planner attendance at past events: 40%-45%  
Number of Anticipated Attendees:  
In Person- 150  
Virtual- 30

**Venue Type:** Hotel or conference venue near a Metro Station in Washington DC, Northern Virginia and Maryland

**Location of Venue:** Order does not indicate preference; all equally weighted  
1) Washington DC Golden Triangle  
2) Washington DC Downtown  
3) Washington DC Capitol Hill  
4) Metro accessible in Arlington/Alexandria and Bethesda or Silver Spring

**Event Specifications:**

In order to create variety and also offer our supplier partners an opportunity to best showcase your venue, MPI Potomac is open to any of the following set-ups for the event. All costs are requested in-kind to include room and registration set, tables, staging, electricity, AV, and food and beverage.

We have two options on when to hold the e2- Lunch with education or Afternoon education followed by a reception.

**Tentative Schedule:**

Time	Activity
8:00 AM – 1:00 PM	Set up
1:00 PM – 1:30 PM	Registration and Table top Exhibits
1:30 PM – 2:45 PM	General Session
2:45 PM – 3:00 PM	Break
3:00 PM- 4:00 PM	Concurrent Sessions (4)
4:00 PM- 4:30 PM	Networking Break/Exhibits
4:30 PM – 5:30 PM	Concurrent Sessions (4)
5:30 PM – 6:00 PM	Closing Session (in General Session Room)
6:00 PM- 7:30PM	Networking Reception/Exhibits

**Set up Needs:**

- Registration area: 3—6' tables, near electrical outlet
- Exhibit area: space in Foyer by General Session preferred to fit up to 15 six-foot tabletops.
- Meeting Space:
  - General Session
    - Room with capacity for 150 in crescent rounds
    - Stage for AV to include 1-2 screens, a lectern and a riser for up to 5 panelists
    - Space in back of room for camera set to live stream
  - Concurrent Sessions (4)
    - Room with capacity for 50 in Classroom or rounds
    - Stage for AV to include 1 screen, a lectern and a riser for up to 3 panelists
- F&B- area for breaks to be placed near tabletop exhibits.
- AV requirements:
  - General Session Room:
    - Up to 2 LCD projectors, screens/monitors and cables, up to 2 laptops, 1 computer audio interface, clicker for presenter, switcher or bang box, drape (wall-to-wall preferred)
    - Sound system for 150 people, podium with microphone + up to 5 wireless lavalier microphones for speakers.
    - One operator for rehearsal and session.
  - Concurrent Sessions (4):
    - 1 LCD projector/screen or monitor with HDMI cables and sound availability
    - Sound system for 50 people, podium with microphone + up to 3 wireless lavalier microphones for speakers.
  - Internet
    - Complimentary WiFi access for registration
    - Complimentary WiFi access for all attendees in meeting space
    - 100MBs hardwire internet for production

**F&B Needs:**

- Coffee Service- from 1:00pm – 4:30 pm
- Afternoon Break- add food snacks at 4:00pm break
- Reception- cocktail reception to include appetizers, wine/beer bar, sodas, waters (can have drink tickets)

**Budget:**

Full in-kind sponsorship is requested and opportunities to bring in outside vendors at no charge.

**Special Concessions Requested:**

- Complimentary function space
- Complimentary food and beverage
- Complimentary or discounted parking if available
- Complimentary Audio/Visual or high discounts
- Complimentary internet access for registration and streaming
- Complimentary and discounted rooms for exhibitors, speakers and participants requested for night prior and night of the event.

**Host Benefits:**

The host venue will serve as backdrop for this event, resulting in the opportunity to showcase their venue and services to key decision-makers from the Washington Metro meeting and events industry and beyond. Specific sponsorship benefits can vary depending on host need and level of sponsorship. Possible benefits include the following:

- Logo and website link on MPI Potomac's invitation/emails for the event. This invitation is sent a minimum of four times to the entire membership.
- Social media focus on venue when promoting event.
- Acknowledgment in MPI Potomac's e-newsletter leading up to the event promoting the property and follow-up article written on the event and venue.
- Podium time (3 minutes) during the program Venue is hosting.
- Complimentary registration for venue staff to attend in-person portion of the event.
- Ten (10) complimentary registration for venue client(s) to attend the event
- Exhibit Table at the event to display services, introduce venue and welcome attendees.
- Opportunity to give tours of venue
- Event attendance roster for post event use (Name, Company, and address). To be sent within 48 hours of event conclusion. Will include emails/phone numbers of attendees that opt in to provide to sponsors.
- Two (2) Complimentary registration to three (3) MPI Potomac Events in 2025. This includes networking and education events.
- Acknowledgement as sponsor at annual awards program (Evening of the Stars)
- Two (2) e-blasts, designed by the sponsor, to be sent to the entire MPI Potomac membership (to be sent by