



# GREAT LAKES

## EDUCATION SUMMIT



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## REQUEST FOR PROPOSAL

### 2022 Great Lakes Education Summit (GLES)

The 2022 Great Lakes Education Summit, to be held in Wisconsin, is jointly partnered by the Indiana, Michigan & Wisconsin Chapters of Meeting Professionals International, (MPI) and will serve as a fundraiser and membership recruitment tool for the partnering chapters. It will also enable the partnering chapters to combine resources to provide enhanced professional development to their members.

These chapters invite both members and non-members from all three states and beyond to participate in exceptional education that allows those who plan meetings to gain solid professional development and network with industry peers. This conference will also showcase many of the region's hotel properties, special venues and other companies providing supplies and services for meetings through a supplier showcase.

The 2022 conference will be the third rotational pattern for the conference here in Wisconsin: 2018 was in Madison, Wisconsin, 2019 was in Traverse City, Michigan and 2021 will take place in Fort Wayne, Indiana. If you wish to submit a proposal, please send for consideration by **June 1, 2021**.

## BENEFITS OF HOSTING

The sponsor venue will serve as the backdrop for this event, resulting in the opportunity to showcase your venue and services to the key decision-makers from the Indiana, Michigan, & Wisconsin meetings and event industry and beyond.

The Indiana, Michigan, and Wisconsin MPI chapters are comprised of nearly 400 members (Michigan- 156, Indiana- 210, and Wisconsin- 211). Our membership includes approximately 50% planner members who, together, plan nearly 60,000 meetings annually and nearly a quarter of these meetings are held in the Midwest.

### **Additional Benefits of hosting GLES include:**

- *Recognition as sponsor in part of the event to member and non-member database, Logo, and web link on Conference Web site*
- *Four complimentary registrations for your staff to attend the event and network with the region's leading meeting professionals*
- *Opportunity to provide tours of facility at a designated time during the program to interested guests*
- *Recognition during the event's program including three minutes at the lectern to welcome and highlight features of your facility*
- *1 Complimentary exhibitor space*

For more information: Tamara P. Jesswein, CMP, VEMM  
MPI Wisconsin Chapter  
Tamara.jesswein@hidglobal.com

## DESIRED EVENT DATES

Sunday arrival, Tuesday afternoon departure preferred

Preferred week is November 13-16, 2022

2<sup>nd</sup> Option November 6-9, 2022

## MEETING REQUIREMENTS

**EXPECTED ATTENDANCE** (total registrants for entire conference): 200-250

### HOTEL ACCOMMODATIONS

SATURDAY	SUNDAY	MONDAY	TUESDAY
9	120	120	2

### PREVIOUS HOTEL PICKUP

SATURDAY	SUNDAY	MONDAY	TUESDAY
5	103	107	8

Indiana Pick up for 2017 – Sheraton Indianapolis City Centre

SATURDAY	SUNDAY	MONDAY	TUESDAY
9	89	101	6

Wisconsin Pick up for 2018 – Hilton Madison Monona Terrace Hotel

SATURDAY	SUNDAY	MONDAY	TUESDAY
11	112	114	6

Michigan Pick up for 2019 – Traverse City Park Hotel

### EVENT SPACE

TIME	EVENT	EXPECTED ATTENDANCE	SET-UP/NEEDS
Sunday			
Morning	Pre-Conference Meeting		
10:00 AM - 24 hours	Office/Storage	N/A	4-6' or 8' tables set around perimeter of room with 6 chairs, large waste container and 3 keys to access room.
10:00 AM - 4:00 PM	Exhibitor setup	40 Exhibitors	40 8' tables for exhibitor show. Displays located in general session room or near registration. Display tables to be provided complimentary.
12:00 – 6:00 PM	Registration	Flow	3- 8' registration tables and 3 wastebaskets near main keynote area

3:00 PM – 4:00 PM	Chapter Leader Meeting	30	Crescent rounds (5-6 chairs per 5' round or 7-8 chairs per 6' round).
5:00 – 6:00 PM	Aspiring Leaders Network Session	30	Crescent rounds (5-6 chairs per 5' round or 7-8 chairs per 6' round).
6:00 – 8:00 PM	Opening Reception or offsite City Tours	150 (prefer exhibitor area)	Cocktail rounds
Monday			
24 hours	Office/Storage	N/A	Same set as previous day.
7:30 AM -3:00 PM	Registration	Flow	Same set as previous day.
8:00 AM-10:00 AM	Breakfast	250	Crescent rounds (5-6 chairs per 5' round or 7-8 chairs per 6' round). Adequate space for stage and AV equipment at front of room.
10:00 AM – 3:00 PM	Exhibitor Showcase/Silent Auction	40 exhibitors	Same set as previous day.
8:00 AM – 2:00 PM	General Session/Lunch	250	Crescent rounds (5-6 chairs per 5' round or 7-8 chairs per 6' round). Adequate space for stage and AV equipment at front of room.
9:00 AM – 3:00 PM	Breakout sessions	3 rooms, 85 per room	Classroom style for 85 (2 per 6' table or 3 per 8' table) with adequate space for AV equipment and water station in room.
3:30 – 4:30 PM	Property Tours		
5:00 – 6:30 PM	Reception/Dinner or City Tours	150 (prefer exhibit area)	Rounds or Cocktail Rounds
Tuesday			
24 hours	Office/Storage	N/A	Same set as previous day.
7:30 AM -3:00 PM	Registration	Flow	Same set as previous day.
8:00 AM-10:00 AM	Breakfast	250	Crescent rounds (5-6 chairs per 5' round or 7-8 chairs per 6' round). Adequate space for stage and AV equipment at front of room.
10:00 AM – 12:00 PM	Exhibitor Showcase		Same set as previous day.
8:00 AM – 2:00 PM	General Session/Lunch	250	Crescent rounds (5-6 chairs per 5' round or 7-8 chairs per 6' round). Adequate space for stage

			and AV equipment at front of room.
9:00 AM – 12:00 PM	Breakout sessions	3 rooms, 85 per room	Classroom style for 85 (2 per 6' table or 3 per 8' table) with adequate space for AV equipment and water station in room.
7:30 AM -2:00 PM	Registration/Teardown	Flow	Same set as previous day.
12:00 PM – 3:00 PM	Exhibitor Teardown	40 Exhibitors	Same set as previous day.

## CRITICAL DECISION ELEMENTS

As MPI Chapters are part of a member-based professional association and in an effort to keep registration fees low and to maximize attendance and exposure to your venue, the GLES Conference planners respectfully requests consideration of the following items:

- Complimentary meeting and exhibit space.
- Complimentary power for exhibitors and the registration area.
- Complimentary Welcome Reception for group (Sunday Night or Monday night depending on GLES schedule).
- Complimentary amenities for VIP's delivered to each speaker's room (maximum of 15)
- Complimentary VIP accommodations for speakers (maximum of 15 room nights).
- Complimentary AV or discounted AV charges (AV in-kind sponsorship available)
- Complimentary turn-down service/gift delivery to MPI guest rooms, if sponsorship is sold.
- Complimentary round-trip VIP transfers to/from airport (maximum of 15)
- Office space to be re-keyed at no charge.
- Complimentary internet access in registration and meeting spaces.
- 3 Complimentary rooms for the Regional Chairs (WI, MI, IN) for event and 1 day pre and post
- 3 suite upgrades to be provided at 50% of the group rate for each Chapter President for event and 1 day pre and post
- 2 staff rooms at 50% of group rate for administrators for the event and 1 day pre and post
- Direct billing privileges.
- Complimentary parking.
- No attrition damages (can provide previous year's pickup reports)
- Complimentary site inspection rooms (3) will be provided by the facility, based upon availability.
- 2021 food and beverage prices guaranteed.
- Complimentary hand sanitizing stations throughout event/space

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**PROPOSAL DUE DATE: June 1, 2021**  
**SITE INSPECTIONS CONDUCTED BY: August 27, 2021**  
**DECISION DATE BY: September 30, 2021**

**REPLY INSTRUCTIONS:** Please submit proposal for the 2022 Great Lakes Education Summit by email to:  
Tamara Jesswein, CMP, VEMM @ Tamara.jesswein@hidglobal.com