



Meeting Professionals International (MPI) Toronto Chapter is seeking a **Venue Partner** for our: **2026 Incoming Board Summit.**

Possible Dates:

- October 16 - 18 (Thursday to Saturday) - *preferred*
- November 20 - 22 (Thursday to Saturday)
- November 23 - 25 (Sunday to Tuesday)

The MPI Toronto Chapter is Canada's largest chapter in MPI and is known for having a great community of industry professionals. Our members believe in working with companies they know and trust along with fellow members and supporters of MPI are valued based on the knowledge that they share the same goals and principles. Let us connect you with your fellow industry professionals by partnering with our chapter.

We offer a number of networking events throughout the year, so if at this time you are not able to support, please let us know if we can reach out to you again for another date and time.

FIRM DEADLINE TO RESPOND: Monday, May 26, 2025

DECISION DEADLINE BY CHAPTER: Thursday, June 5, 2025

Please ensure your proposal addresses the requests of this form and forward your proposal to the MPI Toronto Executive Director as noted below.

Additional information can be requested upon request.

Erinn Young, Chapter Office liaison

erinn@mpitoronto.org

905-567-9591

TENDER PROCESS:

- This RFP is open to both MPI members and non-members.
- Board members and/or committee members must disclose any conflict of interest or personal intent when submitting a proposal and must remove themselves from contracting discussions.
- All proposals will be acknowledged upon receipt.
- Proposals will be reviewed by the Chapter Office and Office of the Presidents.
- Recommendation and rationale based on the below rating matrix.
- Unsuccessful bidders will be notified by email.
- A site inspection may be conducted prior to the final awarding of the contract.

STRATEGIC PARTNERSHIP REQUEST FOR PROPOSAL

EVENT INFORMATION	
Event Overview:	We are seeking a venue partner to showcase their venue (meeting space, guestrooms, services etc) for use by the incoming 2026 Board members.
Objectives:	The Annual Incoming Board Summit's primary objectives include strategizing on enhancing member engagement, optimizing event experiences, and fostering innovation in professional development initiatives. The participants are industry leaders that will be making key decisions for the chapter in 2026.

MPI TORONTO BOARD SUMMIT - VENUE REQUIREMENTS	
<p>DETAILS:</p> <p>Friday-Day 1: 8:00 AM – 5:00 PM</p> <p>Saturday-Day 2: 8:00 AM – 3:00 PM</p>	<p>For the venue we will require the following:</p> <p>Hotel Rooms:</p> <ul style="list-style-type: none"> • Discount or complimentary hotel rooms for 16 board and staff for 1 night (Friday). Master bill Room & Tax preferred if rate offered. • Upgraded suite for President (also to be used for hospitality) • Consideration to extend rate 1 night pre and post for out of town board members to assist with travel. This night pay own. <p>Meeting Space:</p> <ul style="list-style-type: none"> • Meeting Space for 16 Attendees with banquet rounds with seating half round (4 per table) / OR Boardroom with seating 2ppl per 6ft table. • Additional space in same room for activities away from tables • Complimentary meeting space rental • 4 Flip Charts • Waived fees for external AV supplier • Complimentary Wi-Fi <p>Food & Beverage:</p> <ul style="list-style-type: none"> • Discounted Meeting package for meals <p>Tentative Agenda:</p> <p>Friday – Day 1</p> <ul style="list-style-type: none"> • Continental breakfast 8:30am • Meeting 9:30am – 5:00pm • Refreshment breaks 10:00am and 3:30pm • Lunch 12:30pm • Dinner 6:30pm (<i>onsite or offsite</i>) <p>Saturday – Day 2</p> <ul style="list-style-type: none"> • Breakfast 7:30am • Meeting 8:30am – 3:00pm • Refreshment break 10:00am • Lunch 12:00pm

	<p>Audio/Visual (information for provider and/or proposal): <i>Please share name of in-house provider with current price list or preferred suppliers.</i></p> <ul style="list-style-type: none"> • Preferred: Built-In Screen • 1 Screen/Projector • HDMI Access near Screen • Possible sound system • Labour for install and dismantle • Complimentary Wi-Fi <p>Other:</p> <ul style="list-style-type: none"> • Complimentary parking for all • Please indicate your self-parking rate or closest offsite lot
MPI Toronto Chapter Budget:	<p>MPI Toronto is asking for sponsorship of the Board Summit for the following:</p> <ul style="list-style-type: none"> • Meeting room rental • AV (projector, screen, 4 flipcharts, maybe sound system) • Reduced accommodation rates • Upgraded suite for President (also to be used for hospitality) • Discounted Meeting package for meals • Wi-Fi for meeting room and all participants <p>Our budget is very limited and will have a big impact on the venue decision.</p> <p>Please advise your Total Value of Sponsorship.</p>

SELECTION PROCESS

MPI Toronto reserves the right to accept, in whole or in part, any submission; it also reserves the right to not select any of the submitted proposals should the selection criteria (price and experience) not be met.

Proposals will be evaluated on the following criteria:

1. Price: 0-50 points

All costs and extra options must be clearly identified; however, price will not necessarily be the determining factor. Services offered on a complimentary basis will be taken into account and must be clearly identified in your proposal with a dollar valuation.

2. Amenities/Services offered: 0-40 points

The number of services or amenities, including any extras offered which were not requested.

3. Responsiveness: 0-10 points

Based on submitting proposals on time, responding to inquiries in a timely manner, openness to questions on aspects of the proposal and demonstration within the proposal of how the supplier will react (timeline) to inquiries/requests, and general administration requirements during the contract period, etc.

4. Membership: 10 points

MPI members are not awarded contracts by default. Membership will be a determining factor if all remaining criteria are equal between bidders.

Total possible score: 110 points