



Meeting Professionals International (MPI) Toronto Chapter is seeking a **venue partner** for our **Incoming Board Summit** with option to extend the agreement to include our ***Mid-Year Board Summit*** on the following dates:

- **Incoming Board Summit – November 13-14, 2026**
- ***Mid-Year Board Summit – June 10-11, 2027***

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

We offer several events throughout the year, so if at this time you cannot support, please let us know if we can reach out to you again for another date and time.

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

Additional information can be requested upon request.

FIRM DEADLINE TO RESPOND: August 14, 2026

DECISION DEADLINE BY COMMITTEE: September 11, 2026

If you have any questions about this proposal, please contact:

Leslie Wright, Executive Director
lwright@mpitoronto.org
905-567-9591

Erinn Young, Administrator
erinn@mpitoronto.org
905-567-9591

TENDER PROCESS:

- This RFP is open to both MPI members and non-members.
- RFPs are sent by broadcast email to all chapter 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 administration and current President-Elect and a decision will be made based on the matrix rating below.
- 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 & COMMITTEE INFORMATION	
Event Overview:	We are seeking a <u>venue partner</u> to showcase their meeting space for board members which include planners and suppliers in the events industry. In exchange for showcasing their venue, the sponsor will provide complimentary access to your space along with a complimentary or discounted Food & Beverage package.
Strategic meeting focus & networking	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 2027.

MPI TORONTO BOARD SUMMIT - VENUE REQUIREMENTS	
DATE: <u>Friday November 13, 2026:</u> <i>(Thursday June 10, 2027)</i> <u>Friday November 13, 2026:</u> <i>(Thursday June 10, 2027)</i> 8:00 AM – 5:00 PM <u>Saturday November 14, 2026:</u> <i>(Friday June 11, 2027)</i> 8:00 AM – 4:00 PM	For the venue we will require the following: Hotel Rooms: • Discount or complimentary hotel rooms for 16 board and staff members for 1 night (master bill); • One upgrade to a one-bedroom suite with a generously sized common living space to serve as a hospitality lounge for the group; • Discounted room rates for pre- and post-event stays, subject to availability. Meeting Space: • Meeting Space for 16 Attendees in U-Shape, Half-moon or Boardroom • Complimentary meeting space rental • 2 Flip Charts • Waived fees for external AV supplier • Complimentary Wi-Fi Food & Beverage: • Breakfast & Lunch Buffet Package • Sponsored or Discounted Food & Beverage • MPI Toronto Chapter cannot guarantee minimum spending Audio/Visual (information for provider and/or proposal): • Preferred: Built-In Screen • 1 Screen/Projector • HDMI Access near Screen • Labor for installation and dismantle

	Other: • Complimentary parking for all • Preference will be given to venues that offer comfortable, informal gathering spaces within or adjacent to the meeting facilities, supporting networking, collaboration, and continued discussion beyond the formal meeting environment.
Please advise your Total Value of Sponsorship:	Note: In-Kind sponsors will be allowed a brief welcoming address to attendees and can offer site inspections to those that wish. Additional benefits may be available depending on the value of the sponsorship.

MPI TORONTO BOARD DINNER - VENUE REQUIREMENTS	
DETAILS: <u>Friday November 13, 2026:</u> <i>(Thursday June 10, 2027)</i>	For the venue we will require the following: Dinner Space: • Meeting or Dinner Space for 16 People • Complimentary meeting space rental or access to a private dining space within the property, including any unique venue spaces available on-site. Food & Beverage: • Three Course Dinner - budget is \$65 per person (exclusive of HST) • Wine and Beer Selection • Sponsored or Discounted Food & Beverage • Reception: Venue's choice, we suggest this is your opportunity to be creative and show off your venue's culinary capabilities.
Please advise your Total Value of Sponsorship:	Note: In-Kind sponsorship will allow a brief welcoming address to attendees and can offer site inspections to those that wish. Additional benefits may be available depending on the value of the sponsorship.

SELECTION PROCESS

MPI Toronto Chapter reserves the right to accept, in whole or in part, any submission; it also reserves the right not to 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