



Meeting Professionals International (MPI) Toronto Chapter is seeking a **SPEAKER** for our: **Professional Development session on November 12, 2026**

The MPI Toronto Chapter represents the largest Canadian 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. Let us connect you with your fellow industry professionals by partnering with our chapter.

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

Additional information can be provided upon request.

FIRM DEADLINE TO RESPOND: October 19, 2026

DECISION DEADLINE BY COMMITTEE: October 23, 2026

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

Erinn Young, Chapter 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 MPI 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 Professional Development Committee. A recommendation and rationale will be presented to the committee based on the below rating matrix.
- Unsuccessful bidders will be notified by email.
- A short ZOOM meeting may be required prior to the final awarding of the contract.

STRATEGIC PARTNERSHIP REQUEST FOR PROPOSAL

EVENT INFORMATION			
Event Overview:	For an MPI Toronto Chapter Professional Development event taking place in person on Thursday, November 12, 2026. The event will bring together approximately 60 meeting and event professionals representing both planner and supplier perspectives for an afternoon focused on professional development, industry insights, networking, and peer-to-peer learning. The date is set on Thursday, November 12, 2026		
Projected # of Attendees	60	Event:	1:00PM-4:30PM
Seating	Rounds, flexible	Location:	Toronto: ACE Hotel

EVENT & COMMITTEE INFORMATION	
Preliminary Agenda:	1:00 - 1:30 PM Welcome & Registration 1:30 - 2:30 PM Keynote Speaker 2:30 - 3:30 PM Intentional Networking 3:30 - 4:30 PM Roundtable Discussions 4:30 PM onwards Optional Networking Reception at venue
Overview of Education Requirement:	We are seeking an engaging keynote speaker to deliver a 60-minute educational session that provides practical, actionable takeaways for meeting and event professionals. Content should be relevant to today's meetings and events landscape and focused on helping attendees strengthen their professional skills, improve event outcomes, and navigate current industry challenges. Members have expressed a strong interest in education that moves beyond theory and provides real-world applications, strategies, tools, and examples they can immediately put into practice.
Facilitator to provide:	The successful speaker should have demonstrated experience within the meetings, events, hospitality, tourism, or related business sectors and be able to engage both planners and suppliers. Topics may include, but are not limited to: • Industry trends and emerging challenges impacting event professionals • Contract negotiation and risk management • Budget management and demonstrating event ROI • Creating high-impact events with limited resources

	• Leadership, communication, and professional growth • Practical applications of AI and technology for event professionals • Client engagement, business development, and stakeholder management MPI Toronto Chapter is seeking a speaker who can deliver actionable insights, practical tools, and tangible takeaways that attendees can apply immediately in their day-to-day roles. Preference will be given to presentations that are interactive, relevant to the meetings and events industry, and focused on skill development over theory.
Audio Visual:	MPI Toronto Chapter will provide basic Audio Visual to include screen, projector, microphone, podium. Please include AV requirements to ensure a successful presentation.

MPI Toronto Chapter Budget:	Monetary Compensation: Honorarium upto \$2,000 + HST for speaking, travel and meals.
MPI Sponsorship Deliverables:	Please clearly identify the retail value, in-kind/sponsored contribution, and final cost to MPI Toronto Chapter in your proposal. Sponsorship recognition will be tailored based on the value of the contribution. Please advise your Total Value of Sponsorship.

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