



Meeting Professionals International (MPI) Toronto Chapter is seeking a **venue partner** for our: **2026 Mid-Year Board Summit scheduled for Friday, June 12, 2026.**

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.

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 requested upon request.

**FIRM DEADLINE TO RESPOND:** April 15, 2026

**DECISION DEADLINE BY COMMITTEE:** April 30, 2026

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

Erinn Young, Chapter Administrator

[erinn@mpitoronto.org](mailto: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 Board President and chapter management. A recommendation and rationale will be determined 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 <b>venue partner</b> to showcase their meeting space for board members who are planners and suppliers in the events industry. In exchange for showcasing their venue, the sponsor will provide complimentary access to their space along with a complimentary or discounted Food & Beverage package.
Board Meeting	Objectives: The Annual Mid-Year Board Summit’s primary objectives will be to follow up and review the strategic business plan that was set for the Chapter at the Incoming Board Summit in the fall. This includes a review on the strategy to enhance member engagement, optimizing event experiences, and fostering innovation in professional development initiatives. The participants are industry leaders that will continue to foster the growth of the Chapter through to the end of the 2026 calendar year.

MPI TORONTO CHAPTER BOARD SUMMIT - VENUE REQUIREMENTS	
DETAILS:	For the <b>venue</b> we will require the following:
June 11:	<p><b>Hotel Rooms:</b></p> <ul style="list-style-type: none"> <li>• Discount or complimentary hotel rooms for up to 10</li> <li>• 1 night R&amp;T will be covered to master account</li> <li>• Rate offered for June 12, is possible for out of town board members to reserve and pay own</li> </ul>
June 12: 8:00 AM – 5:00 PM	<p><b>Meeting Space:</b></p> <ul style="list-style-type: none"> <li>• Meeting Space for 14 Attendees in U-Shape or Boardroom</li> <li>• Complimentary meeting space rental</li> <li>• 2 Flip Charts</li> <li>• Waived fees for external AV supplier</li> <li>• Complimentary Wi-Fi</li> </ul> <p><b>Food &amp; Beverage:</b></p> <ul style="list-style-type: none"> <li>• All day meeting package (Breakfast, lunch, 2 breaks)</li> <li>• Sponsored or Discounted Food &amp; Beverage</li> <li>• MPI cannot guarantee minimum spends</li> </ul> <p><b>Audio/Visual (information for provider and/or proposal):</b></p> <ul style="list-style-type: none"> <li>• 1 Screen/Projector (Preferred: Built-In Screen)</li> <li>• HDMI Access near Screen</li> <li>• Power bars around meeting table(s) for laptops</li> <li>• Labour for install and dismantle</li> </ul>

	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Complimentary parking for all</li> <li>• Please indicate your self-parking rate or closest offsite lot</li> </ul>
MPI Toronto Chapter's Budget:	\$2,800.00, inclusive service charge, admin fees. HST additional. Includes 1 night hotel R&T for June 11, all day catering, and audio visual.
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 deliverables awarded based on retail 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**