

Meeting Professionals International (MPI) Toronto Chapter is seeking an **Audio-Visual Partner** for the **April 3, 2025, Global Meetings Industry Day (GMID) Session**.

The MPI Toronto Chapter is the largest 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 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.

Please ensure your proposal addresses the requests of this form and forward your proposal to the MPI Toronto Strategic Partnership Committee, noted below.

Additional information can be requested upon request.

FIRM DEADLINE TO RESPOND: February 5, 2025

DECISION DEADLINE BY COMMITTEE: February 19, 2025

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

Erinn Young
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 venue 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 Committee and Chair. A recommendation and rationale will be presented to the committee based on the matrix below.
- Unsuccessful bidders will be notified by email.

STRATEGIC PARTNERSHIP REQUEST FOR PROPOSAL

EVENT & COMMITTEE INFORMATION					
Event Overview:	Objectives:				
Global Meetings Industry Day (GMID)	Objectives: Global Meetings Industry Day (GMID) brings together leaders from across the meetings and events industry to showcase the real impact the business meetings, conferences, conventions, incentive travel, trade shows and exhibitions have on people, business, and communities. This event is designed to raise awareness of the meetings industry and communicate the value of meetings to the broader business.				
Projected # of Attendees	180-215	% Planner/Supplier:	40/60	Half-Day	9am-12:30pm OR 11am-2:30pm
OVERVIEW OF SPONSORSHIP REQUIREMENTS					
The MPI Toronto Chapter, GMID committee is seeking In-kind Audio-Visual or best offer of services.					
Thursday, April 3, 2025 (Fixed Date)					
AUDIO VISUAL REQUIREMENTS					
DETAILS:	For the Audio-Visual we will require the following: Audio/Visual: <ul style="list-style-type: none"> • 2 Screens/Projectors • Podium • Switcher, Comfort Monitor, (3) Laptops and Perfect Cue • PA System with Podium Mic, (2) Lavs Mics (with headsets), Laptop DIs and Clearcom • Lighting Package for stage and uplights for perimeter of room • Stage (estimate 8x18) with steps & Drape • Camera for IMAG • Labour for install, operate and dismantle 				
Chapter's Budget	\$2,500.00 <i>(power not included)</i>				
Please advise your Total Value of Sponsorship:	Note: In-Kind sponsorship will be allowed a brief podium address to attendees. Additional Partnership offerings can be made, based on total value \$ of In-Kind package.				

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