



RFP: Event Venue

MPI Ottawa's Global Meetings Industry Day (GMID) 2026

Released February 20, 2026 | Proposals due March 6, 2026

Submit questions and proposals to admin@mpiottawa.ca

ABOUT THIS RFP

MPI Ottawa Chapter seeks a premier venue for its 2026 Global Meetings Industry Day (GMID) on Wednesday, May 6, 2026 (**non-flexible date**). This high-profile event attracts around 100 attendees, including influential meeting professionals and decision-makers.

WHY THIS MATTERS

Meeting Professionals International ([MPI Ottawa Chapter](#)), established in 1984, empowers 200+ members to drive business growth and professional development. Our community hosts 10 events per year, including education workshops, networking dinners, an awards gala, and the renowned Charity Auction & Dinner.

TENDER PROCESS

- Open to both MPI members and non-members.
- RFPs are emailed to MPI members and posted on the Chapter website.
- Board/committee members must disclose conflicts of interest and recuse themselves from discussions if applicable.
- Proposals will be acknowledged upon receipt and reviewed by Event Directors, who will provide recommendations based on the selection process.
- Unsuccessful bidders will be notified by email.
- A site inspection may be conducted prior to the final awarding of the contract.

EVENT DETAILS

- Budget: \$7500
- **Setup:** Room to hold up to 100p in ½ rounds of 6, plus a 10x18' stage
- **Event timing:**

11:30am – 12:00pm: Registration

12:00pm – 12:15pm: Welcoming Remarks/Influence Award Presentation
12:15pm – 1:00pm: Lunch
1:00pm – 2:00pm: Keynote Session

- **Attendance:** Estimated 100 attendees

VENUE REQUIREMENTS

- Set- Up:
 - ½ Rounds of 6 | Seating for 100
- Food & Beverage: Budget \$48.55 per person (must include gratuities) which includes:
 - Lunch – preferably plated, served with a dessert and coffee/tea
- Dedicated registration area that includes access to power
- Concessions Needed:
 - Complimentary meeting space, menu upgrades (in-kind sponsorship recognition), guestroom for keynote speaker, coat check, simple table decor.

AV REQUIREMENTS

- Complete PA system to accommodate the size of the room, and the number of expected guests
- Stage backdrop and lighting for podiums, stage wash, accent drape (ground support)
- 1 screen and projector to accommodate the size of room
- 1 translucent podiums and microphone
- 1 wireless handheld microphones
- 1 lapel microphone
- Comfort monitor
- Seamless switcher/scaler
- Background music to be provided by AV company
- 2 direct inputs for computer sound

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EVALUATION CRITERIA

Please see MPI Ottawa's [Selection Process details here](#).

VENUE BENEFITS

Visit our [sponsorship prospectus](#) to see all the benefits of being a Venue In-Kind sponsor!

Submit your proposal and seize the opportunity to connect with key industry professionals with immense buying power.

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