



RFP: Event Venue

MPI Ottawa's Fall Board of Director's Retreat

Released Nov 19 2025 | Proposals due December 5 2025
Submit questions and proposals to admin@mpiottawa.ca

ABOUT THIS RFP

MPI Ottawa Chapter is seeking a venue to host its Spring Board of Directors Retreat in April or May (1.5 days, Friday 12-6pm, Saturday 930am-5pm).

This exclusive planning retreat brings together MPI Ottawa's 2025 and incoming 2026 Board of Directors—some of the most influential meeting professionals in the region. These leaders are not only deeply connected in the industry but also hold significant buying power when it comes to sourcing venues, services, and partnerships for future events.

Hosting this retreat offers a unique opportunity to showcase your property to decision-makers who collectively influence hundreds of meetings and events each year across the Ottawa-Gatineau region and beyond.

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.

EVENT DETAILS

- Friday DATE TBC
 - 11am: set up
 - 12 pm: working lunch
 - 12-6pm: meeting
 - 6-8pm: dinner (on or offsite)
- Saturday DATE TBC
 - 930am: staff set up
 - 10-5pm meeting
 - 945am: coffee break
 - 12:30pm: lunch
 - 230pm: break

VENUE REQUIREMENTS

- U-Shape set up for 20
 - Screen, projector and possibly video meeting requirements.
- Additional Requests:
 - Complimentary event space
 - Low F&B minimums
 - Complimentary parking for all
 - 3 comped or heavily discounted guestrooms for our out-of-town Director's.

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!