RFP: Event Venue

MPI Ottawa's Global Meetings Industry Day (GMID) 2027

Released November 25, 2026 | Proposals due December 16, 2026
Submit questions and proposals to admin@mpiottawa.ca

ABOUT THIS RFP

MPI Ottawa Chapter seeks a premier venue for its 2027 Global Meetings Industry Day (GMID) on Tuesday, April 6, 2027 (**non-flexible date**). This high-profile event attracts around 100 attendees, including influential meeting professionals and decision-makers.

WHY THIS MATTERS

Global Meetings Industry Day (GMID) is an international initiative celebrating the economic, social, and professional impact of meetings, conferences, and events. It provides an opportunity to recognize the value of face-to-face connections, advocate for the meetings industry, and explore the trends and opportunities shaping its future.

As part of this global celebration, MPI Ottawa Chapter will bring together meeting and event professionals, industry leaders, suppliers, and community partners for a day of education, inspiration, meaningful dialogue, and networking.

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: $65.00 for food and beverage.
- **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 $65.00 per person 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 quote for WiFi and power drops MUST be included with your proposal for our proper budgeting process.

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

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.