



RFP: Event Venue
MPI Ottawa's Education and Festive Lunch

Released July 7, 2026 | Proposals due July 31, 2026
Submit questions and proposals to admin@mpiottawa.ca

ABOUT THIS RFP

MPI Ottawa Chapter is seeking a proposal for a combined education and networking festive lunch for our 2026 MPI Ottawa members, to be held on November 26th 2026. This event is designed to have an accredited education topic followed by networking lunch for our members to celebrate the year. It provides a great opportunity for you to showcase your catering event offerings to an audience of Meeting Planners and Hospitality Suppliers.

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

- Budget: 110\$ per person (INC. grats) for food and beverage (including lunch, dessert and 1 alcoholic or non-alcoholic beverage).
- Event timing: 10:30am -2:00 PM
- Attendance: 80 people, in rounds
- Trivia provided by our title sponsor
- Accredited education topic to be confirmed

VENUE REQUIREMENTS

Details / Requirements could include the following:

- On-site catering for buffet lunch and bar options
- Indoor Space Available: must have the ability for rounds of 80 with room to grow
- Accessibility: Venue must be accessible and compliant with accessibility regulations.
- Parking & Transportation: Adequate parking facilities and proximity to public transport options

AV REQUIREMENTS

- AV Requirements: Access to a screen and or projectors to display looping sponsor logos, and presentation
- Access to a microphones and speaker system

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!

Make your mark on one of the most prestigious networking and fundraising events in Ottawa. Submit your proposal and seize the opportunity to connect with key industry professionals with immense buying power.