

Request for Venue Proposal

Event name: *Meeting Professionals International; Pittsburgh Chapter*

Attendee profile: **Networking → 30 – 50 estimated attendance**

Educational → 35-45 estimated attendance

Annual Fundraising Gala → 100-120 estimated attendance

Background:

Meeting Professionals International (MPI) is the premier global association community for meeting and event professionals, believing in the unequalled power of events and human connections to advance organizational objectives. The Pittsburgh Chapter's planner membership represents local and national organizations including Pittsburgh Technology Council, Development Dimensions International, Kiewit, Ansys, Software Engineering Institute, National Association of EMS Educators, Aesynt, RAND Corporation, Grant Street Group, FHL Bank Pittsburgh and Software Engineering Institute, among many others. Supplier members offer a broad range of products and services dedicated to providing support for meeting planner professionals. In Pittsburgh, our chapter accounts for approximately \$115 million dollars in event buying power. Our membership alone consists of 56% Planners.

Goal of Monthly Chapter Meetings & Networking Events:

Monthly chapter meetings provide a forum for planner & supplier members and guests to receive a higher level of education and focus on their professional development. Networking events give all attendees the opportunity to learn, discuss, and interact with other industry leaders. Both events give attendees a first-hand experience with local venues that are available to host meetings & events. MPI Pittsburgh has traditionally held meetings on the first Wednesday of every month; however, a creative proposal offering a different date or times of the day will be considered.

Purpose of RFP:

MPI-Pittsburgh Chapter is seeking industry partners interested in fully hosting chapter monthly educational meetings and/or networking events by providing an in-kind donation of food, beverage, audio visual, and meeting space.

Benefits of Hosting a Chapter Meeting:

By fully hosting an event at your facility, your property will get direct exposure to meeting planners, suppliers, and their guests. You will have the opportunity to showcase your property to all attendees during the event. This can include food & beverage creativity, renovations, new programs, etc. The benefit of hosting one of these events is to assist your venue in creating a brand status with the local colleagues & planners in the industry.

For your in-kind donation, you will receive our HOST sponsorship package increasing the exposure to your facility.

The HOST package includes:

- Preferred Vendor Listing with Web Link for One Year
- List of attendees and their companies in advance for strategic planning.
- Logo on Meeting Announcement that is Posted on Website and Newsletter
- Logo Projected on Screen at Events
- (3) Complimentary Registrations for Event at your Property
- An opportunity to Speak with Audience and Conduct Tours at the Event
- An Additional Exhibit Table at one Other Meeting That is Being Held throughout the Year.

How to Respond:

Please send the response along with any additional details you wish to convey to:
Paula Dworek, 2018-2019 VP of Education, MPI Pittsburgh at pauladworek@mac.com

Group Priorities

The Chapter is seeking host partners to provide the following via in-kind donation

Educational Program

- Breakfast, Lunch, or Dinner/Reception for all attendees
- (1) Complimentary Guestroom for (1) Night for Speaker of Event
- Standard AV to include:
 - Lectern, stage, wireless hand-held microphone and/or wireless lavalier microphone; LCD projector and screen or monitor with laptop connectivity; slide advancer; power; cables; wireless internet connection
 - Speaker phone for pre-event Board meeting
- Appropriate meeting space as outlined below:

BREAKFAST TIME	FUNCTION	NUMBER OF PEOPLE	SETUP
7:30 AM – 8:00 PM	Registration and Networking	FLOW	(1) 6’ table, 1 chair, waste basket
8:00 AM – 9:45 AM	Breakfast Program	35 -55 People	Crescent seating and standard A/V listed above Set- up subject to change
9:45 AM – 11:45 AM	Board Meeting	15 People	Conference or U-Shape with speaker phone

LUNCH TIME	FUNCTION	NUMBER OF PEOPLE	SETUP
9:00 AM – 11:00 AM	Board Meeting	15 People	Conference or U-Shape with speaker phone
11:00 AM – 11:45PM	Registration and Networking	FLOW	(1) 6’ table, 1 chair, waste basket
11:45 PM – 1:30 PM	Lunch/Program	35-55 People	Crescent seating and standard A/V listed above

DINNER TIME	FUNCTION	NUMBER OF PEOPLE	SETUP
4:00 PM – 5:00 PM	Board Meeting	15 People	Conference or U-Shape with speaker phone
5:30 PM – 6:00 PM	Registration and Networking	FLOW	(1) 6’ table, 1 chair, waste basket
6:00 PM – 6:45 PM	Program	35-55 People	Crescent seating and standard A/V listed above Set-up subject to change

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Networking Event

- Appetizers / Hors D’oeuvres for Event Guests
- One/two drink tickets per attendee
- Appropriate meeting space as outlined below:

TIME	FUNCTION	NUMBER OF PEOPLE	SETUP
5:00 PM – 5:30 PM	Registration	FLOW	(1) 6’ table, 1 chair, waste basket
5:00 PM – 7:00 PM	Networking	40 People	Reception

Annual Fundraising Gala

- Appetizers / Hors Devours for Event Guests
- One/two drink tickets per attendee
- Standard AV to include:
 - wireless hand-held microphone, LCD projector and screen or monitor with laptop connectivity for sponsorship recognition; power; cables
- Appropriate meeting space as outlined below:

TIME	FUNCTION	NUMBER OF PEOPLE	SETUP
5:00 PM – 6:30 PM	Registration	FLOW	(2) 6’ table, 2 chair, waste basket
6:00 PM – 9:00 PM	Networking/Raffles/Entertainment	100 People	Reception, Dance Floor, Stage, Tables for raffle items

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2018/2019 Meeting Calendar

Month	Day & Time	Year	Subject	Program Type	Venue
September	September 12 th 11 am – 1:30 pm	2018	Matt Judge: How To Sell A Service	Education	Doubletree Greentree
October	October 3 rd 5 pm - 7:30 pm	2018	Event Horrors	Education Meets Networking	TBD
November	November 7 th 7:30 am – 10:00 am	2017	Jessie States: Industry Trends	Education	TBD
December	December 5 th 5:00 pm – 7:00 pm	2018	Holiday Party	Networking	TBD
January	January 9 th 5:00 pm – 7:00 pm	2019	Combined Networking Event with ILEA	Networking	TBD
February	6 th 11:00 am – 1:30 pm	2019	TBD	Education	TBD
March	6 th 5:00 pm – 7:00 pm	2019	N/A	Networking	TBD
April	Afternoon/Evening	2018	Global Meeting Industry Day	Education	TBD
May	May 1 st 5:00 pm – 7:30 pm	2019	Annual Celebration Fundraiser	Networking	TBD
June	June 5 th	2019	TBD	Education	TBD

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Event Venue History:

Recent Monthly Meeting have been held at the following properties:

Property Name	Month	Year	Topic
Cambria Hotel & Suites Pittsburgh Downtown	April	2017	Cutting-Edge Legal & Security Issues in Tomorrow's Meetings
Tequila Cowboy	May	2017	Annual Extravaganza
Kimpton Hotel Monaco Pittsburgh	June	2017	Disney's Approach to Employee Engagement
Industrious Pittsburgh	August	2017	Networking
Doubletree By Hilton Hotel Pittsburgh - Cranberry	September	2017	The Paradox of Potential
Nova Place	October	2017	Education Meets Networking: "Event Horrors"
Hard Rock Cafe Station Square	November	2017	Welcome to the Participation Era of Events
Bella Sera	December	2017	Holiday Party
Dave and Busters	January	2018	Networking Event with ILEA
Renaissance Pittsburgh Hotel	February	2018	All Things Conflict

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What Makes a Venue Proposal Attractive to MPI Pittsburgh?

- Showcase You! Let us know if you have recently expanded your property or had a significant renovation. Our planner members especially look for an experience that showcases many options in a local area. We encourage suppliers to partner with others in their area to showcase more meeting ideas, venues and services.
- Be Creative! Non-traditional food and beverage offerings as well as themed meeting venues are always welcome.
- Go Local! If your team has ideas about how to promote the chapter meeting not only to our members, but also to your own clients and community, please add these ideas to your proposal.
- We are Pittsburgh! As a Pittsburgh association, we try to host our educational meetings and events throughout the Pittsburgh area in an effort to partner with various member properties and expose our members to new and different venues.

Sponsorship Opportunities

In-Kind Sponsorship: MPI Pittsburgh offers a valuable sponsorship package in exchange for your hospitality. We have flexible Sponsorship options to allow you to customize the items you wish to accept in-kind for your gracious hospitality.

Additional Sponsorship Opportunities: Exposure is the key to success in our industry. By developing relationships with fellow members, whether planner or supplier, you will strengthen your property/venue's name in the industry, recognize and celebrate the business brought to you by these industry professionals that will result in bottom-line, measurable business.

For additional sponsorship opportunities: please contact our chapter administrator at admin@mpipittsburgh.org

MPI Pittsburgh is now accepting proposals for partnerships and sponsors.

MPI Pittsburgh thanks you in advance for your interest and generosity!

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