

On behalf of the Arizona Sunbelt Chapter of Meeting Professionals International and the Education Committee we are pleased to invite you to bid on fully hosting the CMP University for the 2020 season. This is a perfect opportunity for your property or venue to showcase itself to meeting planners and suppliers throughout the valley and show support of your local MPI Chapter. Please review the following information and submit a written response to Joanne Winter at jwinter@mpi-az.org.

 **SPECIFICATIONS FOR HOSTING & SPONSORING:**

**MPI 2020 CMP UNIVERSITY**

**Value to Sponsor:**

* (3) complimentary CMP University registrations
* Property highlighted on Power Point slide during program
* Property offered opportunity to have featured manager give welcome to the group at the first program
* Opportunity to offer pre and/or post site tour

**Program:** CMP University

**Dates: Property needs to be able to do all dates**

* Saturday February 8 and 22, 2020 – Introduction and Domain A
* Saturday March 7 and 21, 2020 – Domain B and Domain C & D
* Saturday April 4 and 18, 2020 – Domain E, F and Domain G (part 1)
* Saturday May 2, 2020- Domain G (part 2) and May 16, 2020 - Domain H
* Saturday May 30, 2020 - Domain I
* Saturday June 13, 2020 – Practice Exam

**Attendance History:**

 We anticipate approximately 10-20 participants for the 2020 program.

**Meeting Space/Events: Complimentary Meeting Room Rental, and Audio Visual**

The main focus of our program is for educational content; therefore we are requesting a barrier free room in which all members will have a free line of sight, audio visual will project to all parts of the room and free of distractions from other meetings. Room will be set in crescent rounds or classroom seating.

Special Notes - Clear, visible meeting location, signage, complimentary parking and/or complimentary valet parking

**Space Requirements:**

**General Session:**

Conference or classroom for 10-20 people

Audio Visual (see requirements below)

2 Registration Tables – one for materials and one for staff

 **Time Frame:**

Start – 8:30 am

Adjourn – 1:00 pm

**Food and Beverage Needs:**

1. Complimentary beverage service
2. Complimentary/Sponsored Breakfast during Program

**Complimentary Audio Visual equipment and services:**

* + - * Table nearby for materials
			* Projection requirements: minimum 4000 lumen projector
			* Appropriate screen size for room with dress kit
			* Laptop hook-up at lectern
			* Labor: set-up and teardown labor included

**MPI Membership:**

Host property does not have to be a member of MPI. But, first consideration does go to MPI members in good standing.

**Billing:**

If MPI has any additional expenses beyond hosted functions the direct bill should be emailed to jwinter@mpi-az.org. Invoices will be paid within fourteen (14) days of receipt of final bill after the conclusion of the program. MPI does not pay meeting space or advance deposits for functions.

*(Note: Sponsor must be in agreement with all terms and conditions to receive full value.)*



**MPI 2020 CMP UNIVERSITY HOST PROPOSAL**

If you are in agreement with the above terms and conditions, please complete a copy this form for the CMP University to submit a proposal, and return to Joanne Winter, Executive Director at

 jwinter@mpi-az.org.

Please also send a complete sales kit to include: meeting space diagram and current menus.

PROPOSED DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEETING FORMAT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPERTY/VENUE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WEBSITE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GUEST ROOM RATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General Session Room

Meeting Room Capacity \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Set to: MPI requirements)

Meeting Room \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Dimensions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ceiling Height \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the group needs to be relocated to a different room location than originally agreed upon, MPI must be contacted 14 days in advance of the program in order for the Education Committee to do a site of the new space and make any necessary adjustments.

Again, we thank you for your support to our MPI Chapter and look forward to your response. Once selected, the property will be sent a contract to sign by the Association. For further information or questions, please contact Joanne Winter, Executive Director at 602-277-1494.