



Association of Collegiate Conference
and Events Directors - International

To: ACCED-I Members

From: Association of Collegiate Conference & Events Directors-International

Event: ACCED-I Educational Forum

Required Information:

- Proposal with sleeping room rates (or nearby hotel with relationship to institution) and meeting room availability.
- Information link or attachment containing floor plans, catering menus, etc.
- If venue is not walkable from lodging to university, please state if transportation will be provided or what the cost would be.

Submissions Sent To: Diana Hakenholz, CMP
Director of Meetings and Education
Association of Collegiate Conference and Events Directors –
International (ACCED-I)
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ACCED-I offers five educational forums across the country, each with a different topical focus. One educational forum will be placed in each region; however, these are not regionally specific events but in-depth education on specific topics of interest. Any ACCED-I member is encouraged and welcomed to attend any or multiple educational forums.

Distribution of Request for Proposals
Proposal Submission Deadline
Decision Finalized

March 8, 2019
March 20, 2019
March 22, 2019

Thank you for your consideration. We look forward to the possibility of working with you.

PROPOSAL SUBMISSION DEADLINE: March 20, 2019

ACCED-I Educational Forum

CONTACT INFORMATION:

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EVENT PROFILE:

Market Segment: Association
Total Expected Attendance: 30-40

Event Overview: ACCED-I will be offering five educational forums across the country, each with a different topical focus. One educational forum will be placed in each region; however, these are not regionally specific events but in-depth education on specific topics of interest. Any ACCED-I member is encouraged and welcomed to attend any or multiple educational forums.

Attendee Demographics: Average age is approximately 35-50, but ages range from 21-65. Average years in the profession are 8-15 and approximately 65% of membership is female.

Desired Dates: September 26-27, 2019 – Region 2
October 10-11, 2019 – Region 5
November 7-8, 2019 – Region 3
December 12-13, 2019 – Region 4
January 23-24, 2020 – Region 1

- Other dates in your region's corresponding month may be considered.

Room Block:

Hotel room block is needed the Wednesday before the forum begins and the Thursday of the forum.

Day:	Wed	Thu	Total
Standard:	10-15	10-15	20-30
Total:	10-15	10-15	20-30

Meeting Space Requirements at a Glance:

- Registration desk Thursday morning – Friday afternoon
- 2 breakouts needed on Thursday and Friday
- General Session room Thursday and possibly Friday
- The meeting rooms should provide ample space for attendees and include Wi-Fi access and LCD projector packages, flipcharts or whiteboard and microphones if needed by presenters. The meeting rooms are preferred to be in the same location as sleeping rooms but may be in adjacent facilities if within a 5-minute walk preferably. If lodging and meeting space is not walkable, must provide transportation option with cost if applicable. A breakdown of daily cost including local taxes must be provided in the RFP. Please detail any other amenities included in meeting rooms.

Function Space Schedule Detailed:

Day	Function Start Time	Function End Time	Function Name	Set-up	Set For
Thursday	8:00 AM	9:00 AM	Registration	Registration	N/A
Thursday	9:00 AM	10:30 AM	Plenary Room – Keynote	Half rounds of 5-6	30-40
Thursday	10:45 AM	12:15 PM	Breakout #1	Classroom	15-20
Thursday	10:45 AM	12:15 PM	Breakout #2	Classroom	15-20
Thursday	12:30 PM	1:30 PM	Plenary Room – Lunch	Rounds	30-40
Thursday	1:45 PM	3:15 PM	Breakout #1	Classroom	15-20
Thursday	1:45 PM	3:15 PM	Breakout #2	Classroom	15-20
Thursday	3:30 PM	4:30 PM	Plenary Room - Ignite Session	Rounds	30-40
Friday	8:30 AM	10:00 AM	Breakout #1	Classroom	15-20
Friday	8:30 AM	10:00 AM	Breakout #2	Classroom	15-20
Friday	10:15 AM	11:30 AM	Plenary Room – Presenter Panel and Closing Note – This can be done in one of the two breakouts if it can accommodate the entire group	Rounds Note- This can be done in classroom if using breakout room	30-40

Food & Beverage Requirements:

- Thursday Lunch- 30-40 people
- Thursday and Friday morning – coffee service – 30-40 people

Other Requirements:

- Overall costs to ACCED-I for accommodations, meeting space, meals and transportation
- The successful location will not be more than 45 minutes from a major airport during normal traffic conditions. Cost of airfare by those attending is a factor that will be considered.
- Adequate ground transportation from airport to the facility, unless this is a service normally provided to guests at no additional charge. Please detail a list of local transportation options with contact information, estimated prices to and from airport and dining and entertainment areas. Include any public transportation that is available.
- Meeting rooms to include complimentary use of house sound system and preference given to receiving one complimentary microphone, standing lectern, LCD projector package and flipchart package, per meeting room per day.
- Complimentary internet access in guest sleeping rooms and internet “hot spot” for attendees use between and during meeting sessions. Complimentary internet in meeting areas.
- Venue located adjacent to or within walking distance of shopping and eating establishments as attendees are on own for breakfasts and dinners.
- Preference that the venue practices various sustainability initiatives.
- Preference that venue follows American with Disabilities Act regulations. If not, please detail what specifically does not follow the regulations as we may still be able to consider.
- Venue must have written non-discrimination policy that states they do not discriminate against guests or employees on the basis of race, national or ethnic origin, color, religion, sex, sexual orientation, marital or family status, disability or age.

Please include additional information about your facility, your community or other information deemed appropriate for our decision making.