



620 Florida St., Ste. 210
Baton Rouge, LA 70801
info@lsae.org

Date: October 15, 2024

From: Louisiana Society of Association Executives (LSAE)

RE: 2026/2027 LSAE Annual Convention RFP

You are invited to submit a bid to be the host site for the 2026 and 2027 LSAE Annual Conventions.

Date Pattern: Sunday – Tuesday or Thursday - Saturday

Possible Meeting Dates:

September, 2026 – week of Sept. 20 or week of Sept. 27

September, 2027 – week of Sept. 12 or week of Sept. 19

Please send the bid materials with completed Re-Cap form to info@lsae.org.

Deadline: November 15, 2024

The host city or host facility of the meeting typically hosts the Opening night event of the Convention. We are also asking the 2026 and 2027 hosts to provide very discounted or complimentary accommodations to Association Executive participants. The criteria that will be used in evaluating bids are listed below in order of importance:

- Facility can accommodate complimentary meeting space as specified in bid requirements
- Cost of Facility & Facility Accommodations
- Overall Cost for Attendee
- Sponsorship offered to LSAE
- Room Rates
- Accessibility to Shops and Restaurants
- Convenient Parking

Bid Requirements LSAE 2026 and 2027 Annual Conventions

- Guest Room Block Requirements Single/Double:
Day 1- 65
Day 2- 75
- Complimentary Suites are requested for 2 of these rooms for the President & Convention Chair
- Prefer complimentary rooms for Association Executive members or significantly reduced rate
- Room rates will be the same for all nights. Participating hotel guarantees not to offer a rate (online, through special promotions or over the phone) to anyone during the LSAE event, which is less than the rates offered to LSAE
- All rooms are net, non-commissionable with no attrition clause

- Discounted A/V

Meeting and function space:

- Space is assigned based on the type of set up and the number of people in attendance
- LSAE agrees to promptly notify the property of any changes in its function or meeting space requirements
- Changes to the meeting/event schedule will be accepted without charges being assessed
- General Sessions: Classroom style seating for 120
- Breakout Sessions: Two/Three rooms with Classroom seating for 40 (General Session room may be used for one break out if 60 of the 120 seats are arranged for classroom at the front of room)

Schedule

- Day 1 – Sunday or Thursday
 - Classroom for 45 - 1:00 pm – 6:00 pm
 - Evening Reception with heavy food and beverage, usually replaces dinner and is sponsored by host facility.
- Day 2 – Monday or Friday
 - Classroom for 120 – 7:00 am – 5:00 pm
 - 2/3 Breakouts – 9 – 5 pm (potentially not needed – depends on agenda)
 - Closing Evening function – TBD (Potentially hosted by host city/venue)
- Day 3 - Tuesday or Saturday
 - Departure Day

Estimated Food & Beverage Needs:

- Day 1 – Sunday or Thursday
 - Evening Reception with heavy food and beverage, usually replaces dinner and is sponsored by host facility.
- Day 2 - Monday or Friday
 - Breakfast – Hot breakfast buffet for 100
 - Break for 100
 - Lunch for 120
 - Past President's Reception in President's Suite – 30 -40 people
- Day 2 - Tuesday or Saturday - Departure Day
 - Breakfast – 85
 - 11:00 a.m. - Board meeting for 14; followed by lunch in the same room
 - Light Lunch

Transportation:

- The property will arrange shuttle service between the Convention hotels (TBD) and all off-site events at no charge to LSAE. Property will work with the LSAE representative to arrange times of pick up and drop off to locations if offsite venues are used.

Should you have any questions regarding this bid, please contact LSAE Executive Director Julie Fuselier at 225/343-2776 or info@lsae.org.