LOUISIANA SOCIETY OF ASSOCIATION EXECUTIVES
The Association for Associations

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

Date: October 30, 2026

From: Louisiana Society of Association Executives (LSAE)

RE: 2028 and 2029 LSAE Annual Convention RFP

You are invited to submit a bid to be the host site for the 2028 and 2029 LSAE Annual Conventions.
Date Pattern: Monday - Wednesday

Possible Meeting Dates:
September, 2028 – week of Sept. 10 or week of Sept. 17
September, 2029 – week of Sept. 9 or week of Sept. 16

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

Deadline: November 27, 2026

The host city or host facility of the meeting typically hosts the opening night event of the Convention. We are also asking the 2028 and 2029 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
- Attend LSAE's Virtual Convention Committee Planning Meetings

Bid Requirements LSAE 2028 and 2029 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 – Monday
    - 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 – Tuesday
    - 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 - Wednesday
    - Breakfast with rounds 7 – 11 am
    - Departure Day

Estimated Food & Beverage Needs:

- Day 1 – Monday
    - Evening Reception with heavy food and beverage, usually replaces dinner and is sponsored by host facility

- Day 2 - Tuesday
    - Breakfast – Hot breakfast buffet for 100
    - Break for 100
    - Lunch for 120

- Day 3 - Wednesday - Departure Day
    - Breakfast – 85

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 the pickup 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.