

REQUEST FOR PROPOSAL

From: Cynthia Jackson-McNeill/CAAHEP

RE: CAAHEP- (Commission on Accreditation of Allied Health Education Programs)- July Summer Workshop
July 17-21, 2024, and July 16-20, 2025 (Different location for each meeting)

Location Choices: TBD

History: 2013- Hilton Boston Back Bay
2014- Hilton, Charlotte Center City
2015- Astor Crown Plaza, New Orleans
2016- B Hotel-Orlando, FL
2017- Hyatt Regency, Milwaukee, WI
2018- The Westin, Cleveland, OH
2019- Westin, Indianapolis, IN
2022-B Ocean Resort, Fort Lauderdale, FL

Room Block:	Tue	Wed	Thu	Fri	Sat
	20	90	150	150	25

Tentative Agenda

NOTE: If space is an issue, the breakfasts and lunches on Thursday, Friday, and Saturday can be in the same room as the meeting as long as the room is large enough to accommodate both the rounds for meals and a comfortable meeting set-up.

Wednesday

7:45 AM	Breakfast	20	Rounds
8:00 AM	Board of Directors	20	Hollow Square
8:00 AM	Committee Meeting	20	Hollow
8:00 AM	Committee Meeting	20	Hollow Square
12:00	Lunch	60	Rounds
2:45	Break		

Thursday

7:45 AM	Breakfast	90	Rounds
8:30 AM	CoA Workshop	90	Crescent Rounds
12:00	Lunch	90	Rounds
2:45	Break		

Beverage Station

Friday

7:45 AM	Breakfast	200	Rounds
8:45 AM	Accreditation Conference	200	Crescent Rounds
10:00 AM	Break		
12:00 PM	Lunch	200	Rounds
5:15 PM	Open Hearing	60	Theater
6:00 PM	Dinner Reception		
9:00-5 PM	5 Breakout Rooms	40 each	Rounds
6:00 PM	Welcome Reception	200	Cocktail Rounds Regular Rounds Dance Floor Area for DJ Bar Heavy Hors d'Oeuvres

Saturday

8:15	Breakfast	200	Rounds
9:00	Accreditation Conference	200	Crescent Rounds
1:00	6 Breakout Rooms	40	Rounds
10:30	Break		

12:00-8	Committee Meeting	15	Conference
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Sunday

8:00	Breakfast	15	Rounds
9:00	Committee Meeting	15	Conference
12:00	Lunch	15	Rounds

Concession List:

- 1 per 40 comp
- 4 One-bedroom Suite upgrades at the group rate
- 1 Two-bedroom Suite upgrade at the group rate for planner Cynthia Jackson-McNeill
- 4 Staff rooms at 50% off the group rate
- Waive all room rentals in consideration of F&B and rooms revenue
- Planner award points to Cynthia Jackson-McNeill
- Complimentary internet in sleeping rooms and 8 complimentary internets in meeting rooms for staff
- 4 Comp Valet Parking for Staff
- Discount Self-Parking for attendees

Decision Process:

Planner: Cynthia Jackson-McNeill will make the decision after a site inspection has been completed.