



Event Name: 2021 Virginia Orthotic & Prosthetic Association Conference

Event Host Organization: Virginia Orthotic & Prosthetic Association

Event Organizer (if different from Host Organization):

Key Contact Person: Elizabeth Mansfield

Job Title: VOPA Meeting Planner

Mailing Address Line 1: 221 Fox Hill Drive

City: Baiting Hollow

State/Province: NY

Zip/Postal Code: 11933

Country: USA

Phone: 860-967-4184

Fax: 631-910-2027

Mobile Phone: 860-967-4184

E-mail Address: vopainfo@gmail.com

Event Organizer/Host Organization Billing Address:

Billing Contact Person: Mike Boggs, VOPA Treasurer

Billing Address Line 1: Same as above



Event Profile

Event Name: *2021 Virginia Orthotic & Prosthetic Association Conference*

Event Host Organization: Virginia Orthotic & Prosthetic Association

Event Start Date: October 28, 2021

Event End Date: October 30, 2021

Event Host Overview: The Virginia Orthotic & Prosthetic Association (VOPA) is committed to providing high quality, unprecedented business services to O&P professionals. We have worked diligently to establish ourselves as the voice for O&P businesses. VOPA works to raise awareness of the profession and impact policies that affect the future of the O&P industry. VOPA facilitates patient care facilities and suppliers that manufacture, distribute, design, fabricate, fit, and supervise the use of orthoses (orthopedic braces) and prostheses (artificial limbs).

Event Objectives: Provide continuing education credits for VOPA members. Ensure that our practitioners and technicians are fully capable and trained in the latest O&P technology.

Attendee Profile

Expected Total Event Attendance: 120

Attendee Demographics Profile:

60% Virginia residents, 40% out of state

Accessibility/Special Needs:

Prosthetists & Orthotists provide individuals with artificial limbs and orthopedic braces. Many of the individuals in our association utilize these devices themselves. Accessibility is key. We cannot have long distances between meeting rooms and sleeping rooms and/or meeting rooms and exhibit hall.

The majority of attendees will request a non-smoking guest room. Rooms are paid, except for board, staff and VIP speakers, by the individual and mostly by credit card. Approximately 10% of attendees share a room and therefore request rooms with two beds.

Although a spouse or guest might accompany an attendee to the Annual Meeting, there has not been a formal spouse/guest program arranged by the Association in the past.



Facility Name	City, State/Province, Country	Start Day & Date	End Day & Date	Total Attendance	Total Room Nights
Sheraton Pentagon City Room rate 174.00 including complimentary internet, airport shuttle and parking	Arlington, VA	Oct 25, 2012	Oct 27, 2012	125	100
Sheraton Crystal City (overflow hotel)	Arlington, VA	Oct 25, 2013	Oct 27, 2013		34
Hyatt Fairfax at Fair Lakes Room rate 109.00 including full buffet breakfast, complimentary internet and parking	Fairfax, VA	Oct 3, 2013	Oct 5, 2013	128	148
Wyndham Crossings Resort Room rate 119.00 including complimentary internet and parking	Richmond, VA	Oct 16, 2014	Oct 18, 2014	125	153
Hyatt Regency Reston Room rate 139.00 – 2015 129.00 – 2016 No event 2017 155.00 - 2018 Comp parking for guests, discount for day attendees	Reston, VA			125	Average 135



Prior, hotel dependent, concessions received:

Meeting/Breakout room fees waived based on F&B guarantee; NO exhibit table charges; Guaranteed suite upgrades for 3 board members; Minimum double meeting planner points (Wyndham was 4x); 1 comp room per 30/40 (hotel dependent); 15% discount on AV services; 3 staff rooms at discounted rate; 3 Chef Amenities for Speakers/VIPs; Waived package handling fees for up to 10 pkgs

Exhibition Information

The event includes an exhibition hall:

Number of Exhibits Expected: 25-30

Number of Exhibiting Companies Expected: 25-30

Exhibitor Demographics Profile:

50% of our exhibitors would be flying in. They attend similar meetings all over the USA. Most of the fly-ins will be shipping boxes ahead of time. Several (two or three) will be shipping crates.

Secured Exhibition Area: Yes. The exhibitors will be displaying thousands of dollars of high-tech medical equipment. Exhibit hall needs to be able to locked after hours.

Gross Space Required: 4000-4500sf exhibit hall; 3-5 breakout rooms seating 30-40 classroom (two days)

2 General Session seating 60 classroom (one/two days depending on program schedule)

Unit of Measurement: x Square Feet

Exhibitor Kit Provided to Exhibitors: Online

Requirements

Statement of Need:

Virginia Orthotic & Prosthetic Association, a non-profit state association, is initiating this request for proposal (RFP) to solicit responses from entities capable of providing suitable conference hosting services, meeting space and rooming for our annual association educational conference and trade show. Specific operational and contractual requirements will be negotiated with the successful proposer to this RFP.



Location Requirements

The event must take place in a specific location: Yes

If Yes: State/Province: Virginia Country: USA

Other Location Requirements:

If not near (w/in 20 miles) of an airport, regular scheduled and/or reasonably priced transportation must be available.

Other Location Requirements Comments: If location provides or arranges transportation, rates must be included in the response.

Number of days/hours needed in advance of published event dates for set-up and move-in:

1 day prior or day of depending on program needs

Number of days/hours needed post-event for tear-down and move-out:

2 Hours (Exhibitors tear down early. Conference continues til 5pm on Saturday)

Other Date Requirements Comments:

Exhibitor set up times are flexible. Exhibitors will take no longer than 1.5 hours to tear down on Saturday.

Facility Requirements

Preferred Facility Type:

- Conference Center
- Hotel
- Resort

Guest Rooms Total Room Nights: 136

Peak Night Room Block: 60

Largest Function Space Minimum Square Footage: Exhibit hall 4,500 sf (This is flexible)

Set-up Type Required: Table top exhibits for 40 exhibitors w/room for F&B breaks in the hall

Exhibit Hall Gross Space Required: 4500sf

Breakout Rooms

Minimum Number Required Simultaneously: 3-4 depending on program

The following chart outlines guest room requirements for the event. It begins with the first day of attendee/staff arrival and ends with the final departure day:



	# of Guests	# of Suites Required	# of Accessible Rooms Required	Total # of Rooms & Suites Required
Tuesday	3			3
Wednesday	10			10
Thursday	55	3	3	61
Friday	60	3	3	66
Saturday	10	3		13
Sunday	2			2
Totals	140	9	6	155

Rooms

Room Rate: Non-commissionable guest room rate between \$79-139.00 per room per night (single/double) Contract should 1. Allow 20% attrition allowance on cumulative room pick up and state that rooms can be added to room block as needed

2. Guarantee that the VOPA room rate will be adjusted if lower rate is publicly (i.e., via internet is offered or made available prior to the meeting; does not include government rate or military rate.)

Government Per Diem Rates Required: No

Reduced Staff Room Rates Required: Yes, 3

Rebates, Assessments, or Commissions Will Be Paid on Room Rates: No

Method of Reservations: Rooming List AND Individual Reservation

****Other Guest Room Block Requirements: We prefer that reservations are available online either through Passkey or with an event code through the main booking site. All of our attendees and vendors are used to, and prefer, booking online. Group rate available pre & post meeting 2 days.**



Function Space and F & B Requirements

Function Space (including for exhibits) is Required for this Event: Yes

The following chart/schedule outlines function space requirements for the event.

Day & Date	Function Type	Function Name	Start Time	End Time	# of Attendees	Setup	A/V Requirements*
Thurs	<input type="checkbox"/> Breakout Session <input type="checkbox"/> Break		1PM	5PM	30	<input type="checkbox"/> Classroom	Screen/ projector support
			3PM	3:15			
Thurs	<input type="checkbox"/> Breakout Session <input type="checkbox"/> Break		1PM	3PM	30	<input type="checkbox"/> Classroom	Screen/ projector support
			3PM	3:15			
Thurs	<input type="checkbox"/> Breakout Session <input type="checkbox"/> Break		1PM	3PM	30	<input type="checkbox"/> Classroom	Screen/ projector support
			3PM	3:15			
Thurs	<input type="checkbox"/> Other: Exhibitor Set Up		1PM	5PM	40	<input type="checkbox"/> Table Top Exhibits	
Friday	<input type="checkbox"/> Break <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Reception 5-6pm <input type="checkbox"/> 3 Concurrent Breakout Sessions: same set up as Thursday		7AM	7PM	40 Exhibitors 75 attendees	<input type="checkbox"/> Classroom <input type="checkbox"/> Reception <input type="checkbox"/> Table Top Exhibits	3 Screens/ projector support
Sat	<input type="checkbox"/> Break <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch		7AM	5PM	40 Exhibitors (tear down lunch) 120 attendees	<input type="checkbox"/> Theatre <input type="checkbox"/> Classroom	3 Screens & 2 Mics/ projector support



	<input type="checkbox"/> General Session <input type="checkbox"/> 3 Breakout Sessions				1 Gen Session 1 Compliance Clinic 2 Ancillary breakout sessions	<input type="checkbox"/> Table Top Exhibits	
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Function Space and Audio/Visual Comments: VOPA provides its own projectors and remotes for all sessions and breakout rooms. Block all meeting rooms from 7:00am to 7:00pm (except Saturday 7:00am to 5:00pm for breakouts and 7:00am to 12:00pm for exhibit hall)

Overall Food & Beverage Budget: \$26,000.00 (Guarantee of no more than \$18,000)

Other Function Space and Food & Beverage Requirements Comments:

Registration area – 2-4 table 6’ or 8’ tables

Headquarters storeroom/office near registration & Internet access at registration



Concessions Requested

Food & Beverage: Breakfast included in room rate* (Hyatt Fairfax was able to provide a room/breakfast rate which was not only very helpful for our attendees, it allowed us to maximize our meeting times and exhibitor time which contributed to an excellent meeting overall.)

Meeting/Breakout room fees waived based on F&B guarantee; NO exhibit table charges; Guaranteed suite upgrades for 3 board members; Minimum double meeting planner points (Wyndham was 4x); 1 comp room per 30/40 (hotel dependent); 15% discount on AV services; 3 staff rooms at discounted rate; 3 Chef Amenities for Speakers/VIPs; Waived package handling fees for up to 10 pkgs

Other Specific Requirements:

Meeting planner hotel room needs to be as close as possible to meeting space.

Miscellaneous – Dependent on hotel location, a golf event for up to 35 golfers may be required.

Attachments:

The following documents are attached to this RFP

2016, 2018 Agendas