



**2023 Annual Educational Conference- Request for Proposal**

Date:	February 2022
From:	Laurie Campbell - MPI-VA President
Organization:	Meeting Professionals International, Virginia Chapter (MPI-VA)
Contact:	Laurie Campbell   Newport Hospitality Group, Inc. 757-771-2116   <a href="mailto:lauriec@nhghotels.com">lauriec@nhghotels.com</a>
Meeting Dates:	Preferred dates are August 9-11, 2023, or August 2-4, 2023
Event:	Annual MPI-VA Educational Conference
Theme:	TBD
Estimated Attendance:	80-120
Response required:	Please submit replies electronically to <a href="mailto:lauriec@nhghotels.com">lauriec@nhghotels.com</a> by April 30, 2022.
Decision Date	May 31, 2022
Special Considerations to address within proposal:	<ul style="list-style-type: none"> <li>• Current MPI Members are preferred</li> <li>• Hotels/Venues that are certified VA Green</li> <li>• Hotels/Venues that sponsor the event will receive the following in return for their sponsorship. These benefits will also apply to any outside sponsors the venue utilizes to host this event. For example, if a CVB and/or attraction sponsors part of the event along with the venue, the CVB and/or attraction will also receive the benefits listed below:             <ol style="list-style-type: none"> <li>1. <b>Listed as host sponsorship on the MPI Virginia website, this will remain on the MPI Virginia website for the entire calendar year</b></li> <li>2. <b>Listed on all Annual Conference marketing material</b></li> <li>3. <b>Venue will be promoted on all social media platforms</b></li> <li>4. <b>Venue will be given a list of all MPI Virginia members and their contact information</b></li> <li>5. <b>Venue will be given the opportunity to speak and or display any slide show, marketing material during one of the meal periods of their choice</b></li> <li>6. <b>Venue will be given one paid registration to next year’s annual conference</b></li> </ol> </li> </ul> <p>In exchange, MPI Virginia requests the following to hold a successful conference for the venue and MPI Virginia.</p>

	<ol style="list-style-type: none"> <li>1. Complimentary Room Rental</li> <li>2. Complimentary food and beverage</li> <li>3. Audio Visual complimentary, or the right for MPI Virginia to have an outside sponsor bring in Audio Visual</li> <li>4. Complimentary Wireless Internet in Meeting &amp; Guest Rooms</li> <li>5. Complimentary Rooms for two Speakers, Annual Conference Chair Person, and the current Chapter President</li> <li>6. Complimentary Parking &amp; Resort Fees</li> <li>7. Late Checkout (2 pm), based on request and availability</li> <li>8. Room Rate Available 2 days pre/post and not to exceed \$159 per night</li> <li>9. One Raffle Item for Silent Auction during Annual Conference and one Silent Auction Basket Item for December Holiday Silent Auction</li> </ol>
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<b>ROOM BLOCK</b>	
<b>Wednesday, August 9, 2023</b>	<b>Thursday, August 12, 2023</b>
30	50
<i><b>The rate should include:</b></i> Parking to be available 2 days pre/post, Complimentary Internet access in guest rooms, waived resort fees, and late check-out availability on Friday (2 pm) at no additional cost.	

**TENTATIVE AGENDA**

**\*Please note, this is a basic preliminary agenda based on previous years and is subject to change\***

<b>Day</b>	<b>Time</b>	<b>Event</b>	<b>Notes (See AV Page for all AV Needs)</b>
<b>Wed</b>	4pm-6pm	Board Meeting	Conference for 15, Screen & Projector or 50" LCD TV (For Laptop hookup), and Speaker Phone
	7pm-9pm	Welcome Reception	Casual Reception- light hors d'oeuvres & host/cash bar – approx. 25-30 persons
<b>Thurs</b>	9:00am-4:00pm	Registration	The foyer of General Session
	10:00am-11:15am	Break Out Sessions	2 Rooms, each to accommodate up to 40 people classroom or crescent rounds.
	11:15am-11:30am	AM F&B Break	
	11:30am-1:30pm	Welcome- Lunch and General Session with Keynote Speaker	Crescent Rounds of 8, Podium, Podium Mic & Wireless Lavalier Microphone.
	1:45pm-2:45pm	Break Out Sessions	2 Rooms, each to accommodate up to 40 people classroom or crescent rounds.
	2:45pm-3:00pm	PM F&B Break	
	3:00pm-4:00pm	Break Out Sessions	2 Rooms, each to accommodate up to 40 people classroom or crescent rounds.
	4:00pm-6:00pm	Free Time	
	6:00pm-6:45pm	Networking Reception	Cocktail Rounds, Foyer Space

	6:45pm – 9pm	Awards Dinner	Crescent Rounds of 8, Staging w/ Podium, Podium Mic & Wireless Lavalier
<b>Fri</b>	8:30am-9:30am	Breakfast- Buffet & General Session	Crescent Rounds of 8, Staging w/ Podium, Podium Mic & Wireless Lavalier
	9:45am-11:45am	Break Out Sessions	2 Rooms, each to accommodate up to 40 persons classroom or crescent rounds.
	12pm-1pm	Plated Lunch – Silent Auction announcements & Kick-off for next year’s conference.	Crescent Rounds of 8, Staging w/ Podium, Podium Mic & Wireless Lavalier  <b>*First option to host this event will be given to the venue that is selected for the following year.</b>

**AUDIOVISUAL NEEDS**

Complimentary A/V requested AND/OR outside Vendor Fee waived if we choose to contract our own audiovisual sponsor.

<b>MPI-VA Annual Conference Standard Audio Visual Needs (Thurs &amp; Fri)</b>		
<b>General Session/Breakout</b>	<b>Breakout</b>	<b>Breakout</b>
Podium	Podium	Podium
Podium Mic	Screen	Screen
Screen (7.5x10' or larger Preferred)	LCD Projector	LCD Projector
LCD Projector	House Sound/PA Speakers	PPT Advancer
Distribution Amplifier/Splitter	Power Strip	Power Strip
PPT Advancer	PPT Advancer	House Sound/PA Speakers
Wireless Lavalier Mic	PC Audio/Laptop Sound	PC Audio/Laptop Sound
Power Strip	Wireless Lavalier Mic	Wireless Lavalier Mic
House Sound/PA Speakers	(1) Wired Internet Connection	(1) Wired Internet Connection
PC Audio/Laptop Sound	Wireless Internet	Wireless Internet
Presentation Switcher		
(1) Wired Internet Connection		
Wireless Internet		
Dedicated A/V Technician In-Room		