



REQUEST FOR PROPOSAL

American Institute of Building Design 2023 Summer Conference

Group Profile

The American Institute of Building Design is a not-for-profit professional association dedicated to the development, recognition, and enhancement of the profession of building design. Members consist of professional building designers, builders and architects who have chosen residential design as the focus of their practice. Also involved are manufacturers of construction materials and construction service providers. The AIBD has been in existence for over 70 years.

The conference is an annual event held in late July or August. The event is a combination of business meetings, industry education, tours and social events. Approximately 25% of the attendees bring spouses or guests and many bring their families.

The AIBD Board of Directors manages the association and has the final decision-making authority in booking this meeting.

Desired Dates & Pattern: Any 3-day pattern between the following open dates. Preference is for a Wed/Fri OR a Thu/Sat pattern.

Recent Meeting History:

Year	Month	Room Rate	Venue	Location
2021	July	\$159	The Antlers	Colorado Springs, CO
2020	February	--	Greer Lowdermilk Conf. Center	Houston, TX
2019	November	--	Seattle Public Library	Seattle, WA
2019	August	\$172	Sheraton Sand Key Resort	Clearwater, FL
2019	May	--	UT Conference Center	Knoxville, TN
2019	Jan/Feb	--	Institute of Texan Cultures	San Antonio, TX
2018	November	--	The Falls Event Center	Salt Lake City, UT
2018	August	\$155	Courtyard Philadelphia Downtown	Philadelphia, PA
2018	May	\$169	Hotel Ballast Wilmington	Wilmington, NC
2018	February	\$169	Sheraton Sand Key Resort	Clearwater Beach, FL
2017	November	\$139	Holiday Inn Austin Town Lake	Austin, TX
2017	August	\$149	Georgia Tech Hotel & Conf. Center	Atlanta, GA
2017	March	\$99	Ocean Drive Beach & Golf Resort	North Myrtle Beach, SC
2016	August	\$149	Hilton Garden Inn Denver Downtown	Denver, CO
2016	March	\$95	Ocean Drive Beach & Golf Resort	North Myrtle Beach, SC
2015	August	\$169	Omni Providence	Providence, RI
2014	July	\$165	Hilton Columbus Downtown	Columbus, OH
2013	July	\$189	The Langham Huntington	Pasadena, CA
2012	August	\$139	Hilton Riverside	Wilmington, NC

Group Room Block:

Day/Date	Arrival	Day 1	Day 2	Day 3	TOTALS
ROH Rooms	15	30	30	25	100
Staff Rooms	2	2	2	2	8
Speaker Rooms	0	3	6	3	12
Totals	17	40	40	30	120

Reservation Method:

Attendees – Individual call-in and online with a group code.

Staff/Speakers – Rooming list provided

Billing:

Room & Tax: Individual to Pay (unless otherwise specified by meeting planner)

Incidentals: Individual to Pay

Meeting: Post to the master account – Direct Bill

Room Rates:

Maximum preferred rate: \$189.

Meeting Space Requirements:

For detailed information see attached preliminary agenda

Key Issues:

- Hotel has a centralized layout; i.e., all facilities in one building, or in the case of a resort property, all of the meeting facilities and banquet rooms in one building.
- Hotel has lobby or common areas that, by virtue of its size and layout, encourages attendees to meet informally and network between meetings
- Sufficient activities or facilities for spouse entertainment.

Other:

- **Due to the nature of Association meetings, Group cannot sign a room block attrition clause. Group will agree to a Room Block Performance clause in place of attrition, based on historic pickup and including pre-determined review dates to allow hotel option to resell rooms & space.** Pick-up history can be provided from the association.
- Agreement will be issued in name of American Institute of Building Design (AIBD)
- Contract to be signed on behalf of American Institute of Building Design (AIBD) by the President

Concessions:

- Complimentary meeting space
- Meeting Basics, to include, but not limited to chairs, tables, hotel risers, water, ice, easels, pads, pens/pencils in a sufficient quantity to accommodate all anticipated meeting attendees – to be included at no extra charge
- Hotel agrees to waive all meeting room reset fees and room use surcharges for the Group, based on the attached Conference/Event Agenda
- 1 Complimentary room night for every 40 utilized room nights
- 3 staff/speaker rooms at 50% discount off group rate 4 nights each
- 5 speaker rooms at 50% discount off group rate for 2 nights each
- 10 upgrades to suites at regular group rate, for 5 nights
- 10 VIP guest room amenities (min \$50 value each)

- Complimentary breakfast for Board meeting for 20 people
- Menu pricing guaranteed at time of signed agreement
- Additional 5% discount of Food & Beverage menu prices
- Storage/handling fees waived for first 20 boxes
- 1 site visits with 50% off Group Rate for 2 room nights
- Complimentary lectern and microphone per meeting room per day
- Group rate 3 days prior and 3 days after meeting dates
- Complimentary high-speed internet connection in guest room for all attendees
- Complimentary high-speed internet access for 3 computers in Staff Office
- Complimentary or discounted internet access in meeting area for all attendees
- Complimentary high-speed internet access at Registration Desk, during Registration hours
- Complimentary wireless internet access in hotel common areas for all Group attendees
- Fees for self-parking, where controlled by the Hotel, discounted
- Double hotel reward points, if applicable, to the Group's designee

Contact Information:

Steve Mickley, Executive Director
American Institute of Building Design, Inc.
Office Phone: 202.750.4900 x3
Mobile Phone: 561.373.2537
Email: steve.mickley@aibd.org

Corporate Office:

7059 Blair Road NW, Suite 400, Washington, DC 20012

Administrative Office:

110 Front Street, Suite #300, Jupiter, FL 33477

Toll Free Phone: 800.366.2423

Organizational Website: www.AIBD.org

Preliminary Agenda and Program Requirements

Day Date	Start Time	End Time	Function	No.	Set-Up
Pre-Con	12:00 PM	11:59 PM	Office (Move-in & set up)	1	3 – 30"x72" Tables
Day 1	12:00 AM	11:59 PM	Office	3	Office
Day 1	8:00 AM	6:00 PM	Board Meetings	20	Large U
Day 1	5:00 PM	11:59 PM	Registration	3	3 – 30"x72" Skirted Tables
Day 1	7:00 PM	9:30 PM	Reception	40	Lounge / Cash Bar
Day 2	12:00 AM	11:59 PM	Office	3	Office
Day 2	12:00 AM	11:59 PM	Registration	3	3 – 30"x72" Skirted Tables
Day 2	8:00 AM	9:00 AM	Breakfast	40	Crescent Rounds
Day 2	9:00 AM	12:00 AM	Architectural Tour	30	Off Site
Day 2	12:00 PM	4:00 PM	General Sessions & Lunch	40	Crescent Rounds
Day 2	4:00 PM	6:30 PM	Trade Show/Reception	60	10 to 12 Tabletops
Day 3	12:00 AM	11:59 PM	Office	3	Office
Day 3	12:00 AM	6:00 PM	Registration	3	3 – 30"x72" Skirted Tables
Day 3	8:00 AM	5:00 PM	Breakfast, General Sessions, and Lunch	40	Crescent Rounds
Day 3	7:00 PM	11:00 PM	Awards Dinner	70	Banquet
Post-Con	12:00 AM	12:00 PM	Office (Move-out & ship)	3	Office