

Canadian Society of
**Professional
Event Planners**



Société canadienne de
**planificateurs
professionnels
d'événements**

Canadian Society of Professional Event Planners
REQUEST FOR PROPOSALS

CanSPEP 2020 Annual Conference

Distributed February 25, 2019
Deadline for Submissions March 22, 2019

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REQUEST FOR PROPOSALS

CanSPEP 2020 Annual Conference Overview

Organization Details

CanSPEP (Canadian Society of Professional Event Planners) is a vibrant and growing society of entrepreneurs in the event planning profession from across Canada. We are an influential group of entrepreneurs, many of whom are recognized industry leaders.

Formed in 1996, the organization provides a forum in which members can meet to exchange ideas, develop skills through educational programs, and share partnership opportunities that foster business growth.

In the spring 2018 membership survey, the buying power of our members contributes over \$60 million in revenue generation annually in the events industry. CanSPEP is an active association in the event industry as well as a member of Meetings Mean Business.

Vision Statement

CanSPEP is leading Canada's entrepreneurial meeting and event management industry through education, collaboration, awareness and advocacy.

For more information about CanSPEP, please visit www.canspep.ca

TENDER PROCESS

- This RFP is sent by broadcast email to all in the CanSPEP email database.
- This RFP will also be distributed through CanSPEP Social Media avenues (FB, Instagram etc.)
- This RFP is open for distribution through CanSPEP members and non-members.
- Board members or committee members must disclose any conflict of interest or personal intent when proposing and remove themselves from contracting discussions.
- All proposals will be acknowledged upon receipt.
- Intent to submit an RFP will be due no later than March 4th 2019. The following outlines important dates in the submission process.

February 25th, 2019	RFP Distribution
March 8th, 2019	Advise CanSPEP of intent to submit Proposal/submit questions related to RFP
March 15th, 2019	Response to questions provided by CanSPEP
March 22nd, 2019	Deadline for proposal
April 15th, 2019	Final decision by CanSPEP Board/inform candidates
At Board's discretion	Announce 2020 Conference Destinations

- The successful quote will be selected by April 15th 2019. Unsuccessful bidders will be notified by email.

Event Information	
Name of Event:	CanSPEP Annual Conference – 2020
Conference dates:	July 2020
Number of Delegates:	Approximately 50 planners; 50 industry Supplier/Partners;
Number of Guestrooms:	Single/Double - Wednesday 35 rooms per night Single/Double - Thursday 60 rooms per night Single/Double - Friday 60 rooms per night Single/Double - Saturday 20 rooms per night <ul style="list-style-type: none"> • Room blocks are estimates and may be adjusted dependent on selected destination. • Room rate for Planners to be the lowest rate possible. Room rate for Supplier/Partners to be a preferred industry rate. • Note: Doubles exclusive of sofa beds.
Budget:	Attendees pay own travel & accommodations.
Brief description of Event:	<p>Day 1 – Thursday Planner only day (approximately 50 attendees). Dependent on destination, planners may arrive on Tuesday or Wednesday. Registration will be on Wednesday evening and Thursday morning. Breakfast, morning break, lunch, afternoon break, planner dinner and hospitality suite anticipated. Subject to change based on destination. Educational sessions throughout the day (Minimum 5 hours of CE programming). This is an opportunity to showcase destination sites/venues as well as host hotel. Site visits may be conducted but priority is to ensure Educational sessions take precedence.</p> <p>Day 2 – Friday Planner and Supplier/Partner program (approximately 100 attendees).</p>

	<p>Supplier/Partners will arrive Thursday evening, with registration Thursday evening and Friday morning. Educational sessions all day. Meals include breakfast, morning break, lunch (possibly as part of Supplier/Partner Showcase), afternoon break, dinner and hospitality suite.</p> <p>Day 3 – Saturday Planner and Supplier/Partner program. Including breakfast, morning break, lunch, afternoon break, Closing keynote. Closing Gala dinner and hospitality suite (again dependent on destination and travel options).</p>
Set-up:	<ul style="list-style-type: none"> • Half-rounds of 5 – 6 for meetings • Rounds of 8 for meals • Unique set-ups may be requested
AV:	<ul style="list-style-type: none"> • Audio-Visual will go to RFP, or provided by National Partner
Rentals:	<ul style="list-style-type: none"> • Understand that some may be required for Supplier/Partner Showcase dependent on venue
Food & Beverage:	<p>3 x breakfasts 3 x lunches 3 x dinners 2 x pre-dinner receptions or 3 dependent on Thursday evening activity 6 x refreshment breaks</p> <p>Note: we encourage a mixture of in-house and off-site locations, subject to approval by the CanSPEP Conference Committee Please provide menus for recommended venues</p>
Meeting Space:	<p>Registration area + space for office/storage 1 x 1800 sq. ft. room for meals 1 x 3000 sq. ft. for general session space 2 x 800 sq. ft. for breakouts 1 x 5000 sq. ft. for approx. 35 table top displays</p> <p>Hospitality room for 3 evening receptions for approximately 80 – 120 people where CanSPEP can preferably bring in their own food & beverage.</p>
Transportation:	<p>If ground transportation is required to move attendees from the closest major airport to the destination and/or should transportation be required between venues during the conference, please include a proposed plan with potential sponsorship.</p>
Off-site:	<p>We are open to your suggestions and recommendations and urge you to keep in mind that this is an opportunity to showcase your Destination to key decision-makers in the event planning industry.</p>
Additional Requirements for Consideration:	<ul style="list-style-type: none"> • Consider provision of scholarships to local independent event planners to promote attendance and potential CanSPEP membership. • Creativity in submission, highlighting venues you would showcase during the Conference.
Concessions:	<ul style="list-style-type: none"> • Provision of all meeting space complimentary. • Provide complimentary room upgrades for Committee Chair/Executive/VIPs. • Generous comp room ratio. • Complimentary meeting and guest room Wi-Fi.

SUBMISSION REQUIREMENTS

For our mutual success, our expectations of the Host Partner (CVB/Destination) include the following commitments:

- Prepare a comprehensive and collaborative proposal summarizing program enhancements from your partners that may be considered (if your proposal is accepted, program ideas and options are at the discretion of the conference committee to accept). See appendix
- The host destination will oversee the participation from venues and local Supplier/Partners that are included in the proposal. The objective is to ensure Supplier/Partner commitment to enhance the program.
- Designate a key CVB representative with decision-making authority, to lend support to the planning committee as an ad-hoc member.
- Utilize your resources and expertise to assist the planning committee.
- Assist with marketing the conference to potential local delegates and sponsors.
- Assist with local media communication including CVB membership and social media network.
- Encourage local partners/Supplier/Partners to participate in a unique opportunity to showcase their businesses to the attending event entrepreneurs.
- Preferred room rate for event planners and industry Supplier/Partner attendees.
- Showcase creativity and innovation with respect to how delegates will experience your destination. As our delegates are all experienced and influential planners, they are looking for creative and innovative ideas on how they may be able to position your destination for their clients.
- Suggested venues for offsite dinners that highlight your destination are a recommended inclusion.
- Participate as a sponsor at the 2019 annual conference. This will require a financial commitment of \$5000 and any activation costs to showcase your destination and build excitement for 2020.

What we can offer

CanSPEP views the partnership with our Conference Host as a true collaboration. Conference committee members are all experienced event entrepreneurs who work with the Conference Host to create a professionally designed program, showcasing the capabilities of your destination. The result – a fun and memorable experience for all attendees.

Members/participants often come early and stay late to incorporate family vacations.

Please see attached 2018/2019 Sponsorship Prospectus for the deliverables associated with being a host venue for the CanSPEP Conference.

Final sponsorship inclusions/deliverables will be confirmed with the successful destination(s).

SELECTION PROCESS

The successful bid will have completed a comprehensive and collaborative proposal that meets the following requirements:

1. Demonstrates understanding of working with CanSPEP to create an event to attract as many planner delegates as possible; the best value price point for registration fees, guestrooms, and travel are key elements to attendees of our annual conference;
2. Demonstrates an understanding of our members and the CanSPEP culture;
3. Understands the uniqueness of CanSPEP members as business owners.
4. Demonstrates a willingness to support CanSPEP as a National Partner.
5. Demonstrates creativity in suggestions for showcasing destination as it pertains to CanSPEP Conference.

To facilitate and promote excitement for our future conferences, we will announce the location once a date is approved by the CanSPEP Board. Understand that the information is held in strict confidence until that time.

This conference is an opportunity to showcase your destination to planners who can potentially bring business to your city/ destination. We are looking for partners who appreciate the potential that this opportunity presents.

Specific RFP layout and expected content is outlined in Appendix A.

SUBMISSION

RFP Selection committee:

Nalina Williams
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Heidi Wilker, CMP, B.Comm. (HAFA)
 Blessed Events
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 905-457-2092

Rose Timmerman-Gitzi, BA., CMM
 RTG Special Events
 rose@rtgevents.ca
 Mobile 613-799-1664

Please submit proposal to:

Name:	Larissa Johnston
Company:	CanSPEP
Telephone:	613-507-2653
Email:	info@canspep.ca
Web-site:	www.canspep.ca
Respond no later than:	March 22 nd , 2019

Proposal Review

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CONFERENCE HOST HISTORY

1996	Year IMPAC was formed
1997	Huntsville, ON –Grandview Resort
1998	Niagara-on-the-Lake, ON
1999	Muskoka, ON - Muskoka Sands Resort
2000	Hull, QC
2001	Montreal, QC – CanSPEP’s 5th Anniversary
2002	Collingwood, ON – Blue Mountain Resort
2003	Sault Ste. Marie, ON
2004	Windsor, ON
2005	Quebec City, QC
2006	London, ON – CanSPEP’s 10th Anniversary
2007	Whistler, BC
2008	Hamilton, ON
2009	Halifax, NS
2010	Muskoka, ON – JW Marriott The Rosseau Resort
2011	shifted from October to February – no conference held in 2011
2012	Niagara Falls, ON – CanSPEP’s 15th Anniversary
2013	Fredericton, NB
2014	Ottawa, ON
2015	Saskatoon, SK
2016	Windsor, ON – CanSPEP’s 20th Anniversary
2017	Charlottetown, PEI - shifted from February to July
2018	Sudbury, ON
2019	St. John’s, NFLD

APPENDIX A

RFP Layout and content:

1. Introduction letter with key contact who will be working with CanSPEP
2. Table of Contents
3. Executive summary
4. Brief description of your destination outlining highlights regarding venue space and/ or activities
5. Proposed partner properties – Please provide details of options proposed by your partners. (i.e.: dine around, room rates for planners, room rates for Supplier/Partners, Wi-Fi, entertainment, pre and post options etc.)
6. Proposed unique venues that can be utilized for receptions, meeting space or gala dinner
7. Proposed elements of your destination that CanSPEP will be able to integrate into the conference to enhance the experience for delegates
8. Breakdown of sponsorship offered to host as well as breakdown of all financial costs to CanSPEP.