

## **MPI Toronto Chapter Venue RFP 2016/18**

*Would you like to showcase your property or destination and your local area to the MPI Toronto Chapter's meeting professionals? Then we need you! MPI Toronto is now accepting proposals to host our 2016/17 chapter meetings and special events. This is a wonderful opportunity to reach our membership of corporate, association and independent meeting professionals. Exposure is the key to success in our industry. By developing relationships with fellow members, whether planner or supplier, you will strengthen your organization's name in the industry, resulting in bottom-line, measurable business.*

### **Benefits of Hosting a Meeting:**

- Showcase what your venue and your local area have to offer the meetings industry
- Featured on [www.mpitoronto.org](http://www.mpitoronto.org) Events Calendar
- Opportunity to interact with members and display property information (6ft Table) at the chapter event
- Microphone time to welcome the attendees to your venue
- Recognition on the chapter website and at the chapter meeting as a host partner
- Complimentary registrations to the host property to attend event (number depends on sponsorship level)
- Attendees are provided with your contact information along with the evaluation so that they can contact you quickly and easily after the event
- MPI Toronto will share survey feedback from attendees regarding their satisfaction with your property



## 2015/16 Location History

Date	Meeting Type	Property	Attendance
September 22, 2015	Annual General Meeting and Volunteer Recognition	TIFF Bell Lightbox	144
October 18, 2015	CMP Bootcamp	Kingbridge Conference Centre & Institute	14
October 20, 2015	Professional Development Workshop Signature Series	BMO Institute for Learning	57 67
November 12, 2015	Professional Development Workshop Signature Series	The Royal Agricultural Winter Fair	53 58
December 1, 2015	Holiday Gala	Allstream Centre	502
January 13, 2016	MPI Toronto Connect	SPIN Toronto	65
February 18, 2016	Professional Development Workshop	The Westin Prince	81
February 18, 2016	Signature Series	The Westin Prince	70
March 10, 2016	Awards Gala	Metro Toronto Convention Centre	398
April 14, 2016	Global Meetings Industry Day	International Plaza Hotel + Conference Centre	224
May 15-17, 2016	Toronto Education Conference	Crowne Plaza Niagara Falls	155
April – June 2016	CMP Study Group Sessions	Radisson Admiral Hotel – Toronto Waterfront Art Gallery of Ontario Bond Place Hotel InterContinental Toronto Centre Omni King Edward Marriott on the Falls Scotiabank Convention Centre	25



## 2016/17 Event Dates

**Special Note: The following reflects the proposed dates and times MPI Toronto Chapter would prefer to hold their chapter meetings. Please understand that the times of the program may need to be changed due to the program parameters. If you are interested in hosting one of these events but the proposed dates don't work for you, please suggest an alternate date. In the proposal, we would request that you outline your CSR initiatives.**

The MPI Toronto Chapter is currently seeking venues for 2016/18 for the following events:

### **CMP Study Group Sessions**

November 2 or 14, 2016 – CMP Information Night

February 7 or 9, 2017 – CMP Information Night

Spring sessions

April 4 or 5, 2017 – 2-8pm

April 11 or 13, 2017 – full day

April 24 or 27, 2017 – full day

May 28-29, 2017 – overnight session preferable outside of Toronto

June 17, 2017 – full day

### **Annual General Meeting & Volunteer Recognition**

September 20, 2017

September 20, 2018

### **Professional Development Workshop**

October 17, 2017

October 17, 2018

### **Signature Series and Professional Development Workshop Combined**

February 1, 2017

November 15, 2017

February 8, 2018

November 13, 2018

### **Holiday Gala**

December 5, 2017

December 4, 2018

### **Signature Series**

January 11, 2017

January 10, 2018

### **Awards Gala**

March 9, 2017 – tentative Toronto Congress Centre

March 8, 2018

### **Global Meetings Industry Day**



April 6, 2017

## Toronto Education Conference (TEC) – confirmed JW Marriott The Rosseau Muskoka

May 7-9, 2017

## Leadership Summits (includes all directors and chairs)

January 15-16, 2017 (Sunday/Monday)

May 2017

## Annual General Meeting & Volunteer Recognition

<b>Objective of Event:</b>	
<i>To provide a forum to members for networking, conduct the business of the chapter at the AGM, and recognize our volunteers for the 2016/17 year.</i>	
<b>Agenda:</b>	
<b>Dinner Meeting:</b>	
3:00pm to 5:00pm – Set up	
3:00pm to 5:00pm – Board of Directors Meeting	
4:30pm to 5:00pm – New Member Reception	
5:00pm to 8:30pm – Registration & Reception, AGM, Dinner	
This event is ideal for a theatre type of room/venue.	
<b>Facilities:</b>	
<b>Event Date:</b>	– September 20, 2017 – September 20, 2018
<b>Expected Attendance:</b>	– 100-150 people
<b>Registration:</b>	– Three eight foot tables for registration in reception area – 3 easels
<b>Reception:</b>	– Cash bar for 100-150 people (with receipts available) – Complimentary soft drinks – <u>Large space</u> for networking of 100-150 people and for Reception Sponsor
<b>AGM:</b>	– Theatre style seating for 100-150, stage
<b>Dinner:</b>	– Rounds of 8 for 100-150 people or creative set-up to showcase what you can do – Podium and microphone may be required
<b>Board Meeting: (separate room)</b>	– Boardroom style setup for 13 people – Chairs for 5 observers (around perimeter of room) – Coffee, tea, assorted soft drinks or juices, ice water in jugs
<b>Audio Visual:</b>	– Typically, 2 screens, projector, stage, podium and microphone and lavalier microphone(s)
<b>Coat Check</b>	– Depending on weather
<b>Budget:</b>	– <i>Dinner Meeting:</i> \$37 per person, all-inclusive (food, gratuities, taxes & room rental) – <i>\$500 for AV</i>

**Professional Development Workshop – 2016/17**

<b>Objective of Event:</b>	
<i>Professional Development Workshop: To provide quality education to members and non-members on topics that are relevant to the industry</i>	
<b>Agenda:</b>	
<b>Professional Development Workshop:</b>	
7:30am to 8:00am – Registration and Continental Breakfast	
8:30am to 11:30AM – Professional Development Workshop	
<b>Facilities:</b>	
<b>Event Date:</b>	<ul style="list-style-type: none"> <li>– October 17, 2017</li> <li>– October 17, 2018</li> </ul>
<b>Expected Attendance:</b>	– 40-60 for Professional Development workshop
<b>Registration:</b>	– One eight-foot table for registration
<b>PD Session</b>	– Half rounds
<b>Audio Visual:</b>	– 1 screen, projector, podium, microphone and lavalier microphone
<b>F&amp;B :</b>	<ul style="list-style-type: none"> <li>– Continental breakfast</li> <li>– Mid-morning break</li> </ul>
<b>Coat Check</b>	– Depending on season
<b>Budget:</b>	<ul style="list-style-type: none"> <li>- Sponsorship of meeting room</li> <li>- \$40 all-inclusive for F&amp;B</li> <li>- \$500 for AV</li> </ul>

## Signature Series & Professional Development Workshop – 2016/17

<b>Objective of Event:</b>	
<p><i>Signature Series: To provide a forum to members and non-members for networking and to create a learning experience</i></p> <p><i>Professional Development Workshop: To provide quality education to members and non-members on topics that are relevant to the industry</i></p>	
<b>Agenda:</b>	
<p><b><u>Professional Development Workshop:</u></b>            7:30am to 8:30am – Registration and Continental Breakfast            8:30am to 12:00pm – Professional Development Workshop</p> <p><b><u>Signature Series Lunch:</u></b>            8:00am – 11:00am – Set up            11:00am to 12:00pm – Registration and reception            12:00pm to 2:30pm – Lunch and Activity</p> <p><b>Or</b></p> <p><b><u>Professional Development Workshop:</u></b>            1:00pm to 1:45pm – Registration            1:45pm to 5:00pm – Professional Development Workshop</p> <p><b><u>Signature Series Dinner:</u></b>            2:00pm to 4:30pm – Set up            4:30pm to 5:00pm – New Member Reception            5:00pm to 6:00pm – Registration and Reception            6:00pm to 8:30pm – Dinner and Activity</p>	
<b>Facilities:</b>	
<b>Event Dates:</b> <i>(3 separate dates)</i>	<ul style="list-style-type: none"> <li>– February 1, 2017</li> <li>– November 15, 2017</li> <li>– February 8, 2018</li> <li>– November 13, 2018</li> </ul>
<b>Expected Attendance:</b>	<ul style="list-style-type: none"> <li>– 50-75 people for Signature Series</li> <li>– 40-60 for professional Development workshop</li> </ul>
<b>Registration:</b>	<ul style="list-style-type: none"> <li>– Three eight foot tables for registration in reception area, 3 easels (Signature Series)</li> <li>– One eight-foot table for registration, 1 easel (professional development workshop)</li> </ul>
<b>Reception:</b>	Signature Series <ul style="list-style-type: none"> <li>- Cash bar for 50-75 people (with receipts available)</li> <li>– Complimentary soft drinks</li> <li>– <u>Large space</u> for networking of 50-75 people and for Reception Sponsor</li> </ul>
<b>Lunch/Dinner:</b>	<ul style="list-style-type: none"> <li>– Rounds of 8 for 50-75 people or creative set-up to showcase what you can do</li> <li>– Room for stage and screen(s) – front projection</li> <li>– Podium and microphone</li> </ul>
<b>PD Session</b>	<ul style="list-style-type: none"> <li>– Half rounds</li> </ul>
<b>Audio Visual:</b>	<ul style="list-style-type: none"> <li>– Signature Series: Typically, 2 screens, projector, small stage, podium</li> </ul>



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	and microphone and lavalier microphone(s) – PD: 1 screen, projector, podium, microphone and lavalier microphone
<b>Coat Check</b>	– Depending on season
<b>Budget:</b>	Signature Series – <i>Luncheon Meetings: \$35 per person, all-inclusive (food, gratuities, taxes and room rental)</i> – <i>Dinner Meetings: \$37 per person, all-inclusive (food, gratuities, taxes &amp; room rental)</i> Professional Development - Sponsorship of meeting room and refreshments requested \$500 for AV for Signature Series and PD Workshop

## Signature Series 2017/18

<b>Objective of Event:</b>	
<i>Signature Series: To provide a forum to members and non-members for networking and to create a learning experience</i>	
<b>Agenda:</b>	
<b>Signature Series Dinner:</b>	
2:00pm to 4:30pm – Set up	
4:30pm to 5:00pm – New Member Reception	
5:00pm to 6:00pm – Registration and Reception	
6:00pm to 8:30pm – Dinner and Activity	
<b>Facilities:</b>	
<b>Event Dates: (3 separate dates)</b>	– January 11, 2017 – January 10, 2018
<b>Expected Attendance:</b>	– 50-75 attendees
<b>Registration:</b>	– Three eight foot tables for registration in reception area, 3 easels
<b>Reception:</b>	– Cash bar for 50-75 people (with receipts available) – Complimentary soft drinks – <u>Large</u> space for networking of 50-75 people and for Reception Sponsor
<b>Lunch/Dinner:</b>	– Rounds of 8 for 50-75 people or creative set-up to showcase what you can do – Room for stage and screen(s) – front projection – Podium and microphone
<b>Audio Visual:</b>	– Typically, 2 screens, projector, small stage, podium and microphone and lavalier microphone(s)
<b>Coat Check</b>	– Depending on season
<b>Budget:</b>	– \$37 per person, all-inclusive (food, gratuities, taxes & room rental) – \$500 for AV





## Awards Gala

<b>Objective of Event:</b>	
<i>To recognize excellence in our industry and to provide maximum recognition for nominees and award recipients and networking for attendees.</i>	
<b>Agenda:</b>	
12:00am to 5:00pm – Set Up (set up the night before if room available)	
4:30pm to 5:00pm – New Member Reception	
5:00pm to 6:30pm – Registration & Reception	
6:30pm to 9:00pm - Dinner	
9:00pm to 12:00am - Teardown	
<b>Facilities (minimum requirements requested):</b>	
<b>Event Date:</b>	– Thursday, March 9, 2017 (tentative Toronto Congress Centre) – March 8, 2018
<b>Expected Attendance</b>	– 400-450 people
<b>Attendee Profile:</b>	– MPI planner and supplier members – Non-Members – Members from other Industry Associations – Guests
<b>Registration Space:</b>	– Outside meeting room, eight six-foot tables, five easels
<b>Reception Area</b>	– Large Area outside of dining room – to accommodate reception sponsor, bars and networking space.
<b>Meeting Room Set Up:</b>	– Seating for 400-450 people at rounds of 8 – Large stage and 2 screens (rear projection)
<b>Food and Beverage:</b>	– Hors D’oeuvres – Sit-Down Dinner
<b>Audio Visual:</b>	– Requirements TBA – AV sponsor TBA
<b>Coat Check:</b>	– Hosted Coat Check
<b>Budget/Sponsorship:</b>	– MPI Toronto Chapter provides \$45 per person, all inclusive (food, gratuities, taxes & room rental) – Venue is encouraged to upgrade the menu (sponsorship opportunity) – Please outline any other items & services that the venue is willing to sponsor (i.e. welcome drink, valet parking, etc.)



## Global Meetings Industry Day

### **Objective of Event:**

*This event is designed to raise awareness of the meetings industry and communicate the value of meetings to the broader business community and community at large.*

*MPI Toronto Chapter partners with other industry organizations to plan and promote this event.*

### **Agenda:**

7:00am to 9:00am - Set Up

10:00 to 11:00am – New Member Reception

11:00am to 2:30pm – Registration, Reception, Lunch and Program

2:30pm to 3:30pm – Mentor Cafe

### **Facilities (minimum requirements requested):**

<b>Event Date:</b>	- Thursday, April 6, 2017
<b>Expected Attendance</b>	– 300-350 people
<b>Registration:</b>	– Five eight foot tables for registration in reception area – 3 easels
<b>Reception:</b>	– Cash bar for 300 people (with receipts available) – Complimentary soft drinks – <u>Large</u> space for networking for 300-350 people and event sponsor
<b>Lunch:</b>	– Rounds of 8 – Room for a stage and screen(s) – front or rear projection – Podium with microphone
<b>Mentor Cafe: (separate room)</b>	– 15 different stations for 3 people (soft furnishings couches, lounge chairs) – Coffee/tea/soft drinks
<b>Audio Visual</b>	– Two screens, projector, stage, podium and microphone, lavalier microphone(s)
<b>Electrical:</b>	– Electrical needs to support the AV and speaker requirements
<b>Coat Check or Coat Rack:</b>	– Depending on season
<b>Budget/Sponsorship:</b>	– \$35 per person all inclusive (food, gratuities, taxes and room rental) – \$1000 for AV

## Toronto Education Conference (TEC) – May 7-9, 2017 – CONFIRMED JW MARRIOTT THE ROSSEAU MUSKOKA

<b>Objective of Event:</b>	
<i>To provide outstanding educational content with multiple sessions and a forum for networking. The TEC will appeal to all levels of experience for both planners and suppliers.</i>	
<b>Facilities:</b>	
<b>Agenda:</b>	
<ul style="list-style-type: none"> <li>– Sunday Afternoon Session/Evening Reception 3:00pm-9:00pm</li> <li>– Monday 7:30am-9:00pm</li> <li>– Tuesday 7:30am-4:00pm</li> </ul>	
<b>Event Date(s):</b>	– May 7-9, 2017
<b>Location:</b>	– Seeking a venue outside the GTA within 1 – 2 hours driving time – VENUE CONFIRMED
<b>Expected Attendance:</b>	– 150 - 200 people (see event history)
<b>Attendee Profile:</b>	– MPI members (planners and suppliers) and non-members (planners and suppliers)
<b>Participation History</b>	<ul style="list-style-type: none"> <li>– 2015 – 153 attendees at Blue Mountain Resort</li> <li>– 2014 – 148 attendees – Hilton Hotel &amp; Suites Niagara Falls/Fallsview, Niagara Falls</li> <li>– 2013 – 163 attendees, Blue Mountain Resort, Collingwood</li> <li>– 2012 – 170 attendees, Fallsview Casino Resort &amp; Hilton Hotel &amp; Suites Niagara Falls/Fallsview, Niagara Falls</li> <li>– 2011 – 101 attendees, Deerhurst Resort, Huntsville</li> </ul>
<b>TEC Agenda / Venue Requirements</b>	
<b>Sunday:</b> <b>1:00pm-9:30pm</b>	<ul style="list-style-type: none"> <li>1:00pm – Registration</li> <li>3:00pm – Opening session</li> <li>7:00pm - Reception</li> </ul>
<b>Monday:</b> <b>7:30am</b>	– Breakfast
<b>8:30am</b>	<ul style="list-style-type: none"> <li>– Opening Keynote</li> <li>– Mixed room set up (half rounds, soft furniture, high top tables and chairs)</li> </ul>
<b>10:00am</b>	– Refreshment Break
<b>10:30am</b>	<ul style="list-style-type: none"> <li>– 3 breakout rooms 50-75 people each</li> <li>– Set up ½ rounds</li> <li>(Can use plenary session room for one breakout)</li> </ul>
<b>12:00pm</b>	– Lunch
<b>1:00pm</b>	<ul style="list-style-type: none"> <li>– 3 breakout rooms – 50-75 people each</li> <li>– Set up ½ rounds</li> <li>(Can use plenary session room for one breakout)</li> </ul>
<b>3:00pm</b>	– Refreshment Break
<b>3:30pm</b>	<ul style="list-style-type: none"> <li>– 3 breakout rooms – 50 – 75 people each</li> <li>– Set up ½ rounds</li> </ul>



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	(Can use plenary session room for one breakout)
<b>6:30pm</b>	– Dinner (could be at venue or off-site)
<b>Tuesday: 7:30am</b>	– Breakfast
<b>8:30am</b>	– 3 breakout rooms – 50 – 75 people each – Set up ½ rounds (Can use plenary session room for one breakout)
<b>10:30 am</b>	– Refreshment Break
<b>10:45am</b>	– 3 breakout rooms – 50-75 people each – Set up ½ rounds – (Can use plenary session room for one breakout)
<b>11:45am</b>	– Lunch & Closing Speaker
<b>Accommodations:</b>	– Special MPI Toronto Chapter guestroom rate for attendees. Rates to be extended two days pre and post TEC.
<b>Additional Venue Requirements:</b>	
<b>Budget/Sponsorship:</b>	– Room rental to be fully sponsored – Request for the venue to partially sponsor food and beverage. – Please outline any other items & services that the venue is willing to sponsor

## Leadership Summits 2016/17

<b>Leadership Summit for strategic planning for Chapter Facilities (minimum requirements requested):</b>	
<b>Event Dates:</b>	<ul style="list-style-type: none"> <li>- Sunday/Monday January 15-16, 2017 (preferably in the GTA)</li> <li>- Saturday night/Sunday/Monday May or June 2017</li> </ul>
<b>Expected Attendance:</b>	– 30 maximum
<b>Attendee Profile:</b>	– MPI Toronto Chapter Directors and Chairs, Staff, Facilitator
<b>Meeting Room Set up:</b>	– Lounge furniture set up in an oval shape
<b>Number of meeting rooms required:</b>	<ul style="list-style-type: none"> <li>– Two</li> <li>– Second room can be set up board room style</li> </ul>
<b>Timing/Food &amp; Beverage:</b>	<p>January 2017</p> <p>Sunday</p> <ul style="list-style-type: none"> <li>– Breakfast 7:30am</li> <li>– Meeting 8:00am – 5:00pm</li> <li>– Refreshment breaks 10:00am and 3:00pm</li> <li>– Lunch 12:00pm</li> <li>– Dinner 6:30pm</li> </ul> <p>Monday</p> <ul style="list-style-type: none"> <li>– Breakfast 7:30am</li> <li>– Meeting 8:00am – 2:00pm</li> <li>– Refreshment break 10:00am</li> </ul> <p>May 2017</p> <p>Saturday</p> <ul style="list-style-type: none"> <li>- Afternoon arrival and check in</li> <li>- Saturday Dinner 6:30pm</li> </ul> <p>Sunday</p> <ul style="list-style-type: none"> <li>- Breakfast 7:30am</li> <li>- Meeting 8:30am – 5:00pm</li> <li>- Refreshment breaks 10:00am and 3:00pm</li> <li>- Lunch 12:00pm</li> <li>- Dinner 6:30pm</li> </ul> <p>Monday</p> <ul style="list-style-type: none"> <li>- Breakfast 7:30am</li> <li>- Meeting 8:30am – 2:00pm</li> <li>- Refreshment break 10:00am</li> <li>- Lunch 12:00pm</li> </ul> <p>–</p>
<b>Accommodation:</b>	<ul style="list-style-type: none"> <li>- Accommodation for up to 30 for May Summit – upgraded room or suite for hospitality – could be President’s Room</li> <li>- Late check out on Monday (2:00pm)</li> </ul>
<b>Budget/Sponsorship:</b>	<ul style="list-style-type: none"> <li>– Room rental to be sponsored by venue</li> <li>– Partial sponsorship of F&amp;B also requested</li> </ul>

## CMP Program Specifications 2016/17

<b>Objective of Event:</b>	
<i>To provide member and non-members studying for their CMP with group study sessions where industry facilitators/speakers help prepare them for the CMP Exam.</i>	
<b>Facilities (minimum requirements requested):</b>	
<b>Event Dates:</b>	November 2 or 14, 2016 – CMP Information Session (5-7pm) February 7 or 9, 2017 – CMP Information Session (5-7pm) CMP Study Group Session Dates April 4 or 5, 2017 (2-8pm) April 11 or 13, 2017 – full day April 24 or 27, 2017 - full day May 28-29, 2017 – overnight preferably just outside Toronto June 17, 2017 – full day Venues can choose to do one session only or a combination of sessions
<b>Expected Attendance</b>	<ul style="list-style-type: none"> <li>– Up to 60 for Information Session</li> <li>– Boot Camp – 25-30</li> <li>– 15-30 attendees - Study Group Sessions</li> </ul>
<b>Attendee Profile:</b>	<ul style="list-style-type: none"> <li>– MPI members (planners, suppliers) and non-members (planners, suppliers)</li> </ul>
<b>Registration Space:</b>	<ul style="list-style-type: none"> <li>– Outside meeting room, one six-foot table, one easel</li> </ul>
<b>Meeting Room(s) / Set up:</b>	Bootcamp & Study Sessions <ul style="list-style-type: none"> <li>- Room to accommodate 15-30 people, rounds of 6, 2 6’ tables at the back of the room with 3 chairs and near an outlet or with an extension cord</li> </ul> Information Sessions <ul style="list-style-type: none"> <li>- Half rounds or theatre style depending on numbers</li> </ul>
<b>Number of meeting rooms:</b>	<ul style="list-style-type: none"> <li>– One</li> </ul>
<b>Food and Beverage:</b>	<ul style="list-style-type: none"> <li>– Coffee/tea/soft drinks on arrival, Light snacks for Information Sessions</li> <li>– Afternoon/evening sessions – coffee/tea on arrival, working dinner</li> <li>– Breakfast/breaks/lunch for full day sessions</li> <li>– Overnight session – Day 1 - 11am coffee/team service, working lunch, afternoon break, group dinner; Day 2 – breakfast, am refreshment break, working lunch (usually finished by 2pm)</li> </ul>
<b>Audio Visual</b>	<ul style="list-style-type: none"> <li>- Laptop with remote; Screen, LCD projector, podium with microphone, extension cord, WiFi, 6 flipcharts</li> </ul>
<b>Electrical:</b>	<ul style="list-style-type: none"> <li>– Electrical needs to support the AV and speaker requirements</li> </ul>
<b>Coat Check or Coat Rack:</b>	<ul style="list-style-type: none"> <li>– Depending on season</li> </ul>
<b>Accommodation:</b>	<ul style="list-style-type: none"> <li>– Accommodation preferred rate as attendees cover on their own for overnight session only; hospitality room for first night to get together</li> </ul>
<b>Budget/Sponsorship:</b>	<ul style="list-style-type: none"> <li>– \$25pp all-inclusive for evening sessions, \$50pp all-inclusive for full day sessions to include room rental, light breakfast, breaks, lunch, AV</li> </ul>