

# Conference Planning

NGEDA Annual Meeting

January 2013

# Request for Proposal (RFP)

- 1. What is an RFP?
- 2. Do you need to prepare an RFP?
- 3. How is an RPF used?

# Contact Information

- **Meeting Specifications**
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- **Contact:** Rob Casias
- Director, Meetings and Marketing
- National Guard Association of Texas
- 3706 Crawford Avenue
- Austin, Texas 78731
- rcasias@ngat.org
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- 512/454-7300 (phone)
- 512/467-6803 (fax)
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- **Open Year:** 31 March – 1 April 2017

# Specifics

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- **Room Block:**

<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
50	300	300	C/O
- **Agenda:** See tentative agenda
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- **Average Number**
- **of Attendees:** 1000-1200
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- **Largest Food**
- **Function:** 700

# Exhibit Space Required

- **Exhibit Space:** Maximum of 100-10 X 10 booths (can use 8 X 10), 1-2 island booth exhibits, outdoor exhibits (18-wheel military vehicles). It is also preferable to have an area large enough to set up snacks, a cash bar and 20-30 rounds within the exhibit area.

# POCs

- **Site-Selection Responsibility:**
- Ray Lindner, Executive Director
- Rob Casias, CMP  
Director, Meetings/Marketing
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- **Deadline to**
- **Submit proposal:** Tentative decision late Fall, 2013

# Concessions

- **Special Requirements:**
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- We cannot sign any hotel contracts that contain an attrition clause.
- Transportation subsidy if shuttle or charter transportation is required.
- Consent to bring food & beverage in designated rented parlor suites (we will use for hospitality suites).
- Comp room for the president of the association.
- Complimentary breakfast for NGAT membership briefing for 400.
- Upgrade at group rate for the executive director of the association.
- 7 staff rooms at a reduced rate.
- 3 speaker rooms at a reduced rate.
- Complimentary parking for staff rooms.
- Complimentary deliveries addressed to the meeting planner.
- We will require comps at 1 per 40 rate.
- Allow comped rooms can be used at a later date, or as prizes or incentives.
- Complimentary internet in guest sleeping rooms.
- Complimentary use of props or table centerpieces.
- Request one comped meal per 100.
- Discounted rate for internet use in meeting rooms.
- One complimentary stand-up microphone and lectern per meeting room.

# Additional Concessions

- **Hotel Reservations:**

- All room reservations will be made directly to the hotel on an individual basis. Conference participants are responsible for all room charges, tax (unless exempt) and incidental expenses and will be responsible for payment upon departure. The room charge for staff and a few VIPs will be put on a master account to be direct billed to the National Guard Association. Group may also use their own AV equipment and technical support.

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- **Catering and Audio-Visual Charges:**

- Charges for catered functions and audio visual equipment rental will be placed on a master account to be direct billed to the National Guard Association.

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- **Room Rates:**

- *The group is extremely rate conscious.*

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# Guest Room History

HISTORY			
<b>March 22-25, 2012 – Austin, Texas</b> Radisson Austin Hotel *Overflow Holiday Inn Lady Bird Lake	Wed, Mar 21, 2012	0	11
	Th., Mar 22, 2012	140	153(3)*
	Fri., Mar 23, 2012	350	297(56)*
	Sat., Mar 24, 2012	350	271(59)*
	Sun., Mar 25, 2012	0	
<b>Total Room Nights Picked Up</b>			<b>850</b>
<b>March 25-27, 2011 – Corpus Christi, Texas</b> Omni Hotel *Overflow Holiday Inn Emerald Beach	Wed, Mar 23, 2011	30	56(4)*
	Th., Mar 24, 2011	354	294(21)*
	Fri., Mar 25, 2011	504	491(76)*
	Sat., Mar 26, 2011	504	431(66)*
	Sun., Mar 28, 2011	0	
<b>Total Room Nights Picked Up</b>			<b>1439</b>

# Conference Tentative Agenda

- **Wednesday**
- 8:00 a.m. - 24 hours  
through Sun. afternoon
- **NGAT Office**
- 8:00 a.m. - 24 hours
- through Sun. afternoon
- **Conference Committee Office**

# Agenda (continued)

- **Friday**
- 8:00 a.m. - 24 hours      **NGAT Office**
- through Sun. afternoon
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- 8:00 a.m. - 24 hours      **Conference Committee Office**
- through Sun. afternoon
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- 6:30 a.m. - 1:00 p.m.      **Golf Tournament**
- *Off Property*
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- 7:30 - 9:00 a.m.              **Fun Run**
- *Off Property*
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- 8:00 a.m. - 1:00 p.m.      **Exhibit Set-Up & Move-In**
- Decorating Company Set-Up
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# Agenda (continued)

- **Saturday**
- 7 a.m. **Breakfast for Commanders & NCOs**  
Rounds for 150
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- 7 a.m. **Breakfast for Retirees**  
Rounds for 100
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- 8:00 a.m. - 24 hours **NGAT Office**  
through Sun. afternoon
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- 8:00 a.m. - 24 hours **Conference Committee Office**  
through Sun. afternoon
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- 8 a.m. – 3 p.m. **8 Concurrent Sessions to be set:**
  - 5-Theater for 80; Podium
  - 2-Theater for 150; Podium
  - 1-Rounds for 50
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- 8 a.m. - 12:30 p.m. **Business Session**  
Theater for 500; Sergeant of Arms Area w/ 2 podiums & 6 chairs; 35 chairs theater-style for band; Head Table for 8 on 16'X40'X4' stage; 25' rear-screen projection & moving spotlight; 6 headsets
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# Questions