

## **SAMPLE REQUEST FOR PROPOSAL FOR IIMC ANNUAL CONFERENCE**

### **Conference Award Criteria Policy Attached**

#### **Deadline to respond to this request for proposal**

- TO BE DETERMINED



#### **International Institute of Municipal Clerk (IIMC)**

Founded in 1947, IIMC is the leading professional nonprofit association of Municipal Clerks, Secretaries and Recorders from cities and towns throughout North America and 15 other countries. IIMC's 9,500 plus members, represent municipalities with populations of 1,000 to more than 8 million. IIMC offers its members services and continuing educational development opportunities in 45 permanent college-and university-based learning centers, a Certified Municipal Clerk Program, a Master Municipal Clerk Program and other opportunities to benefit members and the government entities they serve. A 26-member Board of Directors governs the Organization's policies.

#### **Special instructions**

If you represent a Bureau, please limit your distribution to ONLY properties that can meet our requirements or pre-screen responses and submit ONLY those properties that adequately meet our profile.

#### **Projected Attendance**

IIMC is anticipating approximately 800 to 1000 attendees for this conference. Attendees include IIMC members, guests, staff, exhibitors and speakers.

#### **Meeting Dates Must Be In May:**

IIMC's preference is to hold its Conference in May from Saturday through Wednesday the week prior to the traditional U.S. Memorial Day weekend.

#### **Brief Conference Overview - Tentative**

#### **Education**

- 3 Academy sessions each on Saturday and Sunday
- 30 concurrent education sessions from Monday through Wednesday
- 2 or 3 general or plenary session speakers Monday, Tuesday and Wednesday
- 2 Athenian Leadership Dialogue Sessions – Saturday and Sunday
- International Off Site Program – 3 to 5 hours on Monday or Tuesday

#### **Meetings**

- 1 or 2 IIMC Board of Directors meetings – 8 hours each
- 1 IIMC Board of Directors meeting – 2 hours
- 1 MCEF Board of Directors meeting – 6 hours
- Region meetings on Monday

#### **Exhibit hall**

- 2.5 days of exhibit program (approx. 10' x 10' booth for 45 - 60 exhibitors)
- Walk/Run – Sunday morning – 2-hour event
- Ballroom for Opening Ceremony/General Sessions

**Food and Beverage (commitment in-house)**

- 6 refreshment breaks (Sunday through Wednesday)
- 1 Opening Reception held in the exhibit hall – hors d'oeuvres/refreshments
- 2 lunches in exhibit hall (Monday and Tuesday)
- 1 breakfast at the Annual Business Meeting (Wednesday)
- 1 plated dinner at the Annual Banquet (Wednesday)
- 1 or 2 breakfasts for IIMC Board Meeting (approx. 35-40 people)
- 2 lunches for IIMC Board meeting (approx. 35-40 people)
- 2 refreshment breaks for board meeting (approx. 35-40 people)
- President's Reception – hors d'oeuvres (approx. 40-60 people)

**Sleeping Room Rate Range**

IIMC has averaged approximately between 500 to 550 rooms on peak nights Sunday – Wednesday.

**PROGRAM TENTATIVE**

DAY & TIME	PROGRAM
<b>Thursday</b>	
9:00 am – 5:00 pm	Staff Set-up of IIMC Office/Education Room
9:00 am – 5:00 pm	Delivery and unpacking of IIIMC Shipment in IIMC Office (3-4 pallets)
<b>Friday</b>	
9:00 am – 5:00 pm	IIMC Office/Education Room
9:00 am – 5:00 pm	Set-up of Registration for Delegates
8:00 am – 8:30 am	Board Breakfast (40)
8:30 am – 5:00 pm	IIMC Board of Directors
8:00 am – 5:00 pm	Delegate bag assembly
Noon – 1:00 pm	Board Luncheon (40)
TBD	Mini pre-con meeting with selected hotel staff
3:00 pm – 4:00 pm	Volunteer Orientation
<b>Saturday</b>	
6:30 am – 6:00 pm	Registration Opens
8:00 am – 5:00 pm	IIMC Office/Education Room
7:00 am – 8:00 am	Board Breakfast (57)
8:00 am – 5:00 pm	Board Meeting (hollow square for 35) and extra seating in room
8:00 am – 5:00 pm	Foundation Board Meeting (conference for 20)
8:00 am – 5:00 pm	Three Academy Education Sessions (schoolroom for 50 per session)
8:00 am – 5:00 pm	Athenian Leadership Society Session (schoolroom 30)
Noon – 1:00 pm	Board & Foundation Luncheon (57)
Noon – 5:00 pm	Exhibit Hall Move-in
7:00 pm – 9:00 pm	President's Private Reception - (70) TBD
<b>Sunday</b>	
7:00 am – 8:30 am	Foundation Walk/Run (off site)
7:00 am – 5:00 pm	Registration Open
8:00 am – 5:00 pm	IIMC Office/Education Room
8:00 am – 5:00 pm	Exhibit Hall Move-in AM, Opening PM

<b>Sunday – Con’t.</b>	
8:00 am – 5:00 pm	Three Academy Education Sessions (schoolroom for 50 per session)
9:00 am – 4:00 pm	Institute Directors Colloquium (Rounds for 50)
8:00 am – 5:00 pm	Athenian Leadership Society Session (schoolroom 30)
8:00 am – 5:00 pm	Opening Ceremony Rehearsal in Ballroom
3:30 pm – 5:00 pm	President’s Round Table (Rounds for 50)
3:30 pm – 5:00 pm	1st Time Delegates Orientation (theater for 180)
4:00 pm – 5:00 pm	Committee Leadership (Rounds for 40)
5:00 pm – 5:30 pm	Scanning Meeting for Volunteers (theater for 80)
7:00 pm – 10:00 pm	President’s Opening Reception – (800 – 1000) Exhibit Hall
<b>Monday</b>	
6:30 am – 5:00 pm	Registration Open
6:00 am – 8:00 am	Continental Breakfast (80)
8:00 am – 5:00 pm	IIMC Office/Education Room
7:00 am – 10:30 am	Opening Ceremony (Theater for 1000 & stage)
11:00 am – Noon	General Session
Noon – 1:00 pm	Lunch in exhibit hall (all attendees)
1:00 pm – 5:00 pm	Six Breakout sessions (schoolroom for 60 per session)
<b>Tuesday</b>	
8:00 am – 5:00 pm	Registration Open
8:00 am – 5:00 pm	IIMC Office/Education Room
9:00 am – 10:30 am	Six Breakout sessions (schoolroom for 60 per session )
10:45 a.m. – Noon	General Session
Noon – 1:00 pm	Lunch in exhibit hall (all attendees)
1:00 pm – 4:00 pm	Off Site International Program
1:00 pm – 4:00 pm	Six Breakout sessions (schoolroom for 60 per session)
5:00 pm – 9:00 pm	All Conference Event (off site)
<b>Wednesday</b>	
6:30 am – 9:00am	Annual Business Meeting/Breakfast (all attendees)
8:00 am – Noon	Registration Open
8:00 am – 5:00 pm	IIMC Office/Education Room
9:00 am – 10:30 am	Six Breakout sessions (schoolroom for 60 per session)
10:45 am – Noon	General Session
Noon – 1:30 pm	Lunch on their own
1:30 pm – 4:00 pm	Six Breakout sessions (schoolroom for 60 per session)
2:00 pm – 3:30 pm	New board orientation
6:00 pm – 7:00 pm	Board Private Reception (50 people – bar/refreshments)
6:00 pm – 7:00 pm	Annual Reception for Delegates
7:00 pm – Midnight	Annual Banquet (all attendees plated dinner)

NOTE: Schedule is subject to change.

## **Desired Options to be Provided by Hotel/Convention Center**

- a. Complimentary meeting space including exhibit hall
- b. No Food and Beverage minimum
- c. (13) Staff rooms at reduced rate (10 days)
- d. 1 per 40 complimentary – cumulative
- e. Wednesday night Board Reception hosted by hotel (attendance approximately 75)
- f. Reduced or waived Audio Visual charges
- g. (1) Complimentary Suite for the President (8 days). This room is used several evenings to host small functions and networking. Must be able to accommodate 60-70 people.
- h. (3) Mini-Suites at the sleeping room rate over the block.
- i. (2) Round-trip limousine transfer from airport to hotel and back (TBD by IIMC).
- j. Complimentary health club use.
- k. (26) Board upgrades to concierge level or comparable rooms
- l. Cut-off date 21 days out, group rate valid after cut off upon availability
- m. Master Account – no deposit required
- n. Reasonable Cancellation/No Attrition clauses
- o. Complimentary Internet access in guest rooms and/or convention center
- p. Complimentary shuttle/coach service to off site events
- q. Sleeping room rates must be quoted single/double occupancy and run of house
- r. Sleeping room rates commissionable/rebate of 10 percent
- s. Rate to apply three (3) days pre and post upon availability
- t. Complimentary rooms for 5 people for site planning
- u. Guaranteed lowest group rate in-house

## IIMC ANNUAL CONFERENCE PROPOSAL

**PLEASE COMPLETE AND RETURN BY:** To Be Determined  
Email by TBD to: Executive Director Chris Shalby at [chriss@iimc.com](mailto:chriss@iimc.com)  
Phone: 909-944-4162 • Fax 909/944-8545



**Property Name:**

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**City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_ **Country** \_\_\_\_\_

**Contact:**

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**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**1. Using the pattern as described in the Room Block and the Program specifications as outlined, we can accommodate your group on the following days/dates, number of rooms and rates:**

Days/Dates		Number of Rooms	Room Rate
<b>Friday</b>			
<b>Saturday</b>			
<b>Sunday</b>			
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			

**2. Please indicate your response to the items listed on our Desired Options.**

- a.  YES  NO Complimentary meeting space including Exhibit Hall
- b.  YES  NO No Food and Beverage minimum
- c.  YES  NO (13) Staff rooms at reduced rate (10 days)
- d.  YES  NO 1 per 40 complimentary – cumulative
- e.  YES  NO Wednesday night Board Reception hosted by hotel (attendance approx 75)

f.  YES  NO Reduced or waived Audio Visual charges

g.  YES  NO (1) Complimentary Suite for the President (8 days). This room is used several evenings to host small functions and networking. Must be able to accommodate 50 people.

h.  YES  NO (3) Mini-Suites at the sleeping room rate over the block. (9 days)

i.  YES  NO (12) Round-trip limousine transfer from airport to hotel and back (TBD by IIMC).

j.  YES  NO Complimentary access to health club

k.  YES  NO (26) Board upgrades to concierge level or comparable rooms

l.  YES  NO Cut-off date 21 days out, group rate valid after cut off upon availability

m.  YES  NO Master Account – no deposit required

n.  YES  NO Reasonable Cancellation/No Attrition clauses – looking for win-win contract

o.  YES  NO Complimentary Internet access in guest rooms and/or convention center

p.  YES  NO Complimentary shuttle/coach service to off site events

q.  YES  NO Sleeping room rates must be quoted single/double occupancy and run of house

r.  YES  NO Sleeping room rates commissionable/rebate of 10 percent

s.  YES  NO Rate to apply three (3) days pre and post upon availability

t.  YES  NO Complimentary rooms (eleven room nights) for site planning

u.  YES  NO Guarantee lowest group rate in-house

**3. Please remember to address the following with your proposal:**

- Letters of support (mayor, host clerk, local or national associations, etc.)
- Cultural & Social Events (pre/post tour options & major attractions in your city)
- Ideas on marketing your city and promotional assistance you can provide IIMC
- Is your city union or non-union?
- List conventions with reference and contact information (+/- 1,000 attendees) held in your city past 3 years.
- Financial incentives and support (in-kind or hard dollars to offset costs)
- IIMC Site visits – assistance with all costs regarding the site visit including airfare and accommodations for five IIMC representatives. Site visits include: 1) qualifying visit; and 2) after conference is awarded – one year prior to conference date.