



International Institute of Municipal Clerks

Professionalism in Local Government through Education

IIMC IS ACCEPTING REQUESTS FOR PROPOSALS FOR 2029 ANNUAL CONFERENCE

The International Institute of Municipal Clerks (IIMC) is calling for Request For Proposals from convention bureaus in your area that would like the opportunity to bid to secure the right to host the 83rd IIMC Annual Conference in May 2029. IIMC respectfully asks that you indicate your interest in undertaking this project by contacting IIMC Executive Director Chris Shalby at chriss@iimc.com for an RFP.

IIMC CONFERENCE PHILOSOPHY

The Organization's main purpose is to provide quality education programs, an exhibit hall and a variety of opportunities for IIMC members to network with their colleagues. This major event is intended to raise funds to supplement IIMC's existing programs, and to implement new products and services to benefit IIMC's members.

IIMC ANNUAL CONFERENCE RESPONSIBILITIES

IIMC is responsible for the fiscal, education, marketing/planning of its Conference. This includes but is not limited to:

- Establishing all fees, costs and schedules;
- Developing educational programs and sessions;
- Selecting speakers and instructors;
- Selecting facilities, sites and services;
- Developing exhibit program;
- Marketing and promoting the Conference;
- Creating and selecting promotional products; and
- Fundraising through IIMC sponsored companies and vendors.

HOST COMMITTEE/CITY RESPONSIBILITIES

Host City/Host Committee will aid IIMC staff in planning this Conference. IIMC will require the local Host Committee to help:

- Fundraise toward the enhancement of the conference;
- Market the conference locally and regionally; and
- Provide volunteers (minimum 20 - 40) throughout the week.

Deadlines -- 2025

- Monday, June 2 - deadline for returning the RFP to IIMC Headquarters;
- Monday, July 7 - notify qualifying finalists and schedule a site visit in August and September 2025; and
- November 2025 – IIMC Board of Directors votes on site.

Sincerely,

Chris

Christian Shalby
Executive Director -- chriss@iimc.com
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