



# *International Institute of Municipal Clerks*

Professionalism in Local Government through Education

## **IIMC REQUEST FOR PROPOSAL 2029 IIMC ANNUAL CONFERENCE**

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

- Monday, June 2, 2025

### **International Institute of Municipal Clerks (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 10,000 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 those 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 1,000 attendees for this conference. Attendees include IIMC members, guests, staff, exhibitors and speakers.

### **Meeting Dates:**

IIMC's first preference is to hold its Conference from Saturday through Wednesday within the three-week period prior to the traditional U.S. Memorial Day weekend in 2029.

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

#### **Education**

- 4 Academy sessions each on Saturday and Sunday – 8 total
- 4 Athenian Leadership Dialogue Sessions – 2 on Saturday and 2 on Sunday
- 30 or more concurrent education sessions - Monday through Wednesday
- 2-3 general or plenary sessions Monday, Tuesday and Wednesday

#### **Meetings**

- 2 IIMC Board of Directors meetings – 8 hours each (Friday & Saturday)
- 1 IIMC Board of Directors meeting – 2 hours (Wednesday)
- 1 Foundation Board of Directors meeting – 6 hours (Saturday)
- Institute Directors Colloquium on Sunday – 8 hours

## **Exhibit Hall/Special Events**

- 2.5 days of exhibit program (approx. 10' x 10' booths for 45 - 60 exhibitors)
- Setup: Saturday 8 am – 12 pm – Open: Sunday – Tuesday – Teardown: Tuesday 3 pm
- Ballroom for Opening Ceremony/General Sessions
- Silent Auction area (16 – 6' tables) and footprints for food stations
- Lunch/breaks are held in Exhibit Hall with seating for 800 – 1,000

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

- 6 refreshment breaks (Sunday through Wednesday)
- 1 Opening Reception in the exhibit hall (hors d'oeuvres/refreshments – Sunday evening)
- 1 Grab and Go breakfast Optional - (Monday prior to Opening Ceremony)
- 2 lunches in exhibit hall (Monday and Tuesday)
- 1 breakfast at the annual business meeting (Wednesday)
- 1 plated dinner at the annual banquet (Wednesday)
- 2 breakfasts for IIMC Board meetings (approx. 40 – 45 people)
- 3 lunches for IIMC Board meetings (approx. 40– 45 people)
- 4 refreshment breaks for Board meetings (approx. 40– 45 people)
- President's Reception – hors d'oeuvres (approx. 50 – 60 people) - TBD
- International and Board Reception (Saturday 3/hr) – hors d'oeuvres (approx. 70 people) - TBD
- Foundation Donor Reception (Sunday 1/hr) - hors d'oeuvres (approx. 75 – 100 people)
- Private Banquet Reception - hors d'oeuvres (approx. 75 people)

## **Other Events**

- All Conference Event (TBD) 800 – 1,000 people – Location TBD
- Vendor/Sponsor Reception – TBD

## **Sleeping Rooms**

IIMC has averaged approximately 550 to 600 rooms on peak nights Sunday – Tuesday. Sleeping room rates must be quoted single/double occupancy and run of house

	Staff Room	Pres. Suite	VIP Suite	Executive Suite	King Rooms	Dbl/Dbl Rooms	TOTAL Block
Wednesday	14	-	-	-	6	-	25
Thursday	14	1	3	28	21	20	85
Friday	14	1	3	28	105	49	200
Saturday	14	1	3	28	175	196	415
Sunday	14	1	3	28	262	269	576
Monday	14	1	3	28	262	269	576
Tuesday	14	1	3	28	262	269	565
Wednesday	14	1	3	28	203	228	500
Thursday	14	1	-	-	50	-	25
Friday	-	-	-	-	20	-	12
Saturday	-	-	-	-	20	-	12

**TENTATIVE 4-DAY PROGRAM – \*Times are subject to change**

<b>*DAY &amp; TIME</b>	<b>PROGRAM</b>
<b>Wednesday – all day</b>	Staff arrives
<b>Thursday – all day</b>	Staff setup – IIMC Staff Office – Pre con w/Hotel, Center IIMC Office – Thursday - Thursday Foundation Office – Friday - Wednesday HC Office – Friday - Wednesday Cashier Office – Friday - Wednesday Registration – Friday - Wednesday
<b>Friday</b>	
7 am – 5 p.m.	IIMC Registration set-up, Cashier, Foundation, HC, Bag Assembly
8 am – 5 pm	IIMC Board Development with breakfast for 45
Noon – 1 pm	IIMC Board Development lunch for 45
3 pm – 4 pm	Volunteer Orientation 50 people
7 pm – 9 pm	President's Private Reception 50 – 60 people
<b>Saturday</b>	
8 am – 5 pm	Registration Opens
8 am – 5 pm	Exhibit Hall set-up/Exhibitor move-in
8 am - 8:30 am	Board Continental Breakfast (45)
8:30 am – 5 pm	Board Meeting (hollow square for 45)
Noon – 1 pm	Board Luncheon (45)
7 am - 5 pm	Four Academy Education Sessions (rounds for 50 per session)
9 am – 4 p.m.	Two Athenian Leadership Society Sessions (U-Shape for 30/session)
7 am - 5:30 pm	Foundation Board Meeting (hollow square for 20)
7:30 pm - 9 pm	IIMC Board/International President's Dinner (50 - 60) TBD
<b>Sunday</b>	
8 am – 5 pm	Registration Continues
8 am – 1 pm	Exhibit Hall set-up continues/MCEF Silent Auction set-up
8 am – 5 pm	General session/ballroom set-up, Opening Ceremony dress rehearsal,
7 am - 5 pm	Four Academy Education Sessions (rounds for 50 per session)
9 am – 4 pm	Institute Directors Colloquium (rounds for 75)
9 am – 4 pm	Two Athenian Leadership Society Sessions (U-Shape for 30/session)
Noon – 1 pm	Institute Directors lunch 75 people
1:30 pm – 5 pm	Exhibit Hall Opens
3 pm – 5 pm	President's Roundtable, Committee Leadership Meeting, Convening Meeting ( <b>Three Separate Meetings</b> )
6 pm – 7 pm	First Timer Orientation – 100 plus
6 pm – 7 pm	Foundation Donor Reception 75 – 100 people
3 pm – 3:30 pm	Refreshment Break in Exhibit Hall
7 pm – 9 pm	President's Opening Reception (800 – 1000) Exhibit Hall

8331 Utica Avenue, Suite 200 • Rancho Cucamonga, California 91730

Phone (909) 944-4162 • Messages (800) 251-1639 • Fax (909) 944-8545 • [hq@iimc.com](mailto:hq@iimc.com) • [www.iimc.com](http://www.iimc.com)

<b>Monday</b>	
6 am – 10 am	Green Room for OC participants and flag bearers
6 am - 7 am	Continental breakfast (50)
6:30 am – 7:30 am	Grab and Go Breakfast (delegates)
6 am – 5 pm	Registration Continues
7:30 am – 10 am	Opening Ceremony
10 am – 3 pm	Institute Directors Meeting 25
10 am – 5 pm	Exhibit Hall Opens
10 am – 10:30 am	Refreshment Break in Exhibit Hall
10:30 am - 11:30 am	Region Meetings 11 separate meetings
Noon – 1 pm	Lunch in exhibit hall (all attendees)
1:30 pm – 3 pm	General Session
3:30 pm – 5:30 pm	Seven simultaneous breakout sessions
3 pm – 3:30 pm	Refreshment Break in Exhibit Hall
<b>Tuesday</b>	
7 am – 5 pm	Registration Continues
8 am – 3 pm	Exhibit Hall Opens
8:30 am – 10 am	General Session
10 am – 10:30 am	Refreshment Break (all attendees)
10:45 am – Noon	Seven simultaneous breakout sessions
Noon – 1 pm	Lunch in Exhibit Hall (all attendees)
3 pm – 7 pm	Exhibit Hall Closes-tear down begins
1 pm – 4 pm	Off Site Program
1:30 pm – 5 pm	Seven simultaneous breakout sessions
6 pm – 9 pm	All Conference Event (venue TBD 600 – 800)
<b>Wednesday</b>	
7 am – 5 pm	Registration Continues
8 am – 10 am	Annual Business Meeting/Breakfast (all attendees)
10 am - Noon	Seven Breakout sessions
TBD	General Sessions - TBD
Noon – 1 pm	Lunch on their own
1:30 pm – 5 pm	Seven Breakout sessions
2 pm – 3 pm	New Board of Directors orientation
6 pm – 7 pm	Delegate Reception (all attendees)
6 pm – 7 pm	Board Private Reception (75 people – bar/refreshments)
7 pm – 11 pm	Annual Banquet (all attendees plated dinner)
<b>Thursday</b>	
TBD	IIMC office tear down – outbound shipping

## **Desired Concessions Offered by Hotel/Convention Center**

- a. Complimentary meeting space including exhibit hall
- b. No Food and Beverage minimum
- c. (15) Staff rooms at reduced rate (9 nights)
- d. 1 per 40 complimentary – cumulative
- e. Wednesday night Board reception hosted by hotel (attendance approximately 75)
- f. 25% discount on Audio-Visual charges
- g. (1) Complimentary Presidential Suite for the President (8 days). This room is used several evenings to host small functions and networking. Must be able to accommodate 40 people.
- h. (3) Parlor Suites at the group room rate for (7 nights).
- i. (4) Round-trip limousine transfer from airport to hotel and back (TBD by IIMC).
- j. \$70/gallon coffee/decaf/hot tea
- k. (26) Board upgrades to concierge level or comparable rooms
- l. 2027 Food & Beverage pricing/menus used
- m. 12 complimentary hard-wired internet connections in the meeting rooms/offices
- n. Complimentary easels, screens in each meeting room and (1) wireless lavalier microphone
- o. Complimentary Internet (wi-fi) access in guest rooms and meeting rooms
- p. Complimentary shuttle/coach service to off-site events
- q. Complimentary breakfast/lunch/drinks in staff office for (14ppl) Friday through Wednesday
- r. Late Check-Outs for the Board and Staff at 2pm
- s. Upon awarding of contract, (4) complimentary rooms for site planning for two nights (August/September 2028) and (2) complimentary rooms for site visit for two nights (August/September 2025)
- t. No Bartender fees or bar minimums
- u. Double Hotel Award points for (1) IIMC representative and (1) ConferenceDirect associate

## **Other Needed Items**

- Master Account- no deposit required.
- Guaranteed lowest group rate in-house.
- Reasonable Cancellation/No Attrition clauses
- Sleeping room rates commissionable and rebate of 10 percent
- Cut-off date 21 days out, group rate valid after cut off upon availability
- Rate to apply three (3) days pre and post upon availability.
- No flip charges on meeting space
- Complimentary water bubblers in all the meeting rooms and hallways
- Room block review July 15, 2027, and July 15, 2028. Group shall be permitted to reduce or increase its contracted guest room block by 10% of the original total guest room block.
- No fee associated to bringing in an outside Audio-Visual company.

**PLEASE COMPLETE AND RETURN BY  
MONDAY, JUNE 2, 2025**

**2029 IIMC ANNUAL CONFERENCE PROPOSAL**

**Email by Monday, June 2, 2025 to: Executive Director Chris Shalby at [chriss@iimc.com](mailto:chriss@iimc.com)  
Phone: 909-944-4162 • Fax 909/944-8545**

**Property Name:**

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

**Country: \_\_\_\_\_**

**Contact: \_\_\_\_\_**

**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:**

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

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

	<b>DESIRED CONCESSIONS</b>	<b>YES</b>	<b>NO</b>
A.	Comp meeting space		
B.	No Food and Beverage minimum		
C.	Staff Rooms		
D.	1/40 comp and cumulative		
E.	Wednesday Evening Reception - Complimentary		
F.	Audio Visual Discounts		
G.	(1) Comp president's suite		
H.	(3) Parlor suites at the group rate		
I.	(4) RT Limo transfers		
J.	\$70/gallon coffee/decaf/hot tea		
K.	(28) Board upgrades		

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L.	2028 Food & Beverage pricing/menus			
M.	Complimentary easels, screens in each room and (1) wireless mic in each room			
N.	Complimentary breakfast/lunch/drinks in staff office for (14ppl) Friday through Wednesday			
O.	Complimentary Internet access - guest rooms and meeting rooms			
P.	Complimentary shuttle/coach service to offsite events			
Q.	Late check-outs for Board and Staff at 2pm			
R.	Sleeping room rates commissionable and \$10 rebate per room			
S.	Rate to apply three (3) days pre and post upon availability			
T.	Complimentary rooms for site planning for 2 nights (approx. August/Sept. 2028) and (2) comp rooms for site visit for 2 nights. (Aug/Sept 2025)			
U.	Double Hotel Planner Points for (1) IIMC rep and (1) CD rep			
V.	Up to 12 complimentary hard-wired connections in the meeting rooms/offices			
W.	Master Account- no deposit required			
X.	Reasonable Cancellation-No Attrition clause			
Y.	No flip charges on meeting space			
Z.	Complimentary water bubblers in all meeting rooms and hallways			
A.1	Room block review July 15, 2026 and July 15, 2027			
A.2	No fee associated to bringing in an outside Audio-Visual company			
A.3	No bartender fees or bar minimums			

**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, union with right to work 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 visits including airfare and accommodations for two IIMC representatives for qualifying visit and up to four IIMC representatives after conference is awarded – one year prior to conference date – four (4) representatives for (3) three nights each.
- Full sales kit of bidding hotels, to include current food & beverage menus, AV price list, floor diagrams and meeting room capacities.

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