American Society for Engineering Management

SITE SELECTION: REQUEST FOR PROPOSAL

Hybrid International Annual Conference and Preplanning Meeting

Date of RFP:

Date of Preplanning Meeting: Last Weekend of March
Date of Conference: October

Contact information
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General Conference and Pre Planning Meeting Information

Overview:
This Request for Proposal addresses two events. The annual conference for the American Society for Engineering Management and the related pre-planning meeting. These events are held annually during the last half of March and the last half of October for the last twenty years. The purpose of this conference is the advancement of the theory and practice of Engineering Management and allied engineering and technology management fields.

Pre-conference Planning Meeting:
A society board Meeting / planning meeting is held during March preceding the Conference. Typically, a Thursday- Saturday schedule is followed.
- On Thursday, a meeting room for 10 is required along with coffee / light snacks; Friday requires a large meeting room set for 25 in a U- conference style with a break out room for 15 in a conference style.
- Friday requires breakfast, lunch, and morning/ afternoon break refreshments. Internet accessibility is required. Some members will need to join online.
- Saturday requires breakfast and morning coffee / drinks, the same room mix as Friday and the meeting ends at noon.

Conference scheduling overview:
The conference events typically take place from Wednesday to Saturday. The Board of Directors (approximately 25-30) arrives on Tuesday afternoon and meets on Wednesday. The majority of attendees arrive on Wednesday, with a welcome reception on Wednesday evening. The opening session is on Thursday morning with seated lunches / program on Thursday and Friday. Thursday night is a social session which may or may not be at the conference venue (proposals welcome). The Awards banquet is on Friday evening, with a seated dinner.

Conference Attendance: Historically, approximately 175-225 people. A hybrid conference will decrease the number of people attending, probably by half.

Room needed, estimated based on expected attendance.

Typical Room Block

	Tuesday	Wednesday	Thursday	Friday	Saturday
Rooms	10	35	35	30	10

The table above summarizes a typical minimum which the society exceeds. We would like access to a larger block for a specified period so attendees have an extended registration window to stay at the conference hotel.

Major departures: Saturday PM and Sunday.

GUIDANCE FOR ASEM CONFERENCE PROPOSALS

In general, the proposal should cover the following items:

General proposal items
The proposal should describe the following details:
- Features and cost of rooms for attendees, including taxes and other fees such as resort costs.
- Government rate for ten rooms times three nights
- Check in and check out times
- Whether the block price extends before and after conference and by how many days.
- Services available to attendees: internet for example.
- Description of how attendees will reserve rooms and cancellation policy
- Cost if room allotment is not used
- Parking cost
- Floor layout and descriptions of rooms to be used
- Nearby amenities, restaurants, shopping, sights, golf, etc.
- Audio/visual (AV) prices such as a) price for setting up a cart, cables, and screen of ~7x10 per room, b) Internet bandwidth for streaming of conference activities, c) price of podium mic, d) price of wireless mic, d) price of handheld wireless mic, e) price of audio and mixer, f) price of ~10x10+ screen

Hotel / Site Factors
- Nearby access for shopping and restaurants
- Air access: airlines with connections to major hubs
- Cost of transportation from the airport.
- Public transportation and tourist sites
- Cost and availability of nearby overflow, non-conference hotels

Upgrades for ASEM
The proposal should describe upgrades and complimentary offerings to the society:
- Complimentary rooms and what is the rate at which awarded.
- VIP room upgrades?
- Other incentives/ upgrades

Catering Overview
The catering details should describe items such as:
- The catering minimum.
- Catering food cost options to build our meals, refreshments including price of continental breakfast, plated hot lunch, and plated hot dinner, breaks of tea-coffee-snacks, etc. Most meals may be served buffet style.
- Breakfast included bundle availability with room cost?
- Day to day conference support (Assigned conference manager?)
- Catering rules and extra costs such as bartenders / alcohol and security guards, etc.
- Conference presentation and meeting room related costs if any including A/V, set up, or other similar costs.
- Costs related to banners and signs
- Cost of possible shipping and receiving of conference materials
- Flexibility in adjustment of banquet and numbers for various events. (e.g. When do numbers for major food-based events need to be defined and costs of changes?)

<u>Special Clauses Required</u>
- Policy regarding cancellation costs and timing, including Force Majeure
- Renovation Policy
- Change in Management Policy
- Noise Clause

<u>Please provide the current version of your catering menu.</u>