

Request for Proposal

Higher Education Protection Network (HEPNet) Annual Conference

Purpose:

The following meeting spec sheet is intended to provide qualified, interested parties information which will enable them to respond with a detailed proposal to provide hotel, meeting facilities and food service for the HEPNet Annual Conference. A representative from the host university is expected to serve as Conference Co-chair (Logistics). This role is mostly autonomous, with guidance and monthly check-ins with the HEPNet Executive Director and/or Conference Co-chair (Programming).

EVENT PROFILE: The HEPNet Annual Conference is a professional gathering for the purpose of professional growth through educational workshops, keynotes, networking, informal discussions and idea incubation. This conference will also serve as the annual HEPNet Board meeting. This day long board meeting will ideally take place before the start of the conference.

ATTENDEE PROFILE: HEPNET is a professional organization made up of over 200 members representing youth protection from colleges, universities, and youth-serving organizations across the country.

DATES: Weekdays in mid to late October.

ARRIVAL/DEPARTURE PATTERN: Attendees's arrival and departure will be dependent on proposed dates and times. Typical arrival is one day prior to event with departures on day of event. Departure should consider time zone adjustments which allow for reasonable return during normal business hours.

ANTICIPATED SLEEPING ROOM NEEDS: Check with HEPNet's executive director in advance of securing a room block for an estimated number to secure.

RESERVATIONS: Attendees will reserve rooms individually. A blocked number of room with rates guaranteed is preferred.

MEETING SPACE: One (1) large space for all-group sessions with the possibility of meals with a seating capacity of seventy-five (75). Up to three (3) meeting spaces for breakout sessions with a capacity of up to forty (40) participants each. One (1) meeting space for HEPNet Board Meeting with room for fifteen (15) participants. A hospitality/vendor fair space to accommodate up to fifteen (15) vendors and a flow of up to one hundred and twenty-five (125) attendees.

TENTATIVE A/V NEEDS: A/V needs in large space and each breakout meeting space. Computer, projector, screen, cables, audio and "patch" charges.

FOOD AND BEVERAGE NEEDS: Specific per person budget i.e., continental breakfast \$7.25, lunch \$15, beverage service \$2 pp. Must meet dietary restrictions such as vegetarian, vegan, gluten free, etc. The option to dine outside of the conference venue is preferred; please provide options for external dining with distance indicated, including breakfast options at hotel.

BILLING INSTRUCTIONS: Where to send the bill. Very important! It needs to be decided if the internal department is hosting and paying for this event with HEPNet reimbursement, or if HEPNet is utilizing the space as an outside group and paying bills directly.

Proposals will be evaluated on the following information:

Completeness of proposal
Meeting room rental charges
Sleeping room rate (lowest rate & comp room policy), capacity
On site or proximate restaurant facilities
Ability to meet food and beverage needs within budgetary guidelines
Accessibility from airport- availability, frequency and cost of transportation from/to airport
Audio/visual fees
Parking fees, if applicable
ADA compliance
Anything else important to the review committee that is not listed.

Event requirements:

Below is a collection of conference requirements for all potential and selected host sites to consider. Requirements have been intentionally designed in response to past conference hosts and attendees after action reports and comments.

Please provide explanations for the items below. Explanations are not intended to be exhaustive, but a brief insight for the HEPNet Conference Planning Committee into the plans of the host site.

Name Institution

Location Dates

Theme (*i.e. Two-step Toward Compliance (San Antonio, TX)*)

Meeting rooms

Detail your meeting room and A/V plans here. Indicate any special set-up requirements. View sample schedule on following pages and submit a proposed schedule that includes seating capacity and set-up (banquet, classroom, etc).

Sleeping accommodations *(Detail your sleeping accommodations/hotel plans.)*

Food and beverage *(Detail your plans for food and beverage.)*

Arrival/departure *(Detail the nearest airport and airport shuttle/transportation plans.)*

Attractions or places of interest *(Particularly in regards to an all-conference evening social event.)*

Selection Process

How and when will your decision be made? Is this done through your recommendation or are you the decision maker?

Additional Considerations:

If attendees wish to stay over after the conference, will the conference rate apply?

What complimentary services are provided to guests?

Places of interest, restaurants, and transportation within the community.

What is the contingency plan if you are not in your current position to chair the conference logistics?

What makes your institution/location the best location?

What else would you like to share?

Estimated Budget:

Please submit budget template ([linked](#) for download; tabs "expenses" and "food breakdown") with your proposal.

Submissions:

Responses must be emailed to membership@higheredprotection.org. Please also share maps of conference venue, hotel proximity to venue and attractions, etc.

If you have any questions, please contact:

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DEADLINE FOR ALL RESPONSES: June 15