

Request For Proposal Specifications

Date Prepared _____

Submitted by _____

Submission Deadline: 1 November 2005

Name of Event: 2009 ASLO Meeting

Sponsor Organization: American Society of Limnology & Oceanography

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ASLO

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Date(s) of Event:

Preferred: Late February/March 2009 **Alternate(s):** June 2009

Number of Delegates: 1500-2000

Description of Organization/History: International association of scientists, limnologists and oceanographers, involved in aquatic science research. This meeting will provide scientific synergism for delegates with its focus on both sea and fresh water. Approximately one-third will be graduate-level students and alternate housing may be required. Last international meeting was held in Santiago de Compostela, Spain in June 2005.

Note: Blank spaces or boxes below are to be filled in by the convention center and hotels and returned with proposals.

Meeting Function Space Requirements: (✓ - Indicates those that apply)

Program Overview: Plenary sessions Monday through Friday mornings followed by 10-12 breakout sessions throughout the day. Possible opening plenary Sunday evening. Presentations in breakout sessions run concurrently and are 15 minutes in length.

Day of Week: Sunday/Monday-Friday

General Session: Mon.-Friday-8:00am-10:00am with possible opening Sunday evening

Set Number: 2000 **Facility:** **Convention Center** **Hotel**

Set-Up: **Theater** **Classroom** **Rounds** **Open Square** **“U” Shape**

Other – Describe: Rooms to be set with A/V Sunday_____

Audio/Visual: Power point computer presentations that are preloaded by day.

Possible 35mm slides and overhead projectors .

A-V may be front screen.

Break-Outs:

Set Number: 10-12@150-200 each for oral presentations

Set-Up: **Theater** **Classroom** **Rounds** **Open Square** **“U” Shape**

Other – Describe: _____

Audio/Visual: Power point computer presentations that are preloaded by day and by room, 35mm sides, screens, timers, pointers and microphones.

Other Break-Outs:

Set Number: 4-6 small rooms

Set-Up: Theater Classroom Rounds Open Square "U" Shape
 Other – Describe: Press Room, Office, Speaker ready room, e-mail room with 5-10 terminals; set-ups to be determined, may vary

Audio/Visual: To be determined

Other:

Minorities Student Group of approximately 100 meets in conjunction with this meeting and opens with a general session on Sunday and stays as a group with full meal service throughout the meeting.

The following shaded area to be filled in by the bidding Convention Center or Hotel

Meeting Space Rental Terms:

Complimentary

No Cost

Fixed Costs – (Specify Rates): _____

Sliding Scale – (Specify %'s): _____

Deposit Schedule (If Applicable): _____

Other: Please describe any steps taken to accommodate the handicapped: _____

Food & Beverage Requirements:

Set Number: Various

Type: Breakfast Lunch Banquet/Dinner Reception Break

Description: Opening welcome reception Sunday. Monday-Thursday evening receptions with cash bars for 1,000 each in exhibit/poster area; Daily coffee breaks served at various times throughout the day, Monday-Friday.

Heavy water service required throughout the meeting. All other meals are on own.

Will need access to concessions or restaurants.

Specify estimated food costs and any refundable taxes.

% Gratuity: _____%, Taxes: _____%

Board Meeting:

Set Number: 15-20

Set-up: Hollow Square

Description: Board meeting held on the Saturday and Sunday preceding the large meeting.

Type: : Breakfast Lunch Banquet/Dinner Reception Break

Description: Continental breakfast, lunch, and continuous coffee service.

Note: Board meeting may be held at hotel or convention center.

General Meeting Requirements:

- 24 Hour Hold**
- Daily plenary sessions, Monday – Thursday.**
- Exhibit Area (Tuesday – Thursday)**
 - Number-Size:** 50 – 10 ft. X 10ft. booths (stands)
 - Set-Up:** Around perimeter of room, Monday
 - Teardown:** 7:30pm-10:00pm, Thursday
- Poster Area**
 - Size:** Approximately 100, 4ft.x 8ft. double-sided poster boards, horizontal
 - Set-Up:** Set in center of room in rows, edge to edge with exhibit booths around perimeter; use 10 ft. aisles. Set Monday.

Type: : **Breakfast** **Lunch** **Banquet/Dinner** **Reception** **Break**

Description: Light hors d'oeuvres and cash bars on Sunday, Tuesday, Wednesday and Thursday evenings from 5:00pm – 7:00pm. No exhibits or posters on Sunday.

Teardown: 7:30pm-10:00pm, Thursday

Other: **Business and student meetings held Monday evening with light hors d'oeuvres. These meetings may be held in existing rooms.**

Registration/Information area set throughout the week (Sunday through Friday).

Possible workshops on Sunday afternoon and on various evenings using existing rooms and set ups.

Field trips-various.

Wireless internet hook up available necessary for group

Please note any transportation requirements that might be needed from the various hotels to the convention center.

Include any other information that might assist us in our decision making.

Hotel Requirements:

Total Number of Sleeping Rooms: 2810

Peak Night: 450

Date											Total
Day	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Rooms
# Rooms	50	300	430	450	450	430	400	250	50	C/O	2810

Types of Rooms/Mix: 60% Double Bedded, 40% King

Room Rates/Range preferred in 2005 dollars/Euros: \$80-\$170 Single/Double

Hotel information(shaded area below) to be provided by the bidding properties:

Hotel Name(s): _____

Quote: Net Rate: \$ _____ Euros: _____

Commissionable Rate: Not Applicable

Above Rates Are: Current Year Dollars plus _____ % per year increase

Current Applicable Taxes: _____ %

Applicable Standard Contract clauses (Some clauses may be negotiable):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Termination | <input checked="" type="checkbox"/> Pre-Conv. Coord Meetings. |
| <input checked="" type="checkbox"/> Indemnification & Hold Harmless | <input checked="" type="checkbox"/> Reservations/ Cut-Off Date |
| <input checked="" type="checkbox"/> Waiver | <input checked="" type="checkbox"/> Individual/Master Billing |
| <input checked="" type="checkbox"/> Comp. Room Policy | <input checked="" type="checkbox"/> Cancellation Clause |
| <input checked="" type="checkbox"/> Serving of Alcohol | <input checked="" type="checkbox"/> Overbooking/Walk Clause |
| <input checked="" type="checkbox"/> No Attrition | <input checked="" type="checkbox"/> Order of Precedence |
| <input checked="" type="checkbox"/> Food & Beverage Cancellation | <input checked="" type="checkbox"/> Venue |
| <input checked="" type="checkbox"/> Comp. Meeting Room Set-Up | <input checked="" type="checkbox"/> Liability |
| <input checked="" type="checkbox"/> Parking/Transportation | <input checked="" type="checkbox"/> Force Mejure |
| | <input checked="" type="checkbox"/> Condition Precedent |

Hotels to describe the following (Shaded Area):

How will reservations be made? _____

Any deposits required? _____

Describe interface with local destination company:

List VIP amenities provided by hotel: _____

List Hotel Concessions, If Designated “Headquarters Hotel” _____

The following information to be provided by the city and /or Convention/Visitors Bureau:

(Please fill in shaded area below)

Local and ground destination contacts: _____

Local events/activities during the meeting: _____

Describe any hosted off-site events by the city: _____

List any deposits/escrow/interest/letters of credit required: _____

Describe shipping/handling of materials, etc. and customs requirements:

English is the language to be used in all negotiations: _____

Air and Ground Transportation Availability _____

What can the Convention/Visitors Bureau contribute towards planning trips and handling of VIPs?

Requested by: _____

Date: _____