

**Michigan Chapter
Society of
Government
Meeting
Professionals**



Request for Proposal

2018 Chapter Meetings

Submit proposals to:

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Education Committee
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Deadline:
October 11, 2017

General Information

The Michigan Chapter of the Society of Government Meeting Professionals (MiSGMP) has over 130 members who either plan government meetings or supply services to government planners (i.e., hotels, convention and visitor's bureaus). The purpose of the monthly chapter meetings is to provide high quality, educational programs and networking opportunities for our members.

Since at least half of the attendees plan a variety of government meetings and conferences, this is an excellent opportunity for supplier members to showcase their properties, make a positive personal contact with interested planners, and demonstrate support for MiSGMP.

MiSGMP monthly membership meetings are routinely held in the Greater Lansing area. Occasionally, a monthly meeting is held outside of the Greater Lansing area, but within 75 miles of the State Capitol, to showcase new and member properties. If your property is outside of the 75 miles, please consider sponsoring a meeting. Please see sponsorship opportunities, including advertising and sponsorship package options, on the MiSGMP website, www.MiSGMP.org

Number of Attendees

Approximately 60-80 members attend each Chapter meeting.

Hosting a MiSGMP Meeting at Your Facility (MiSGMP Members will be given priority)

Benefits of Hosting

- A direct link to your property in the meeting flyer and on the Chapter's website.
- The opportunity to make welcoming remarks (two (2) minutes).
- Offering a facility tour after the meeting.
- Complimentary attendance for a maximum of two (2) people from your property at the hosted meeting.

Host Responsibilities

The host provides complimentary or at a negotiated reduced rate:

- Meeting room space.
- Audiovisual equipment (AV cart, screen, lavalier microphone and house sound).
 - MiSGMP will provide computer and data projector.
 - If AV equipment is not available onsite, MiSGMP is open to negotiating with outside firm.
- Wireless internet
- Parking for attendees.
- A block of three (3) overnight rooms, at a minimum, with no attrition clause, not to exceed the current State of Michigan government per diem rate. Overnight accommodations are the financial responsibility of the individual.
- Food and Beverage rates that do not exceed the current State of Michigan government per diem rates (see rates below).

Request for Proposal 2018

Effective October 1, 2016 the State of Michigan government per diem rates are as follows for pre-arranged and approved group meals:

Michigan Select Cities/Counties*:

- Breakfast \$13.25
- Lunch \$13.25
- Dinner \$27.25

*Select cities/counties are Ann Arbor, Auburn Hills, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City and all of Oakland and Wayne Counties.

Michigan In-state All Other

- Breakfast \$11.50
- Lunch \$11.50
- Dinner \$22.00

Meeting Specifications

9:30am–11:15am MiSGMP Board Meeting; conference style for 10
or 2:15pm–4:00pm

11:30am–1:00pm Registration and Lunch; crescent rounds for 60-80
1:00pm–2:00pm Educational Program

Proposal/Decision Process

Selection criteria, in order of importance:

1. Current member of MiSGMP.
2. Evidence of ability to provide meeting space, audiovisual equipment, food and beverage, and lodging as requested in this RFP.

The Education Committee will acknowledge proposals as they are received, review proposals, select the meeting locations, and notify all persons submitting proposals of the decisions of the committee.

Dates of Programs

The 2018 MiSGMP monthly programs dates are as follows:

2018 Dates:

February 21 (Lansing only)

March (AEC, separate RFP)

April 18

May 16

June (Knowledge Quest, separate RFP)

August 15

September 12 (Awards Banquet/Auction, separate RFP)

October 15

November 14 (Lansing only)

December 12 (Lansing only)

Please note what month(s) your proposal can accommodate.