

Society of Government Meeting Professionals

2025 National Education Conference (NEC)

Request for Proposals

Organization Background

The Society of Government Meeting Professionals (SGMP) is the premier national organization dedicated exclusively to government groups, meetings, and events. Our members include government planners, contract planners, and hospitality industry suppliers. Since 1981, SGMP has been dedicated to enhancing and promoting the expertise of government meeting professionals.

SGMP currently has almost 1,300 members and 18 chapters nationwide, including three satellite chapters. More than 50% of our members are meeting planners. The National Education Conference (NEC) is SGMP's largest annual event. We are targeting 400 attendees for 2025.

Event Background

The annual NEC brings our federal, state/municipality, and contract planner members together with our supplier members to enhance their knowledge and expertise of the government market and to foster networking and business relationships. Historically, this conference has included a welcome reception sponsored by the host city's bureau and partners, general sessions featuring renowned speakers, a series of educational workshops, and an annual awards banquet.

In addition, this event includes several important leadership meetings:

- National Board of Director's meeting
- Gilmer Trustees' meeting
- Joint Leadership Session

Solicitation and Selection Process

The National Board will be responsible for ensuring that the educational and financial objectives of the NEC are met. This oversight includes but is not limited to establishing and approving all conference registration and exhibit fees, establishing, and approving the conference budget, establishing and approving overall schedule, and establishing and approving host destination and host hotel(s).

An SGMP Site Selection Committee appointed by the SGMP National President shall be responsible for recommending the most competitive options to the SGMP National Board. The National Board will vote to confirm the location/venue(s). Selected NEC Hosts (CVB/authority and hotel(s)) must maintain an SGMP membership from selection through the end of the conference. The RFP for the National Education Conference shall be made available to all members via the SGMP website. Furthermore, it shall be the responsibility of SGMP members to confirm their participation in this bid process.

Bid Submittal Deadline Date

Complete bids must be submitted to Christine Pribbernow, CGMP, SGMP National Director & NEC Task Force Chair, at Christine.Pribbernow@state.mn.us, no later **Friday, August 25, 2023, at 12:00 PM CST**.

All questions may be submitted to Christine Pribbernow, CGMP as well.

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Request of Host Location(s)

The NEC provides the opportunity for your city and member vendors to showcase themselves to our federal, state/municipality, and contract planners. The host location(s) will be requested to sponsor the events listed below. Your sponsorship will be noted in our conference program, on our website, and on signage at the 2024 and 2025 NEC.

- Welcome Reception
 - Transportation for attendees to and from the event and hotel, if required.
 - Food and beverage.
 - Entertainment and themed décor.
- Gilmer Awards Reception & Banquet
 - Entertainment.
 - Themed décor, table decoration, and guest favors.
 - Food and beverage.
- Conference Staffing (CVB/Authorities)
 - Provide up to 150 hours of complimentary conference staffing for event preparations and registration.
 - Provide ground transportation to and from the airport for the National Board and the Gilmer Trustees.

Specifications and Scope of Work

1. Desired Dates: The strongly preferred dates to meet are in the months of May 2025, preferably avoiding the Memorial Day (5/26/25) weekend.
2. Lodging
 - 2.1. Standard, single-occupancy rooms are required.
 - 2.2. Targeted rooms per night are listed below.
 - 2.2.1. Friday: 10
 - 2.2.2. Saturday: 10
 - 2.2.3. Sunday: 30
 - 2.2.4. Monday: 150
 - 2.2.5. Tuesday: 350
 - 2.2.6. Wednesday: 350
 - 2.2.7. Thursday: 150
 - 2.3. Room Rates. SGMP requires that 75% of the sleeping room group rates are held at the prevailing per diem for lodging (or lower) as set by the General Services Administration in your county. The rate should be available to conference attendees three (3) days pre- and post-conference, based on the hotel's availability. Pre- and post- days will not be included in the guaranteed block.
 - 2.4. Check-In and Check-Out. A secure room must be provided for conference attendees to store luggage between arrival and check-in as well as between check-out and the end of the conference activities.
3. Meeting Room Requirements. A condensed list of space needs with the dates of the conference are below.

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Room Name	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
A/V Storage & Office			M	T	W	R
CGMP Training Room	S	S	M	T		
General Session Room				T	W	R
Gilmer Office			M	T	W	R
Joint Leadership Session				T		
Joint Leadership Breakout #1				T		
Joint Leadership Breakout #2				T		
Joint Leadership Breakout #3				T		
Mother's Room	S	S	M	T	W	R
NEC Breakout Room #1					W	R
NEC Breakout Room #2					W	R
NEC Breakout Room #3					W	R
NEC Breakout Room #4					W	R
NEC Breakout Room #5					W	R
NEC Hub			M	T	W	R
SGMP Board & Staff Office			M	T	W	R
Speakers' Prep Room				T	W	R

- 3.1. A/V Storage & Office. This should be a private, lockable that is a minimum of 1,000 square feet. This room must be available Monday-Thursday of the event.
- 3.2. CGMP Training Room. This room should be a minimum of 1,800 square feet with no pillars or visual obstructions in the room. It will be set classroom style, one person per 4' or 6' table. A podium with microphone and a 6' table should be placed at the front of the room. A projection screen (at least 8' x 10') and a projector with cart are required. This room must be available Sunday-Tuesday of the event.
- 3.3. General Session Room. This room should be a minimum of 10,000 square feet with no pillars or visual obstructions in the room. It will be set with crescent round tables for 350 people. At the front of the room, a raised stage that is at least 16' x 30' x 32' H must be set with a podium with a microphone. Two projection screens (at least 10 ½' x 14') with projectors and carts are required. One microphone is needed at the back of the room for voice-overs. A videographer is needed for the Wednesday evening banquet. This room must be available Tuesday-Thursday of the event. It cannot be used for a Breakout Session Room while it is serving as the General Session Room.
- 3.4. Gilmer Office. This room should be a minimum of 700 square feet and set with a board room table for 10. This room must be available Monday-Thursday of the event.
- 3.5. Joint Leadership Session. This room should be a minimum of 2,500 square feet with no pillars or visual obstructions in the room. It will be set with crescent rounds or classroom style for 80 people and must be available on Tuesday only. A podium with microphone and a 6' table

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- should be placed at the front of the room. A projection screen (at least 8' x 10') and a projector with cart are required.
- 3.6. Joint Leadership Breakout Rooms #1, #2, and #3. Each breakout room should be a minimum of 1,100 square feet and set with crescent rounds or classroom style for 30 people. Each breakout room must be available on Tuesday.
 - 3.7. Mother's Room. This room must be private, not a restroom, with a lockable door, comfortable chair, and an electrical outlet. We prefer that the Mother's Room has a sink and a refrigerator in proximity that users of the Mother's Room will have access to. This room must be available throughout the duration of the event, Saturday-Thursday.
 - 3.8. NEC Breakout Rooms #1, #2, #3, and #4. Each breakout room should be a minimum of 2,000 square feet and set classroom style for 120 people. A podium with microphone and a 6' table should be placed at the front of the room on a riser that is a minimum of 12' x 12'. A projection screen (at least 8' x 10') and a projector with cart are required. Each breakout room must be available both Wednesday and Thursday.
 - 3.8.1. One breakout room must have a riser that is in full compliance of ADA as described in section 405, Ramps, within the 2010 ADA Standards for Accessible Design publication located at ada.gov/regs2010/2010ADAstandards/2010ADAstandards.htm#pgfld-1006877.
 - 3.9. NEC Hub. This space will serve the conference for registration, silent auction, speakers showcase, and sponsor's row. The room should be a minimum of 12,000 square feet with no pillars or visual obstructions in the room. This room may be used to host refreshments, breaks, or snacks. This room must be available Monday-Thursday of the event.
 - 3.9.1. Silent Auction. Four (4) 6' skirted.
 - 3.9.2. Registration. Four (4) units.
 - 3.9.3. Speakers Showcase. Eight (8) 4' or 6' skirted tables with chairs.
 - 3.9.4. Sponsors' Row. Forty (40) 6' skirted tables with two (2) chairs each.
 - 3.9.5. Six (6) high-top tables placed around the room.
 - 3.10. SGMP Board & Staff Office. This room should be a minimum of 800 square feet and set with a board room table for 15. This room must be available Monday-Thursday of the event.
4. Meals and Refreshments. A low-fat/low-cholesterol and a vegetarian option must be included with all meals. SGMP will ask all attendees of any dietary accommodations and will provide those requests in the final event order, but in accordance with the American Disabilities Act, the venue must be able to accommodate any on-site dietary needs. All meal that are set as a buffet style must have the entrees must be labeled, with all key ingredients, paying special attention to calling out common food allergens (i.e. peanuts, shellfish, nuts, gluten, etc.). People must be able to revisit the buffet line multiple times at no additional cost or head count.
- 4.1. Breakfast. Wednesday and Thursday, times to be determined. Provided to an estimated 400 attendees.
 - 4.2. Morning Break. Saturday, Sunday, and Monday to an estimated 35 attendees. Tuesday to an estimated 80 attendees. Wednesday and Thursday to an estimated 400 attendees.
 - 4.3. Lunch. Tuesday to an estimated 80 attendees. Wednesday and Thursday to an estimated 400 attendees.

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- 4.4. Afternoon Break. Saturday, Sunday, and Monday to an estimated 35 attendees. Tuesday to an estimated 80 attendees. Wednesday and Thursday to an estimated 400 attendees.
- 4.5. Dinner. Wednesday to an estimated 400 attendees.
- 4.6. All-Day Water Stations. Provided each day with disposable cups and refreshed as needed to the following rooms when in use. CGMP Training Room, General Session Room, Joint Leadership Session, NEC Breakout Rooms #1, #2, #3, and #4.

Requested Concessions

1. One (1) complimentary Presidential Suite, Monday-Friday.
2. One (1) complimentary suite upgrade at group rate, Monday-Friday.
3. Sixteen (16) upgraded rooms at conference rate. National Board (8), Executive Director (1), Education Director (1), Gilmer Trustees (6), Monday-Friday.
4. One (1) complimentary guest room for each forty (40) consumed, Monday-Friday).
5. Five (5) staff rooms at fifty percent (50%) off the conference planner rate.
6. Complimentary lodging for two (2) site inspection for three (3) people.
7. No attrition on the sleeping rooms. SGMP can provide room night pickup history upon request and is flexible with cutoff date.
8. Complimentary parking for attendees.
9. No applicable Resort Fees.
10. Twenty-Five percent (25%) off on published in-house Audio-Visual rates or availability to contract an outside Audio-Visual company with no fee or penalty.
11. Twenty percent (20%) off current menu prices at date of signing contract locked in for the event.
12. Service charge percentage at date of signing contract locked in for the event.
13. Complimentary high-speed wi-fi internet in all meeting rooms, public areas, conference space, and sleeping rooms.
14. Round trip ground transportation for National Board of Directors, Gilmer Trustees, Executive Director, Education Director (16).

SGMP
SOCIETY OF GOVERNMENT
MEETING PROFESSIONALS