



## REQUEST FOR PROPOSAL TO HOST 2016 OACFDC CONFERENCE

Would you like to promote your CFDC and area provincially or even nationally? Have you considered hosting the Annual OACFDC conference? Held each year in a different region of Ontario, the conference helps the host CFDC to increase provincial and national awareness of its facilities, create numerous networking opportunities and develop relationships from across the province. On average, 250 participants attend the OACFDC conference and take home their impressions of the host community.

The OACFDC is requesting your participation in the development of the 2016 OACFDC Conference event. The OACFDC staff will develop and work with the conference planning committee and local host to organize the conference logistics, speakers, workshops, travel as well as assist in the planning of the local “host” event.

Please submit completed forms to Brenda LaGrandeur at [blagrandeur@oacfdc.com](mailto:blagrandeur@oacfdc.com) **Friday, July 31st, 2015**

### Roles & Responsibilities of OACFDC Conference Partners

#### *a) Conference Committee of the OACFDC*

The Conference Committee consists of the Executive Director and staff with final approval from the OACFDC Board. The committee's responsibilities include:

- Reviewing the request for proposals to host the conference;
- Selecting the conference site and main hotel facility;
- Approving the budget, final agenda, workshop topics, speakers, entertainment and registration fees;
- Determining the awards criteria.

#### *b) Association Staff*

OACFDC staff will manage:

- **Logistics**, including:
  - Scheduling,
  - Contracting with the facilities,
  - Overseeing design of conference website,
  - Assisting with travel arrangements,
  - Delegate registration,
  - Finalizing event details,
  - Thanking participants and speakers,
  - Preparing an evaluation report to the Board of Directors.

- **Promotions**, including:
  - Marketing,
  - Communications materials,
  - Follow up promotion.
- **Sponsorship and Budget**, including:
  - Coordinating of sponsors and exhibitors
  - Determine and maintain budget
  - Recognizing and thanking sponsors.
- **Conference Program**, including:
  - Final agenda planning,
  - Engaging keynote and workshop speakers,
  - Arranging awards program including nominations, judges and notifying winners.

*c) Special Partners– FedNor/FedDev Ontario*

By virtue of their role as OACFDC partners and their financial contribution to the conference, Special partners may be asked for input into the following aspects of the conference:

- Plenary sessions on current issues;
- Workshop topics and potential speakers;
- Assist with the awards night program;
- Assist with the communications activities throughout the conference planning and execution

*d) Local Host CFDC*

The hosting CFDC will form a volunteer organizing committee to undertake the following tasks:

- Promotion of the 2016 conference to be presented at the 2015 conference (prepare video)
- Assist with the conference theme and logo design,
- Organize 1 or 2 mobile workshops, showing local CED projects or business success stories,
- Provide suggestions for local activities prior to or after the conference (golf, sightseeing),
- Provide suggestions for guests' activities during the conference, possible local tour options,
- Assist in planning opening ceremonies and reception,
- Possibility of hosting an offsite evening dinner event and suggest the entertainment, vendors, etc.,
- Assist with the provision of speaker's gifts,
- Solicit local sponsors (minimum \$5,000),
- Provide a minimum of two staff people during the conference to assist with registration, mobile workshop(s), guest tour,
- Identify local audio-visual and transportation suppliers,
- Provide local materials and prepare conference delegate bags,
- Assist with arranging local government dignitaries to welcome conference delegates to the community.

*e) Communications Staff*

OACFDC Staff with FedNor/FedDev staff will:

- Oversee production of the awards event,
- Assist with press releases and media kits,
- Promote the conference to potential delegates, appropriate Members of Parliament and the media.

## **2016 Conference Check List for Venue**

### Requirements:

- Mid to late September
- Mid-week or weekend, whenever rates are lower
- 3 nights, 180 rooms -- plus 20 or so rooms for the previous night for staff & board arriving early
- Accommodations should be between \$115-\$130 per night for group rate
- Free meeting rooms – for 6 breakout sessions (x 3 sessions)
  - Classroom style or theatre style for an average of 30 each.
- Opening ceremonies on first evening: require room for 150 –appetizers, cocktails, platform for speaker.
- Banquet space to serve 250
- Space for 10-15 exhibits, with adequate space for refreshment breaks to be served in the middle of the exhibit area.

## **Requirements of the Request for Proposal**

Please prepare a short proposal to the RFP (in MS Word), responding to each category below.

1. **Host Location:**

Member of the OACFDC located in **Northern** Ontario

2. **Dates:**

The Conference will be held in mid-to-late September

3. **Facilities:**

Where possible and recognizing accommodation limitations in smaller areas, not all delegates may be housed in one hotel, please provide details of available accommodations including:

- Overnight accommodation capacity in one or more hotels - minimum 180 rooms
- Plenary session meeting room with minimum capacity of 250 people
- Meeting room capacity - minimum 6 meeting rooms able to accommodate 30 people each
- Where more than one hotel is proposed, recommendations for transportation between venues
- Availability of these facilities during September
- Hotel and meeting room pricing/packages
- Hotel and meeting room contact people

#### 4. **Local Theme & Events**

Please provide examples of a **theme** (i.e. 2015 theme: "Rural Business...a Winning Bet, 2014 theme: "Taking Care of Business" 2013 theme: "Locally Energized") that you would recommend for the conference. Please include **event** and **local entertainment** options that you would be willing to sponsor and organize to tie in with the theme, while showcasing your area.

#### 5. **Local Funding Partners (Sponsors):**

The OACFDC normally pursues funding from provincial and national sources, but requires the assistance of the conference host to solicit funds and in-kind donations from local sources. In recent years, hosts have raised upwards of \$5,000. Please provide an estimate of local fund raising efforts you would be willing to pursue.

#### 6. **Local Staff Volunteers:**

While the OACFDC conference committee will primarily be responsible for the organization of the conference, local staff will be required to assist with the tasks listed above as well as on site logistics during the conference, such as working at the registration desk. Please confirm that you will be able to provide at least 2 such individuals for the entire conference. **Note:** Assistance will determine conferences cost for the host staff or directors.

##### ***Registration Costs for Host CFDC Delegates:***

As the Host CFDC, special consideration is given to those who assist and during the event.

Generally, for those who are attending limited functions, we are able to provide discounts on the registration fee but we have to cover our food costs, including gratuity. For your budgeting purposes, here is a guideline:

- For those who want to attend a workshop (excluding CFLI) without meals, the registration fee will be waived.
- For those who want to attend a meal(s), includes keynote speakers and plenary sessions, the meal cost including gratuity will be charged and the registration fee will be waived.
- Each staff and/or director, who works a 4-hour shift during the event, will be offered a meals-only charge instead of the full registration. They may any attend sessions, meals and breaks outside of their shift.

Host participants attending the entire event will be charged the full registration cost, the same as OACFDC staff and directors.

#### 7. **Transportation Options**

Please describe local airport, train and highway access points to reach your location.

#### 8. **Local Features & Guests Package**

Every community has special attractions or projects they are proud to feature. Please describe these opportunities and how you would showcase them for the conference delegates.

#### **DEADLINE:**

Written submissions should be received no later than **July 31st, 2015**

Brenda LaGrandeur

E-mail: [blagrandeur@oacfdc.com](mailto:blagrandeur@oacfdc.com)

OACFDC

300 South Edgeware Road, St. Thomas, Ontario N5P 4L1

Ph: 888-633-2326 ext. 125

Fax: 519-633-3563