



REQUEST FOR PROPOSAL TO HOST 2017 OACFDC CONFERENCE

Would you like to promote your CFDC and area provincially or even nationally? Have you considered hosting the Annual OACFDC conference? With an average of 250 participants, the conference is a great platform for the host CFDC to increase awareness of its facilities, create numerous networking opportunities and develop relationships from across the province.

The OACFDC is requesting your participation in the development of the 2017 OACFDC Conference event. OACFDC staff will develop and work with the host CFDC and conference planning committee to organize the conference logistics, speakers, workshops, travel as well as assist in arranging the local “host” night.

Please submit your proposal (see guidelines below)
to Brenda LaGrandeur blagrandeur@oacfdc.com by **June 30th, 2016**

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 **Southern** Ontario
2. **Dates** - 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:
 - Accommodations for 180 rooms
 - Banquet room (capacity for 250 people)
 - 6 meeting rooms (to accommodate 30 participants each)
 - Hotel and meeting room pricing/packages
 - Hotel and meeting room contact people
 - Where more than one hotel is proposed, recommendations for transportation between venues
4. **Transportation Options** - Please describe local airport, train and highway access points to reach your location.
5. **Local Features & Guest Tour** - 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.
6. **Local Theme & Events**- Please provide examples of a **theme** you would recommend for the conference (i.e. 2016 theme: “Rise Up!”, 2015 theme: “Rural Business...a Winning Bet”, 2014 theme: “Taking Care of Business”). 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.

7. **Local Funding Partners (Sponsors)** -Aside from OACFDC's sponsors, hosts have raised \$5,000 from local partners to help offset costs. Please provide an estimate of local fund raising efforts you are willing to pursue.
8. **Host 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 onsite logistics during the conference (working at the registration desk, guide on mobile workshops etc.). Please confirm that you will be able to provide at least 2 such individuals for the entire conference. **Note:** Assistance will determine conference cost for the host staff/directors.
9. **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.
 - Host participants attending the entire event will be charged the full registration cost, the same as OACFDC staff and directors.

Roles & Responsibilities of OACFDC Conference Partners

Local Host CFDC - forms a volunteer organizing committee to undertake the following tasks:

- Promotion of the 2017 conference to be presented at the 2016 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.

Conference Committee - consists of OACFDC 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.

OACFDC Staff – will manage:

- a) Logistics -scheduling, contracting with venues, delegate registration, finalizing event details
- b) Promotions-marketing, communications materials, follow up promotion
- c) Sponsorship and Budget-coordinating of sponsors and exhibitors, determine and maintain budget, recognizing and thanking sponsors
- d) Conference Program- final agenda planning, engaging keynote and workshop speakers, arranging awards program including nominations, judges and notifying winners

Special Partners – FedNor/FedDev Ontario

By virtue of their role as OACFDC partners and their financial contribution to the conference, our 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 program, and assist with the communications activities throughout the conference planning and execution

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.

2017 Conference RFP Check List

- Mid to late September (mid-week or weekend, whenever rates are lower)
- 3 nights, 180 rooms
- Accommodations should be between \$115-\$130 per night
- Complimentary meeting rooms (6 breakout sessions, 30 participants in each)
- Opening ceremonies on first evening (room for 150 guests –appetizers, cocktails)
- Banquet space to serve 250 guests
- Space for 10-15 exhibits (refreshment breaks to be served in exhibit area)

DEADLINE:

Written submissions should be received no later than **June 30th, 2016:**

Brenda LaGrandeur

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OACFDC

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