



# National Organization of Black Elected Legislative Women

Request for Proposal- 2017 Annual Legislative Conference-  
Nashville, TN



# National Organization of Black Elected Legislative Women

## Request for Proposal

### 2017 Annual Legislative Conference Nashville, TN

Please submit all proposals by Friday, January 13, 2017 at 5:00pm EST

via email to:

Rep. Barbara Ballard (KS), National Conference Chair  
Cc: Waikinya Clanton, National Executive Director  
NOBEL Women  
20 F. Street, NW  
Suite 700  
Washington, DC 20001  
Telephone: (202) 507.6246: office  
Email: [info@nobel-women.org](mailto:info@nobel-women.org)  
Website: [www.nobel-women.org](http://www.nobel-women.org)

## **History and Meeting Overview**

The National Organization of Black Elected Legislative Women (NOBEL Women) is a non-profit, non-partisan organization primarily composed of current and former Black women legislators as well as many appointed officials. Originally established in 1985, in Philadelphia, Pennsylvania as a national organization to increase and promote the presence of Black women in government.

In recent years, NOBEL Women has expanded its vision to serve as a global voice to address a myriad of issues affecting the lives of all women. Throughout its history, NOBEL Women has inspired women to take an active role in the making of public policy, and has served as a catalyst to provide economic and social justice for all classes and races of people.

### **OUR MISSION**

NOBEL Women is dedicated to strengthening the bond between its individual members, as well as the relationship between the organization and the community. N.O.B.E.L. Women is committed to increasing and promoting the presence of Black women in government, nonprofit and corporate leadership through training and development; protecting the public interest of women and families; and supporting policy initiatives that contribute to the enhancement and sustainability of the Black community.

### **OUR OBJECTIVES**

**In support of our mission, NOBEL Women has adopted the following fundamental objectives:**

- To create programs and platforms that advance Black women in the fields of public policy, public service and civic engagement;
- To serve as a network and support system for Black women in public policy;
- To serve as a medium for thoughtful dialogue on issues of public interest between elected officials and stakeholders; and
- To train and educate a class of cultivated and experienced Black women professionals for government, corporate and nonprofit leadership roles.

For more on NOBEL Women, please visit us online at [www.nobel-women.org](http://www.nobel-women.org).

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## **About the NOBEL Women Annual Legislative Conference**

NOBEL Women's Annual Legislative Conference (ALC) is the organization's annual meeting where more than 200 Black women legislators join industry leaders and stakeholders from around the country in dialogue on legislative and policy issues impacting the Black community. Hundreds of attendees from across the country and around the world attend this four-day conference to learn about the challenges and opportunities facing Black America. ALC provides the platform for collaboration and policy development to occur among national, state and local leaders and their constituents through regional forums, national summits, and policy-centered conferences. ALC provides a Black woman's perspective on public policy with thought-provoking and educational policy forums, community education workshops and policy briefs.

**Please Note: Our meeting dates are June 28-July 2, 2017 in Nashville, TN.**

**We have already secured accommodations and negotiated a contract with the Loews Vanderbilt. A tentative schedule of events and scope of work is provided on the following pages.**

## **Tentative Schedule**

### **Wednesday, June 28, 2017**

1:00-5:00pm: Auxiliary Meetings (tentative)  
6:30-8:00pm: Pre-Conference Welcome Reception (tentative)

### **Thursday, June 29, 2017**

8:00am-1:00pm: Girls, Gigabytes and Gadgets (3G)  
9:00am-1:00pm: Pre-Conference Workshops (tentative)  
2:00pm-3:30pm: General Body Meeting /Election Announcements  
6:30pm-8:00pm: President's Reception (offsite)

### **Friday, June 30, 2017**

6:00am-7:00am: Sunrise Exercise  
8:00am-9:30am: Opening Plenary  
9:45am-11:00am: State of Black Women in America Town Hall- Sisters to Sisters  
11:15am-11:30am: Policy Pop Up- Pfizer  
11:45am-12:00pm: Policy Pop Up- TBD  
12:15pm-1:30pm: Lessons in Leadership Luncheon  
1:30pm: On Your Own  
6:30pm-10:00pm: Shining Star Gala and Reception

### **Saturday, July 1, 2017**

6:00am-7:00am: Sunrise Exercise  
8:00am-9:00am: Women and Wellness Breakfast  
9:15am-12:00pm: General Sessions  
12:15pm-1:30pm: Lessons in Leadership Luncheon  
1:30pm-3:00pm: Resolutions and Elections  
3:00pm-4:00pm: Suffrage Activity  
4:00pm-8:00pm: On Your Own  
8:00pm-10:00pm: Host Night Out

### **Sunday, July 2, 2017**

8:00am-10:00am: Farewell Gospel Breakfast

# **Scope of Work**

## **ROLES AND RESPONSIBILITIES:**

- Oversee and facilitate aspects of meeting planning from vendor recruitment, exhibitor registration, event registration, marketing, onsite staffing and post-event reporting;
- Work with National Office and State Committee on digital management of contracts, speaker bios, session descriptions, handouts, RFPs, etc.;
- Create and send event marketing communications via email, web, print;
- Coordinate travel, lodging and expenses for participants traveling to meeting;
- Send and track correspondence with speakers and sponsors/exhibitors;
- Work with National Executive Director creation of event publications and syllabus materials
- Manage collection of local registration, sponsorship income and exhibit fees
- Work directly with registrants on problems and inquiries
- Develop and maintain solid relationships with exhibitors
- Create/design event materials and signage
- Prepare a list of supplies for ordering and packing/shipping of event materials
- Staff events and manage onsite event registration
- Track expenses for event budget reconciliation
- Create and analyze evaluations and prepare post-event reports
- Other duties as assigned by the National Executive Director and State Conference Chair

## **QUALIFICATIONS:**

- Certified Meeting Planner (CMP)
- 2+ years professional meeting experience (nonprofit or association experience preferred)
- Up to date on current trends in the meetings industry
- Innovative and resourceful; actively seeks opportunities to improve meetings and events
- Experienced at negotiating and building partnerships with vendors
- Exceptional client service skills and enjoys working with the public
- Strong time management skills and ability to manage concurrent tasks efficiently
- Superior attention to detail; first class organizational skills
- High energy, positive, professional attitude, pride in work product
- Strong computer skills to include: Microsoft Office and experience using Salesforce or other CRM
- Excellent written and verbal communication skills
- Great team member: willing to roll up your sleeves and pitch in to help your colleagues when needed