

2027 MIDWINTER LEADERSHIP MEETING

REQUEST FOR PROPOSALS

NACRO is a network of U.S. and international academic corporate relations professionals dedicated to providing professional development opportunities and sharing best practices that enable members to develop and advance comprehensive, mutually beneficial relationships with industry and establish common language and metrics for peer comparison. Founded in 2007, NACRO has grown to more than 500 individual members.

The NACRO Midwinter Leadership Meeting is a smaller annual three-day event where committees gather for in-person working discussions seeking to advance our organization. Attendees include NACRO leadership, including board members and committee members.

NACRO seeks properties with plenty of mingling space for networking and meeting rooms confined to one area or floor if possible. **Meeting sites hosted by universities that employ NACRO members will be given preference.**

NACRO prefers hotels near proposed meeting spaces that are large enough to accommodate total peak night to avoid using multiple properties. NACRO members are business casual. They enjoy sitting in small groups throughout the hotel and lounge areas to enjoy a drink and continue discussions from the day.

PREFERRED DATES: February 1-3, 2027

LOCATION: Southeastern U.S.

ESTIMATED ATTENDEES: Approximately 65

**Please include rates for partnering with the university in the proposal, if applicable.*

***DEADLINE FOR PROPOSALS: Friday, March 6, 2026**

Please email your proposals to Aubryn Shivers at ashivers@asginfo.net.



PREVIOUS MIDWINTER LOCATIONS

Dates	Location	# of Attendees
Feb. 2-4, 2026	Dallas, TX	TBD
Feb. 3-5, 2025	Irvine, CA	50
Feb. 5-7, 2024	Atlanta, GA	52
Feb. 6-8, 2023	San Antonio, TX	60
Feb. 7-9, 2022	Phoenix, AZ	48
Feb. 8-12, 2021	Virtual	65
Feb. 10-12, 2020	Dallas, TX	57
Feb. 4-6, 2019	New Orleans, LA	56
Jan. 22-24, 2018	Houston, TX	63
Feb. 27-Mar. 1, 2017	Austin, TX	62
Feb. 10-12, 2016	Gainesville, FL	59
Feb. 18-20, 2015	Davis, CA	61
Feb. 26-28, 2014	Houston, TX	56
Feb. 13-15, 2013	San Diego, CA	56

REQUIREMENTS

ROOM BLOCK

DATES: January 31-February 3, 2027

Dates	Rooms / Night
Sun., Jan. 31	10
Mon., Feb. 1	40
Tues., Feb. 2	40
Wed., Feb. 3	10
Total Block	100



MEETING SPACES *(Times listed are estimates)*

Day 1: Monday, February 1, 2027

Event Time	Function	Room	Attendees
6:00am – 6:00pm	Office	Supplies / overnight storage	
12:00pm – 4:00pm	Registration	Lobby or lounge area	
12:00pm – 1:00pm	Lunch	Large room, set in rounds	65
1:00pm – 4:00pm	Breakout Room #1	Set schoolroom or rounds	25
1:00pm – 4:00pm	Breakout Room #2	Set schoolroom or rounds	25
1:00pm – 4:00pm	Breakout Room #3	Set schoolroom or rounds	25
1:00pm – 4:00pm	Breakout Room #4	Set schoolroom or rounds	25
4:00pm – 6:00pm	Board of Directors Meeting	Conference room, set U-shape	20

Day 2: Tuesday, February 2, 2027

Event Time	Function	Room	Attendees
6:00am – 6:00pm	Office	Supplies / overnight storage	
7:00am – 5:00pm	Registration	Lobby or lounge area	
7:30am – 8:30am	Breakfast	Large room, set in rounds	65
7:30am – 9:00am	General Session	Large room, set in rounds	65
8:00am – 5:00pm	Breakout Room #1	Set schoolroom or rounds	25
8:00am – 5:00pm	Breakout Room #2	Set schoolroom or rounds	25
8:00am – 5:00pm	Breakout Room #3	Set schoolroom or rounds	25
8:00am – 5:00pm	Breakout Room #4	Set schoolroom or rounds	25
12:00pm – 1:00pm	Lunch	Large room, set in rounds	25

Day 3: Wednesday, February 3, 2027

Event Time	Function	Room	Estimated Attendees
6:00am – 6:00pm	Office	Supplies / overnight storage	
7:00am – 12:00pm	Registration	Lobby or lounge area	
7:30am – 8:30am	Breakfast	Large room, set in rounds	65
7:30am – 1:00pm	General Session	Large room, set in rounds	65
7:30am – 1:00pm	Breakout Room #1	Set schoolroom or rounds	25
7:30am – 1:00pm	Breakout Room #2	Set schoolroom or rounds	25
7:30am – 1:00pm	Breakout Room #3	Set schoolroom or rounds	25
7:30am – 1:00pm	Breakout Room #4	Set schoolroom or rounds	25
12:00pm – 3:00pm	Board of Directors Meeting	Conference room, set U-shape	20



Concessions and Priorities in Determining Location of Conference

Affordable room rates are a priority for the organization. However, the following concessions are a priority as well.

- Complimentary skirted 6-foot tables (2), 2 chairs and wastebasket for registration
- Complimentary internet in sleeping rooms, registration, and meeting area
- No charge for staff/management boxes delivered to site
- 5 complimentary flip charts/easels
- 5 complimentary parking passes throughout the dates of the meeting
- 10% discount on food and beverage
- Late checkout for staff
- 2 discounted staff rooms

AUDIO VISUAL NEEDS

Specific AV needs will be discussed as we get closer to the conference. Below are general AV needs.

- Standard audio visual in the general session room.
 - Laptop computer
 - Projector screen
 - LCD projector
 - Wireless internet
 - Wireless advancer
 - Podium and microphone

FOOD AND BEVERAGE

Day 1:

- Lunch Buffet (65 people)
- Snacks/Drinks

Day 2:

- Continental Breakfast Buffet (65 people)
- Lunch Buffet (65 people)
- Snacks/Drinks

Day 3:

- Continental Breakfast Buffet (65 people)
- Boxed Lunches (20 people)
- Snacks/Drinks



REGISTRATION AREA: We require a separate space for registration. The registration area needs to be conveniently located in a large enough space for attendees to enter and leave, can accommodate 2 skirted tables with 2 chairs and a wastebasket. Registration area near the designated office would be helpful.

ADDITIONAL CONSIDERATIONS: Please include any additional fees (i.e., security, Fire Marshall Approval, EMT, insurance, etc.) that may apply.

****Investigation of Food and Beverage and AV costs will be assessed before any contract is signed.***

All RFP responses should include:

- Catering menus to include pricing
- AV cost sheet
- Meeting room list

