



To: ACCED-I Members

From: Association of Collegiate Conference & Events Directors-International

Event: ACCED-I Educational Forum

Required Information:

- Proposal with sleeping room rates (or nearby hotel with relationship to institution) and meeting room availability.
- Information link or attachment containing floor plans, catering menus, etc.
- If the venue is not walkable from lodging to university, please state if transportation will be provided or what the cost would be.
- Would like selected institution to provide a tour of their institution as a component of the forum.

Submissions Sent To: Diana Hakenholz, CMP
Director of Meetings and Education
(970) 449-4962
diana@acced-i.org

ACCED-I will be producing an in-person educational forum in 2025. Any ACCED-I member is encouraged and welcomed to attend any educational forum.

Distribution of Request for Proposals	February 17, 2025
Proposal Submission Deadline	March 3, 2025
Decision Finalized	April 30, 2025

Thank you for your consideration. We look forward to the possibility of working with you.

PROPOSAL SUBMISSION DEADLINE: March 3, 2025

ACCED-I Educational Forum

CONTACT INFORMATION:

Diana Hakenholz, CMP

Director of Meetings and Education

Association of Collegiate Conference and Events Directors – International (ACCED-I)

(970) 449-4962

diana@acced-i.org

www.acced-i.org

EVENT PROFILE:

Market Segment: Association

Total Expected Attendance: 20-35

Event Overview: ACCED-I will be offering an in-person educational forum. Any ACCED-I member is encouraged and welcomed to attend.

Attendee Demographics: Average age is approximately 35-50, but ages range from 21-65. Average years in the profession are 8-15 and approximately 70% of membership is female.

Desired Dates: November 6-7, 2025, secondly October 23-24, 2025; would be willing to consider alternate Thursday/Fridays mid-October through mid-November.

Room Block:

Hotel room block is needed the Wednesday before the forum begins and the Thursday of the forum.

Day:	Wed	Thu	Total
Standard:	10	10	20
Total:	10	10	20

Meeting Space Requirements at-a-Glance:

- Registration tables (2) Thursday morning – Friday afternoon
- 2 breakouts needed on Thursday and Friday
- General Session room Thursday and possibly Friday
- The meeting rooms should provide ample space for attendees and include Wi-Fi access and LCD projector packages, sound hook-up, flipcharts or whiteboard, and microphones if needed by presenters. The meeting rooms are preferred to be in the same location as sleeping rooms but may be in adjacent facilities if within a 5-minute walk preferably. If lodging and meeting space is not walkable, must provide transportation option with cost, if applicable. A breakdown of daily costs, including local taxes must be provided in the RFP. Please detail any other amenities included in meeting rooms.
- Meals can be catered or arrange with a private/designated area in a dining facility.

Function Space Schedule Detailed:

Day	Function Start Time	Function End Time	Function Name	Set-up	Set For
Thursday	8:00 AM	9:00 AM	Registration and breakfast (unless provided as part of lodging)	Registration and rounds	N/A
Thursday	9:00 AM	10:30 AM	Plenary Room – Keynote	Half rounds of 5-6	25-50
Thursday	10:45 AM	12:15 PM	Breakout #1	Classroom	15-25
Thursday	10:45 AM	12:15 PM	Breakout #2	Classroom	15-25
Thursday	12:30 PM	1:30 PM	Plenary Room – Lunch	Rounds	25-50
Thursday	1:45 PM	3:15 PM	Breakout #1	Classroom	15-25
Thursday	1:45 PM	3:15 PM	Breakout #2	Classroom	15-25
Thursday	3:30 PM	4:30 PM	Plenary Room - Ignite Session	Rounds	25-50
Friday	8:00 AM	8:30 AM	Breakfast (unless provided as part of lodging)	Rounds	25-50
Friday	8:30 AM	10:00 AM	Breakout #1	Classroom	15-20
Friday	8:30 AM	10:00 AM	Breakout #2	Classroom	15-20
Friday	10:15 AM	11:30 AM	Plenary Room – Presenter Panel and Closing Note – This can be done in one of the two breakouts if it can accommodate the entire group	Rounds Note- This can be done in classroom if using breakout room	25-50

Food & Beverage Requirements:

- Thursday Lunch- 20-35 people
- Thursday and Friday morning – coffee service minimum, breakfast if not provided with lodging – 20-35 people

Other Requirements:

- Overall costs to ACCED-I for accommodations, meeting space, meals, and transportation will be heavily weighted in decision-making.
- The successful location will not be more than 45 minutes from a major airport during normal traffic conditions. Cost of airfare by those attending is a factor that will be considered.

- Adequate ground transportation from the airport to the facility, unless this is a service normally provided to guests at no additional charge. Please detail a list of local transportation options with contact information, estimated prices to and from airport and dining and entertainment areas. Include any public transportation that is available.
- Meeting rooms should include complimentary use of the house sound system and preference given to receiving one complimentary microphone, standing lectern, LCD projector package and flipchart package, per meeting room per day.
- The ability to cancel space at no fee if registrations numbers are lower.
- Complimentary internet access in guest sleeping rooms and internet “hot spot” for attendees use between and during meeting sessions. Complimentary internet in meeting areas.
- The venue is located adjacent to or within walking distance of shopping and eating establishments as attendees are on their own for breakfast and dinner.
- Preference that the venue practices sustainability initiatives.
- Preference that venue follows American with Disabilities Act regulations. If not, please detail what specifically does not follow the regulations as we may still be able to consider.
- Venue must have written non-discrimination policy that states they do not discriminate against guests or employees based on race, national or ethnic origin, color, religion, sex, sexual orientation, marital or family status, disability, or age.
- ***Venue must currently be and continue to be through the date of the educational forum an ACCED-I member in good-standing.***

Please include additional information about your facility, your community or other information deemed appropriate for our decision making.