

**Request for Proposal 2009/10****MPI UK Chapter Venue Sponsorship****Background**

Meeting Professionals International ([www.mpiweb.org](http://www.mpiweb.org)) is the association for the global meetings industry and is committed to delivering success for its more than 24,000 members worldwide (over 2400 in Europe) by providing innovative professional development, generating industry awareness and creating business development opportunities. Seventy-one Fortune 100 companies are represented in MPI membership and MPI is the only meetings industry association to maintain a 50/50 ratio between planner and suppliers.

The UK board consists of leading industry professionals who manage and lead the UK chapter and its activities and provide recommendations to MPI's European Council and International Board of Directors on opportunities for the development and growth of MPI in the UK in support of MPI's overall strategic plan and global development strategy.

**Support and Sponsorship Requirements**

- **It is the goal of the Board of MPI the UK that all meetings should be sponsored by the hosting venue and/or destination.**
- **The sponsorship may include accommodation (if applicable), catering and meeting facilities.**

**Why should you sponsor MPI UK meetings, educational and networking events?**

These meetings offer you the chance to host industry professionals from the event and meetings industry across Europe. These events attract meeting planners and some are specifically targeted to the meeting planner. This is a great opportunity to familiarise potential clients with your venue and services and to gain exposure within the MPI community.

**Benefits:**

- Your venue is showcased to meeting/event planners and suppliers.
- Your logo and venue details will be included on invitations, registration documents, and on screen during the events.
- We invite you to provide marketing materials for the participating members.
- The event will be promoted and reported on our website and in our newsletter and in external press releases.
- During the event the main sponsor will have the opportunity to have a 3 minute pitch to promote their venue and its services.

**Overview of meetings and requirements:**

Tentative Annual planning (final dates will be set in close cooperation with the venue):

One educational event per month (except August)

One board meeting every 6 weeks

2 board retreats per year (one night accommodation required for board members x 13)

1 AGM per year

1 Summer Social

1 Christmas Lunch

1 Major Business Networking

**Venue Sponsorship Requirements - Educationals***Meeting rooms:*

The exact requirements may vary per meeting, but basically includes:

- 1 plenary meeting room
- Capacity approx. 30 – 100 theatre and/or cabaret style

*Audio-Visual requirements will be required.*

*Food & Beverage:*

- Coffee, tea during registration
- Aperitifs and snacks after education

*Programme:*

Most educational events start at approx. 18.00 hrs with a new member session and registration with light refreshments. Around 18.30 hrs the actual meeting starts and ends approx. 19.45 hrs with wine, soft drinks and nibbles being served.

**Venue Sponsorship Requirement AGM 2010**

To be held (date to be confirmed)

*Meeting room:*

- 1 plenary meeting room for 100 pax theatre style with stage.

*Audio-Visual requirements will be required.*

*Food & Beverage:*

- Coffee, tea upon arrival
- Aperitifs

*Programme:*

This is a 2 hour program from 16.00 – 17.30 hrs and is normally followed with an educational or networking event from 17.30-20.00 hrs

**Venue Sponsorship Requirements Board Meetings**

The Board of MPI the UK meets every 6 weeks. The board consists of 13 members.

*Programme:*

The board meetings start at 1400 hrs and end at approx. 1700 hrs.

*Meeting room:*

- 1 plenary board room for 13 pax.

*Food & Beverage:*

- Coffee/tea/soft drinks
- Simple sandwiches/Light refreshment

### **Venue Sponsorship Requirements Board Retreats**

*Programme:*

This is a one and a half day program, normally held on Sunday/Monday.

The full board (13 pax) meet in June/early July and again in January with their respective committees for a dinner, overnight and full day management meeting.

*Bedrooms:*

Approx. 13 rooms (June/July Retreat)

Approx. 20 rooms (January Retreat)

*Meeting room:*

Indication of requirements:

- 1 plenary meeting room for 13 pax in cabaret style (round tables in half moon set up) with ample for flipcharts or white boards and presentation setup.

*Audio-Visual:*

- Beamer, screen

*Food & Beverage:*

- Coffee, tea upon arrival
- Coffee/tea breaks
- Lunch
- Water and mints in the rooms
- Aperitifs and snacks
- Dinner

If you are interested in hosting one of the MPI meetings in 2009/10, please register your interest by sending your details to:

*Samme Allen, VP Partnerships*

Mobile: 07786 867869

Email: [sponsorship@mpiuk.org](mailto:sponsorship@mpiuk.org)