



Conference Facilities Request for Proposal

Event: International Conference of Indigenous Archives, Libraries, and Museums

Dates: October or November, typical Sunday-Friday spread (flexible)

Site Visits: Scheduled upon receipt of acceptable proposal

Address: 6308 Harden Dr.

City/State: Oklahoma City, OK 73118

Contact: Melissa Brodt

Title: Director of Programs

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Web Site: www.atalm.org

Introduction: The Association of Tribal Archives, Libraries, and Museums (ATALM) is seeking proposals for conference sites for its annual International Conference of Indigenous Archives, Libraries, and Museums.

Now in their second decade, the conferences provide professional development opportunities for people working to sustain and advance indigenous cultures. Attendees are primarily from US-based tribal institutions, federal agencies, national organizations, and educational institutions. Attendees also come from Canada, Australia, New Zealand, and Europe.

Primary funding is provided by the Institute of Museum and Library Services, a federal agency. Additional funding is from earned revenue, foundation grants, and registration fees.

The Association of Tribal Archives, Libraries, and Museums, incorporated in 2010, is recognized by the IRS as a tax-exempt non-profit organization. It is led by a small governing board with the help of a larger advisory board. As a membership organization, it has about 650 members. ATALM maintains an excellent credit rating.

OVERVIEW OF PREVIOUS AND PLANNED EVENTS (2012-2019)

Year	Location	Property	Attendance
2012	Tulsa, OK	Hard Rock	600
2013	Albuquerque, NM	Hyatt Regency Tamaya	560
2014	Palm Springs, CA	Renaissance	560
2015	Washington, DC	Downtown Renaissance	600
2016	Phoenix, AZ	Sheraton Wild Horse Pass Resort and Spa	680
2017	Albuquerque, NM	Hyatt Regency Tamaya Resort & Spa	550
2018	Minneapolis, MN	Mystic Lake Casino & Resort	800
2019	Temecula, CA	Pechanga Resort & Casino	975

DESIRED SPECIFICATIONS

Meeting Space (typically need approximately 70,000 square feet of dedicated meeting space).

- Meeting rooms are needed for four to five days
 - Day 1 – Set up for Summits (typically four meeting rooms)
 - Day 2 - Summits and setup for pre-conferences (typically 13 meeting rooms)
 - Day 3 – Pre-conferences and ballroom/exhibit hall set up
 - Day 4 – General sessions, concurrent sessions, exhibit hall
 - Day 5 – General sessions, concurrent sessions, exhibit hall

- Primary ballroom to accommodate at least 700 at rounds of 8 or 10 for opening session, closing session, breakfast, lunches, 8' x 18' x 18" stage, AV equipment, exhibit hall with 35 8' x 10' booths, and 30 posters on classroom-sized tables.
- If primary ballroom is not large enough to meet the above requirements, a secondary ballroom may be used for the exhibits, breakfast, and breaks. Need to accommodate at least 500 at rounds.
- A minimum of 12-14 breakout rooms with capacities totaling at least 700 theatre or classroom style. Additional rooms may be needed for recording studio and storage.
- Equipment standard for the types of meetings and events scheduled, including standing lecterns, risers, stairs, tables (draped as necessary), chairs, water and glasses, and pads and pencils.
- Conference prep rooms and office space available three days in advance and one day post event. Office space will be used throughout the conference but prep room will be vacated 8 hours prior to the start of the first event.
- Complimentary water stations in each meeting room or nearby.
- Hotel typically provides at no cost 60 8" tables, skirted and draped, two chairs, and a wastebasket for exhibitors and vendors. Organization contracts for pipe and drape.
- Fees waived with a minimum \$75,000 food and beverage commitment.

Food and Beverage

- Typically ranges from \$75,000 to \$125,000 and includes two breakfasts (buffet), two lunches (plated), and multiple breaks at various times throughout the conference.
- Typically pay \$20 for a full breakfast, \$35 for a three-course plated lunch, \$12 for refreshment breaks, and \$25 for an evening reception. Sample menus from previous conferences are available for review. Service charges are in addition.

Audio-Visual/Internet Connections

- Option to bring in outside AV company at no penalty, no service charge, or patch costs (in-house AV will be given priority and first right of refusal).
- Complimentary high-speed Wi-Fi services in all conference space plus complimentary wireless high-speed internet in public spaces and sleeping rooms for all attendees.

Sleeping Rooms

- 400 rooms (100 per night) for staff/scholars charged to Master Account at reduced non-published rate.
- 1,200 to 2,000 rooms at negotiated published rate.
- 375 to 600 rooms at peak.
- Total room nights is estimated to be a minimum of 1,200 to 2,000.
- At least 50% of rooms need to be double/queen beds.
- Six complimentary room nights and one meeting room for planning meeting.
- One complimentary presidential suite for a maximum of 10 nights.
- Six Junior or VIP suites at the negotiated run of house rate.
- One complimentary room night per 40 revenue-generating rooms.
- No resort fees.
- No attrition fees, but ATALM will provide a guaranteed minimum revenue.
- Complimentary Wi-Fi in all sleeping rooms.
- Negotiated rate is extended to three days before and three days after the conference dates (optional).

Anticipated Room Block

Typical pickup is an average 1,500 rooms. Contract will specify that Organization may increase its block periodically.

	Day 1 (Sunday)	Day 2 (Monday)	Day 3 (Tuesday)	Day 4 (Wednesday)	Day 5 (Thursday)	Day 6 (Friday)	Day 7 (Saturday)
Rooms	100	275	375	375	275	5	5
Actual 2019 (did not have Summits)	37	506	677	679	558	7	4

RESPONSE TO REQUEST FOR PROPOSALS

Association of Tribal Archives, Libraries and Museums

Email responses to conference@atalm.org

- Please make your best offer, as all decisions will be based on the competitiveness of the information provided on this form. If ranked in the top three properties, a site visit will be conducted.
- When responding, you may use as much space as needed.
- Please answer as thoroughly as possible. Incomplete responses will not be considered.
- **Please attach room layouts, banquet menus, and audio-visual schedules.**

CONTACT INFORMATION				
Property:				
Address:				
Contact Person:			Title:	
Contact Information:	Phone:		E-mail:	
EVALUTION CRITERIA (100 points total, plus bonus)	RESPONSE			
ROOM RATES (15 points): Please specify the rate for the discounted staff/scholar rooms as well as the rate for rooms outside of the master block. Room rates for past conferences have ranged from \$99 to \$159.				
MEETING SPACE (15 points): Can you meet the minimum requirements for meeting space? Please note any exceptions.				
BREAKFAST (5 points): What is the average cost per person for a full breakfast buffet?				
LUNCH (5 points): What is the average cost per person for a plated 3-course lunch?				
BREAKS (5 points): What is the average cost per person for a refreshment break?				
Wi-Fi (10 points): Do you provide complimentary Wi-Fi in the convention area and the sleeping rooms?				

<p>PARKING (5 points): Do you provide complimentary parking? If not, what is the approximate cost for valet and/or self-parking? If there is a charge for parking, what is the maximum number of complimentary parking spaces provided? Please indicate if valet is included.</p>	
<p>AIRPORT TRANSPORTATION: (10 points) Do you provide transportation to and from the airport? If not, what is the average cost for a taxi and/or other forms of transportation.</p>	
<p>MASTER ACCOUNT (5 points): Do you provide a charge back credit to the Master Account on total rooms and banquet charges? If so, what is the percentage?</p>	
<p>COMPLIMENTARY ROOM RATIO (5 points): What is complimentary room ratio per rooms booked/paid? ATALM typically has a 1/40 ratio.</p>	
<p>SUITES (10 points): Will you provide a complimentary Presidential Suite? How many VIP suites will you provide at negotiated rate?</p>	
<p>GUEST AMENITIES (5 points): What amenities are included in guest rooms?</p>	
<p>TRIBAL FACILITY (5 points): Are you owned or affiliated with a federally recognized tribe?</p>	
<p>EXTRA POINTS (value will be assigned by review committee): Please use this space to provide any additional information you wish for us to consider, including incentives not covered above.</p>	