



2023 Iowa Downtown Conference

Request for Proposal

Primary Contact Information:

What is the name of your community?

Sponsoring Organization:

Address:

Street Address

City

Iowa

State

Zip Code

Primary RFP Contact:

First Name

Last Name

Email (primary contact):

example@example.com

Phone Number (primary contact):

Please enter a valid phone number.

Secondary RFP Contact:

First Name

Last Name

Email (secondary contact):

example@example.com

Phone Number (secondary contact):

(000) 000-0000

Please enter a valid phone number.

Describe why you feel your community is the best location to host the 2023 Iowa Downtown Conference. What unique experiences can your community offer attendees? What makes your community stand out from others?

(limited to 500 words)

0/500

Upload a statement of interest from the host/sponsor organization and any other local organizations (City, Chamber, Tourism Office, local non-profits/for profits, etc.) that would support you in your efforts. Be sure to describe your organization's experience in regards to hosting other events/conferences.

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You can upload one file containing all of your support letters or separate files for each one.

Support Letters

CONFERENCE HEADQUARTERS

Possible locations could include convention centers, hotels with meeting space, museums, banks, theaters, fraternal halls, colleges, restaurants, churches or libraries. It is required that this venue must be DOWNTOWN. If pitching a hotel, please note that beginning January 1, 2022, affected lodging providers must have all employees successfully complete certified human trafficking prevention training in order to receive public funds as payment for services. For more information visit, StopHTIowa.org.

REQUIREMENT: Must be located downtown and have adequate space to host the following activities in close proximity to each other.

Day 1

Registration (11:00 AM - 5:00 PM)

Networking Break (afternoon)

Day 2 & Day 3

Registration (all day)

Networking Breaks (morning and afternoon)

Exhibit Hall (day 2 only)

- 25+ exhibit booths (6' table, two chairs, pipe and drape per each exhibiter)
- Options for electricity as needed.

Name of Venue:

Address

Street Address

City

State / Province

Postal / Zip Code

Describe this venue.

What makes it unique? Is it historically significant? What other types of events have been hosted at this location?

Is this venue downtown? If no, it is not eligible to serve as conference headquarters.

Yes

No

Is this venue handicapped accessible?

Yes

No

Does this venue have adequate and complimentary Wi-Fi for attendees and presenters?

Yes

No

Upload one document that reflects images of the registration area, networking/refreshment break area and the exhibit hall. Be sure to label each image prior to uploading the document.

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Label suggestions: Registration, networking/refreshment break area, and exhibit hall.

General Assembly for Plenary Sessions

Requirement: Must accommodate up to 250 people. Must be located within 1-2 block radius of conference headquarters or at the same location.

Name of Venue:

Address

Street Address

Street Address

City

State / Province

Postal / Zip Code

Describe this venue.

What makes it unique? Is it historically significant? What other types of events have been hosted at this location?

How far is this venue from the proposed Conference Headquarters location?

Is this venue handicapped accessible?

Yes

No

Does this venue have adequate and complimentary Wi-Fi for attendees and presenters?

Yes

No

Upload up to two photos that best depict the location in which the plenaries would be held.

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Breakout Sessions

- It is convenient if the general assembly plenaries and the three rooms for concurrent breakout sessions are at the same location.
- Different venue(s) would be considered if they are all located within a one-two block radius of the conference headquarters and general assembly plenary sessions location.

Name of Venue:

Address

Street Address

City

State / Province

Postal / Zip Code

Describe this venue.

What makes it unique? Is it historically significant? What other types of events have been hosted at this location?

How far is this venue from the proposed conference headquarters location?

Is this venue handicapped accessible?

Yes

No

Does this venue have adequate and complimentary Wi-Fi for attendees and presenters?

Yes

No

Upload one document containing an image of each room (3 are needed). Be sure to label each photo and indicate the seating capacity for each.

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Sample Label Suggestions - Room 1 (seating capacity of 90), Room 2 (seating capacity of 125), etc.

Lodging Needs

List all of the lodging options available within six miles of the suggested conference headquarters location.

Disclaimer: Statewide Human Trafficking Training Initiative Press Release - Beginning January 1, 2022, affected lodging providers must have all employees successfully complete certified human trafficking prevention training in order to receive public funds as payment for services. This means that lodging providers who host public employees (i.e., state staff with overnight stay) or publicly funded events and conferences (i.e., downtown conference, required workshops) must provide training to their staff on human trafficking. We encourage you to share this information with the lodging providers in your community/surrounding areas. If a lodging provider is not certified, public funds cannot be used for travel reimbursement to state staff or any other expense (catering, etc.). For more information and to see who is certified, visit: <https://stophtiowa.org/>.

Please upload a list of hotels (within six miles of conference headquarters). The list should include the name of the hotel, proximity to conference headquarters, number

of rooms, average room rate. Be sure to indicate if the hotel has received their Human Trafficking Certification.

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Other Information

Upload a list of restaurants in the downtown area. Please indicate if they are currently open for breakfast, lunch and dinner. If available, please hyperlink to their webpage. Please indicate those that could easily provide a lunch (sit down or boxed) during the conference for \$20 or less.

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Describe your suggestions for five tours (walking or driving) that could potentially be held in your community.

Type here...

If a driving tour, please include your suggestion for transportation for each.

Describe your proposed plan for refreshments during registration and breaks and catered lunches (if applicable).

Type here...

Be sure to include any green initiatives you plan to incorporate.

Describe your proposed plan for networking activities.

What makes them unique? Are they historically significant? What other types of events have been hosted at these locations?

Be sure to include any green initiatives you plan to incorporate.

Are the locations for the networking activities located downtown?

Yes

No

Describe your proposed plan for transportation available to and from all conference venues (conference, reception, hotels, driving tours) and provide the necessary contact information.

Type here...

Please upload a map detailing the locations of the proposed conference headquarters, plenaries, breakout sites. Be sure to clearly note the parking areas for this location and indicate what the current parking charges are for the space.

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Cost Proposal Evaluation

Please upload a document detailing the proposed cost of hosting this conference in your community. I.e. Facility rental fees, refreshment breaks, audio visual equipment, networking/social events, transportation (between conference facilities, hotels, reception, driving tours, etc. Be sure to indicate those in which you will sponsor (or find sponsors) and those in which will be billed to the Iowa Economic Development Authority.

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Please provide any additional information you feel would enhance your proposal and make it stand apart from others submitted.

Type here...