

## **Request for Proposal for Meeting and Event Management**

### **Clinical Nutrition Management DPG**

#### **A Dietetic Practice Group of the Academy of Nutrition and Dietetics, Chicago, Illinois**

The Academy of Nutrition and Dietetics (Academy) is seeking bids from an individual or a firm to provide contracted services as a Meeting and Event Manager for the Clinical Nutrition Management Dietetic Practice Group of the Academy. The term of the contract is June 1, 2017 - May 31, 2018, renewable yearly upon agreement by both parties.

#### **The tentative schedule (subject to change) for the request for proposal (RFP) is:**

- RFP sent electronically: June 12, 2017
- Due date for intent to respond: June 16, 2017
- Due date for complete proposal: June 23, 2017
- Interviews with finalists: June 29, 2017
- Notify candidates of selection: July 7, 2017
- Contract commences: July 17, 2017 (pending contract approval)

**Contact:** Responses to this RFP should be emailed to both:

Barbara Lusk, Chair of CNM DPG at [CNMDPGChair@gmail.com](mailto:CNMDPGChair@gmail.com)

and copied to Mya Wilson, Academy DPG representative at [mwilson@eatright.org](mailto:mwilson@eatright.org)

#### **Background**

Clinical Nutrition Management Group (CNM) is a dietetic practice group of the Academy of Nutrition and Dietetics, a national organization of nutrition and dietetic professionals headquartered in Chicago, Illinois. CNM has approximately 1950 professional and student members, who pay annual dues for the membership year June to May.

- The CNM DPG Mission: Empowering and supporting leaders to advance nutrition practices in healthcare.
- The CNM DPG Vision: Members will be recognized as leaders who positively influence healthcare.

The CNM DPG strives to provide opportunities and resources to members to develop and/or enhance multidimensional skill for leadership and management.

The CNM DPG hosts an annual education symposium in the Spring of each membership year, and attends the CNM Executive Board meeting at the Academy Food & Nutrition Conference & Expo™ (FNCE®) each year. This request for proposal includes planning for both of these annual events.

For more information on the CNM DPG, please visit our website at [www.cnmdpg.org](http://www.cnmdpg.org).

### **The Purpose of the Request for Proposals**

The Academy is seeking qualified individuals or firms to serve as a Meeting & Event Manager for CNM DPG. This (RFP) is intended to provide general information needed to provide a response to the RFP.

### **Scope of Meeting & Event Manager Position Services**

Contractor will provide the following services to CNM DPG for the annual FNCE® event:

- Coordinate with the board and Academy for arrangements including space and food for the Executive Board Meeting held at FNCE®.
- Coordinate with board and Academy for registration for designated board members who are to attend FNCE®.
- Coordinate with board and Academy for hotel and travel arrangements for designated board members who are to attend FNCE®.
- Facilitate billing and payment with Board and Academy accounting department.

Contractor will provide the following services to CNM DPG for the Annual CNM Symposium

### **Speakers:**

- Prepare speaker contracts and submit to Academy for approval.
- Send a letter reminding speakers to return housing form, handouts, PowerPoint presentations, and assure timely receipt of all documents from speakers.
- Coordinate speaker introduction schedule and documents including bio's, and assure facilitators have those documents to introduce speakers.
- CNM will be responsible and coordinate with Meeting Planner for securing speakers, securing sponsorship funds, assure supplier contracts are signed after Academy and Contractor have reviewed and negotiated terms.
- Contractor will be responsible for writing and sending thank-you notes to speakers and sponsors on behalf of CNM DPG within 14 days of completion of Symposium.
- Prepare and post Speaker and information to the CNM DPG website to help promote

member interest and attendance.

**Program:**

Establishes and manages timeline for CNM symposium and FNCE® Planning.

- Assists with tour options and facilitates symposium tour (once identified by CNM).
- Work with CNM DPG webmaster to promote symposium to membership.
- Assist with preparation of a symposium budget, monitor budget and work with CNM Chair-elect to stay within budget.
- Work with CNM treasurer to review supplier bills and negotiate with suppliers as needed, if any bills do not match agreements within 30 days of receipt of bills.
- Provide a summary of symposium expenses/revenue within 45 days of receipt of speaker and executive committee expenses from CNM treasurer.
- Provide CNM Chair and Chair-elect with progress reports as needed.
- Prepare records as needed to satisfy the Center for Lifelong Learning requirements in order to award Continuing Professional Education (CPE) credit to attendees.
- The information and data provided in any document delivered to CNM by contractor shall not contain any false or misleading information and shall be based on credible supporting data and information.
- Work with CNM DPG Chair-elect to write announcements of the Symposium for the *Journal of the Academy of Nutrition and Dietetics*, *Food and Nutrition Magazine*, and any other possible announcement sites. Send materials to appropriate contacts to assure timely inclusion.
- Coordinate with CNM Treasurer to verify that all Symposium-related bills are received and paid per contract, and posted to the CNM DPG accounting records. Prepare and post Symposium information and save the date and brochure to the CNM DPG website and to social media to help promote member interest and attendance.

**Registration:**

- Coordinate content and approvals, develop, print, mail, use social media and email, the Symposium save-the date post card and brochure.
- Create and receive approval for Registration process including development of online and on-site secure registration.
- Prepare and distribute a registration packet for each registrant to include badge, evaluation form, agenda, etc.
- Work with the Academy DPG relation's coordinator to set up on-line registration.
- Supervise on-site all aspects of the symposium to include but not limited to secure on-site online registration and acceptance of registration payments, preparation of receipts, distribution of materials and liaison with hotel and other suppliers.
- Acknowledge registration of attendees.
- Prepare symposium brochure in conjunction with CNM Chair-elect.

- Assure requirements for on-site-registration and any additional details needed to ensure a well-run symposium.
- Submit list of funded EC members to CNM Treasurer to setup airfare approval.
- Send Executive Committee documents with airfare, hotel and registration information.
- Work with CNM to post speaker handouts online 7-10 days before Symposium.
- Respond to attendee's, member and non-member inquiries.
- Provide advice and counsel concerning, but not limited to the following; cost control, forms and other printed material, menu planning and symposium logistics.
- Using company selected by CNM and approved by Academy, provide online evaluations with a summary of participant evaluations within 45 days of completion of the symposium.
- Send out administrative correspondence to sponsors secured by CNM Executive Committee.
- Assure that the final registration report is confirmed and available to Academy and to CNM chair, chair-elect and manager, and DPG/MIG/Affiliate relations within 45 days of completion of symposium.

### **Hotel**

- Coordinate the Hotel VIP block and submit VIP rooming list to hotel when appropriate.
- Coordinate with Academy regarding hotel contracts, meeting space and sleeping rooms based on desired locations submitted by CNM.
- Confirm and book, as needed, hotel sleeping rooms, meeting space, audio-visual equipment, catered events, equipment not available from the hotel, physical plant and staff
- Verify accuracy of hotel bill for sleeping rooms, meeting space, audio-visual equipment, catered events and other expenses according to contracts and requirements.

### **Exhibits and Sponsors**

- Facilitate Vendor / Exhibit agreement and contract approval including sending to parties for required signatures. (Once vendor identified by CNM)
- Coordinate and assure Exhibitor logistics to exhibitors
- As directed by CNM and per terms of contract, prepare and post signage, PowerPoint and other vendor messaging at the Symposium and CNM DPG website.
- Facilitate sponsor contract agreements and communications between CNM DPG and Academy to assure compliance with Academy and CNM DPG standards.

### **Reports and Communication**

Communicate with CNM DPG about questions from CNM DPG members and others to include but not limited to: Chair, Chair Elect, Treasurer, Professional Development chair, Fundraising

Chair, CNM DPG website manager, the Academy DPG Manager.

Required Reports: Member attendance, Vendor attendance, Satisfaction Survey Results.

### **Skills and Experience Needed**

The skills and experience of the bidding contractor must include the following;

- Meeting and event planning for organizations with over 300 participants
- Strong communication, facilitation and organizational skills.
- Proficient in appropriate computer skills to complete work required including web-based and social media activities but not limited to Microsoft Office.

Travel, lodging and subsistence related to the CNM Symposium will be reimbursed upon submission of an expense report/receipts, in accordance with Academy guidelines.

CNM will reimburse the Contractor for out-of-pocket expenses for items such as postage, telephone calls, salaries for temporary personnel hired for on-site registration/meeting management and gratuities to convention personnel, badges, hand out reproduction, folders. etc. that was agreed upon in the Symposium budget approved by the CNM Chair Elect.

This position must be undertaken as an independent contractor with the Academy of Nutrition and Dietetics on behalf of Clinical Nutrition Management DPG. The contract will be eligible for renewal annually.

The information and data provided in any document delivered to CNM by contractor shall not contain any false or misleading information and shall be based on credible supporting data and information.

### **Submission Requirements:**

1. If applying as a firm: History of the business and current client list. If applying as an individual: Resume.
2. Credentials
3. Professional references (3) - may be submitted in writing or provide email and telephone contact information.
4. Please note: Incorporation status as a business and general liability insurance may be required.

**Responses**

Responses to the RFP should include the proposed services, number of hours expected to provide said services, and include an annual, all-inclusive fee for said services. Payment method will be determined after the Meeting Planner is awarded.

**Questions** about this RFP or Clinical Nutrition Management DPG can be directed to Barbara Lusk at [CNMDPGChair@gmail.com](mailto:CNMDPGChair@gmail.com).

**Email Responses** to this RFP to both: Barbara Lusk at [CNMDPGChair@gmail.com](mailto:CNMDPGChair@gmail.com) and to Mya Wilson [mwilson@eatright.org](mailto:mwilson@eatright.org).

**RESPONSES MUST BE RECEIVED BY 9:00pm on June 16, 2017**

**RESPONSES RECEIVED AFTER THAT DATE WILL NOT BE CONSIDERED**