Request for Proposal
Host Venue for 2024
Live@_____

Proposals due: December 8, 2023 to info@wsae.org

> *The Wisconsin Society of Association Executives (WSAE) is seeking venues and partners interested in hosting a 2024 event at greatly reduced rates for the association and attendees. A key programming goal in 2024 is for WSAE to conduct valuable, memorable events in a cost-effective way to help the organization stabilize and grow financial reserves to provide more great membership experiences and expanded benefits in future years.*

Live@__(destination name)__

WSAE is seeking partnership opportunities from our Industry Partner members to host the 2024 Live@ event in Wisconsin. This is an excellent opportunity to support the educational mission of WSAE and to showcase your property to the association community. This event convenes WSAE members and non-members working in the association, non-profit and hospitality industries to share ideas, empower one another, celebrate individual and collective successes and ignite meaningful relationships. The event partner will receive sponsor recognition as host of the event in all marketing and social media promotions.

Preferred Dates and Locations

Tuesday-Wednesday or Wednesday-Thursday Pattern
Four (4) date options: **June 18-19** | **June 19-20** | **June 25-26** | **June 26-27, 2024**

Creativity and unique experiences are key. The focus of this event is to showcase interesting properties and/or areas of the state.

Food & Beverage

Food and beverage costs will be an important factor in the selection of a host location. WSAE strives to provide value-based programs and to keep registration fees in-line with each program to help cover overall expenses. Catering menus can be developed by the host (with WSAE approval) to meet our budget requirements.

Meeting Space & Audio/Visual (AV)

All meeting space and AV shall be provided complimentary. AV is dependent on each program but generally includes wifi, laptop(s), projector(s), screen(s), podium(s) with microphone(s), wireless lavaliere(s) and presentation remote(s).

Note: Times are not finalized and are subject to change.

Submission Requirements:

- Deadline for proposal submission – *December 8, 2023*
- Method of response – *Electronic only to info@wsae.org*

Schedule on next page.

Wisconsin Society of Association Executives

6737 W Washington St | Suite 4210 | Milwaukee, WI 53214
www.wsae.org | 414-388-WSAE (9723) | jennifer@wsae.org
Contact | **Jennifer Rzepka, CAE** | Executive Director

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Day 1	Time	Requirements
Registration	1:30 pm – 2:00 pm	Two skirted 6' tables with two chairs and wastebasket located near or just outside general session room with beverage station and easels for signage.
Program	2:00 pm – 5:30 pm	Screen, laptop, projector, stage, podium in front of room with microphone, wireless lavaliere and presentation remote. Crescent rounds of 5-7 for up to 100 attendees.
ALA Classroom (tentative)	2:00 pm – 5:30 pm	Separate room set crescent rounds of 5-7 for 30 attendees, screen, laptop, projector, podium with microphone and presentation remote.
Breakout Room #1	2:00 pm – 5:30 pm	Separate room set classroom style for up to 50 attendees, screen, laptop, projector, podium with microphone and presentation remote.
Breakout Room #2	2:00 pm – 5:30 pm	Separate room set classroom style for up to 50 attendees, screen, laptop, projector, podium with microphone and presentation remote.
Break	TBD	Served in foyer of meeting room
Networking Reception/Offsite event – *Sponsored by venue or jointly*	6:00 pm – 7:30 pm	Cocktail reception with appetizers hosted in separate unique space. Mix of rounds and cocktail tables for up to 100 attendees. Space available to set photo backdrop.
Day 2	**Time**	**Requirements**
Breakfast	7:30 am – 8:30 am	Breakfast buffet (including protein) and beverages. Can be in the same room as Program or in a separate room.
Program	8:30 am – 11:45 am	Screen, laptop, projector and podium in front of room with microphone, wireless lavaliere and presentation remote. Crescent rounds of 5-7 for up to 100 attendees.
ALA Classroom (tentative)	8:30 am – 12:00 pm	Separate room set crescent rounds of 5-7 for 30 attendees, screen, laptop, projector, podium with microphone and presentation remote.
Board of Directors Meeting	12:00 pm – 2:00pm	U-Shape or Conference for 14 attendees in VIP room. Screen and projector. Meals for this meeting are charged separate.
Food & Beverage	*An all-inclusive food and beverage package is required for breaks, lunch and breakfasts. Host or another venue to sponsor the reception with an all-inclusive package for evening food/beverage including alcoholic beverages.*	
Sleeping Rooms	*Up to 50 standard rooms (dependent on location) one night prior to event and evening of Day 1.* *Up to 4 complimentary rooms for staff and speakers.* *Attendees will be contacting hotel directly for reservations and will be responsible for all expenses.*	
Contract Terms	*No attrition for guest rooms* *No cancellation charges or a rebook clause* *Complimentary meeting space* *Waived or negotiated food & beverage minimum* *Complimentary wifi*	

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	• *Complimentary AV in meeting space to include screen, laptop, projector, microphones, presentation remote*