



Wisconsin Society
of Association Executives

6737 W Washington St | Suite 4210 | Milwaukee, WI 53214
www.wsae.org | info@wsae.org | 414-338-WSAE (9723)

Request for Proposal Host Venue for 2024 Women's Forum

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.

Women's Forum

WSAE is seeking partnership opportunities from our Industry Partner members to host the 2024 Women's Forum. This event convenes WSAE members and non-members working in the association, non-profit and hospitality industries to share ideas, empower one another (especially women), 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

One day format on a Tuesday, Wednesday or Thursday in April 2024.
Six (6) date options: **April 9 | 10 | 11 | 23 | 24 | 25, 2024**

The majority of WSAE members are in close proximity to the Madison and Milwaukee areas.

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 lavalier(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.



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Single Day Event	Time	Requirements
Registration	11:00 am – 11:30 am	Two skirted 6' tables with two chairs and wastebasket located near or just outside general session room with beverage station and easels for signage.
Networking Lunch/Keynote	11:30 am – 1:00 pm	Crescent rounds for up to 100 attendees, head table for up to 4. Screen, laptop, projector, stage, podium in front of room with microphone, wireless lavalier and presentation remote.
ALA Classroom (tentative)	11:00 am – 4:15 pm	Separate room set crescent rounds of 5-7 for 30 attendees, screen, laptop, projector, podium with microphone and presentation remote.
Break	TBD	Served in foyer of meeting room
Breakout Room #1	1:15 pm – 3:00 pm	General Session Room repurposed as Breakout
Breakout Room #2	1:15 pm – 3:00 pm	Separate room set classroom style for up to 50 attendees, screen, laptop, projector, podium with microphone and presentation remote.
Closing Session	3:15 pm – 4:15 pm	Existing set-up
Networking Reception – Sponsored by venue or jointly	4:15 pm – 6:15 pm	Cocktail reception with appetizers hosted in separate unique space. Mix of rounds and cocktail tables for up to 150 attendees. Space available to set photo backdrop.
Food & Beverage	<i>An all-inclusive food and beverage package is required for breaks, lunch and reception. Host or another venue to sponsor the reception with an all-inclusive package for evening food/beverage including alcoholic beverages.</i>	
Sleeping Rooms	<ul style="list-style-type: none"> • Up to 5 standard rooms on the evening before and 20 the night of event • Up to 3 complimentary rooms for staff and speakers. • Attendees will be contacting hotel directly for reservations and will be responsible for all expenses. 	
Contract Terms	<ul style="list-style-type: none"> • No attrition for guest rooms • No cancellation charges or a rebook clause • Complimentary meeting space • Waived or negotiated food & beverage minimum • Complimentary wifi • Complimentary AV in meeting space to include screen, laptop, projector, microphones, presentation remote 	