

Request for Proposal Host Venue for 2024 Women's Forum

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

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)

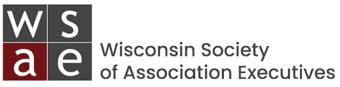
All meeting space and AV shall be provided complimentary. AV is dependent on each program but generally includes wifi, laptop(s), projector(s), screen(s), podium(s) with microphone(s), wireless lavaliere(s) and presentation remote(s).

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 <u>info@wsae.org</u>

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 lavaliere and	
	44.00	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 –	4:15 pm – 6:15 pm	Cocktail reception with appetizers hosted in separate	
Sponsored by venue or jointly		unique space. Mix of rounds and cocktail tables for up to	
		150 attendees. Space available to set photo backdrop.	
Food & Beverage		food and beverage package is required for breaks, lunch and or another venue to sponsor the reception with an all-inclusive	
	package for evening food/beverage including alcoholic beverages.		
-		poms 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	
Contract Terms	responsible for all expenses.		
Contract Terms	 No attrition for guest rooms No cancellation charges or a rebook clause 		
		limentary meeting space	
		Waived or negotiated food & beverage minimum	
	-	Complimentary wifi	
		 Complimentary AV in meeting space to include screen, laptop, projector, 	
		microphones, presentation remote	
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