REQUEST FOR PROPOSAL

OPPORTUNITY TO HOST THE 2020 ONTARIO CHAMBER OF COMMERCE ANNUAL GENERAL MEETING & CONVENTION

ABOUT THE ANNUAL GENERAL MEETING

The development of policy and advocacy on behalf of the Ontario business community is at the core of our business. As a grassroots organization, the activities of the Ontario Chamber of Commerce (OCC) are guided by our member chambers of commerce and boards of trade who help to determine our policy and advocacy priorities through the annual policy resolution process.

The OCC’s Annual General Meeting (AGM) & Convention allows members to learn from subject matter experts, debate policy resolutions, and formulate the OCC’s annual advocacy strategies. Our annual financial reports are also received by the Membership at this meeting. Each year, the OCC’s AGM & Convention is hosted in a different Ontario community. Local Chambers bid to host the AGM & Convention and showcase their community to participating business leaders from across the Chamber Network.

The AGM & Convention represents one of the most significant opportunities for chamber leaders from across the province to come together to network with peers, debate policy issues that are of significant importance to the Ontario business community, and shape our advocacy agenda for the year ahead. It is anticipated that the 2020 OCC AGM & Convention will be scheduled from April 30 – May 3, 2020.

WHY BRING THE OCC AGM TO YOUR COMMUNITY?

Position your chamber of commerce or board of trade as a thought leader in your community and raise the profile of your community as a hub for business by hosting the 2020 AGM.

Benefits include:

- **Community Profile**: raise your community’s profile by welcoming political decision-makers and business leaders from across the province.

- **Strong Economic Impact**: introduce 150-200 visitors to your community and drive economic impact through showcasing local attractions.
▪ **Hospitality Sector Investment**: a significant financial investment in the local community’s hospitality sector is made by the OCC through the host conference venue, accommodation reservations, food & beverage, and audio-visual equipment.

▪ **Enhance the Chamber Brand**: benefit from provincial exposure to the broader Chamber Network.

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**WHAT’S INVOLVED IN HOSTING THE AGM?**

**2019 Saturday Night Hospitality Suite | Investment Approximately $10,000**

The 2020 host chamber/board is required to plan, fund, and execute the Hospitality Suite at the 2019 AGM in Muskoka Lakes, Ontario. The objective is to create a fun, dynamic event for peer chambers and boards through showcasing unique aspects of their community. For example, past host chambers and boards have brought local entertainment and food for the AGM delegates to enjoy. Some chambers and boards have taken hospitality to a new level by coordinating small takeaways or prizes that showcase their community.

**2020 Opening Night Social Support | (Thursday)**

Working with the OCC, suggest ideas for an off-site networking event which would take place on the Thursday evening. The objective is to bring delegates together for an informal and fun evening. The cost of the Opening Night Social is offset by a separate delegate participation fee or through sponsorship generated by the host chamber. For example, past host chambers have held networking receptions at the hotel and organized round-trip transportation to a restaurant. In the past, some host chambers have charged delegates approximately $50 for transportation, dinner, and one alcoholic drink ticket, while other host chambers have funded the event solely through sponsorship.

**2020 Friday Night Host Social | Investment Approximately $10,000**

The host chamber/board is required to plan, fund, and execute the 2020 Friday Night Host Social in their local community. The objective is to create an evening full of delicious food, drinks, and networking while showcasing notable assets. For example, past chambers and boards have organized buses to transport AGM delegates to a local attraction.

*Please note, chambers and boards are encouraged to seek out local sponsorships which typically offset the financial investment of both events.*
SPONSORSHIP BENEFITS

As the host chamber/board, your sponsorship benefits include:

**Participation Benefits**

1. **Two (2) complimentary passes to the 2020 Chair’s Dinner and Hospitality Suite**: these passes are transferrable to your Incoming Board Chair or a Chamber Executive.

2. **Discounted rate for additional attendees**: receive a 15% discount toward the additional attendee’s full registration rate.

**Branding and Visibility Benefits**

3. **Onstage speaking role**: your chamber has the opportunity to bring greetings to delegates during the 2019 and 2020 AGM.

4. **Full page advertisement in the 2020 AGM delegate book**: this advertising space can be allocated to one of your members. Alternatively, your chamber can use the space to advertise host night activities.

5. **Distribution of marketing collateral**: a great opportunity to provide members from your community with exposure to leaders from across Ontario by distributing swag bags at the 2020 registration desk.

6. **Brand exposure**: your chamber/board’s logo will appear on all event marketing and social media channels.

**Community Benefits**

7. **Local dignitary representation**: opportunity to invite local dignitaries to bring greetings to the AGM audience at the 2020 Opening Ceremonies.

8. **Showcase local talent**: opportunity to recommend local talent to open the AGM Opening Ceremonies. Give your local choirs, musicians, dance groups and/or high school talent groups a chance to shine in the spotlight.

9. **Local services utilized**: opportunity to recommend local suppliers (photocopier rentals, venue, audio visual rentals etc.) to the OCC event planning team. This is a great opportunity to give exposure and create business opportunities for members in your community.

10. **Volunteer experience and chamber/board exposure**: opportunity to utilize volunteers from your chamber to greet AGM delegates from across Ontario and inform peer chambers/boards about what is happening in your local community.
REQUEST FOR PROPOSAL TIMELINES

2020 AGM RFP Deadline | Friday, June 01, 2018
Please address RFP packages to:
Ontario Chamber of Commerce
Attn: Stephanie Lewis, Events Specialist
1500-180 Dundas Street West, Toronto, ON M5G 1Z8

RFP Pre-Evaluation | June 2018
The OCC events team will review proposals received to ensure required criteria has been met. If your proposal is missing an element, a member of the events team will be in touch to collect the missing information prior to evaluation.

Site Visit | July & August 2018
The OCC events team will visit finalist communities to inspect the proposed host venue, hotel, and offsite local attractions as applicable. The chamber and/or board is responsible for coordinating this visit with potential venues and vendors.

RFP Evaluation | Early September 2018
The OCC Senior Management Team will make a recommendation to the OCC Board of Directors at its September 2018 meeting.

Host Chamber/Board Announcement | Late October 2018
Rocco Rossi, the President & CEO of the Ontario Chamber of Commerce, will inform all candidates chambers and/or boards of trade of their status as well as announce the host community for the 2020 OCC AGM & Convention to the Membership.

AGM Responsibilities | January 2019 - May 2020
The OCC events team will work with the 2020 host on an ongoing basis with event logistics.

RFP CRITERIA
Please include the following items in your proposal, submitted in PDF format:

1. Chamber Profile
   Provide a brief history of your chamber/board and include any information that will set your chamber/board apart from the other candidates (E.g. anniversary year, first time hosting).

2. Community Profile
   • Provide a brief background on your community; if applicable, list any major events the community has recently hosted.
   • Provide a list of transportation infrastructure (airport, train station, major highways, etc.).
▪ Provide a list of recommended venues to hold an OCC Board of Directors Meeting (approx. 25 persons max), Opening Night Social, and the Friday Night Host Event.
▪ Provide a city map indicating the distances between all locations mentioned in the proposal.

3. Venue Profiles
Provide at least 2-3 venues recommended by your chamber and/or board to hold the AGM. We require the venue to have the following attributes:
▪ Be attached to, or within close proximity to, a hotel;
▪ Capacity for a minimum of 120 delegates:
  ▪ a plenary room;
  ▪ a meal room;
  ▪ 6 meeting rooms; minimum capacity of 25 delegates per room; and
  ▪ complimentary WIFI for delegates.
Provide reference documents that include:
▪ venue floor plans with photos;
▪ venue room capacity charts with room rental fees;
▪ venue menus with pricing;
▪ a/v rental pricing; and
▪ other marketing materials, including testimonials, if available.

4. Hotel Profiles
Provide at least 2-3 hotels recommended by your chamber and/or board to host AGM delegates. We require the hotel to have the following attributes:
▪ Be attached to, or within close proximity to, the recommended venues;
▪ Accommodate the following number of bedrooms:
  ▪ 120 bedrooms for 3 evenings
Provide reference documents that include:
▪ hotel breakdown of bedroom types (e.g. suites vs. king beds) with pricing and a discount offering (if applicable);
▪ pictures of all venues; and
▪ other marketing materials, including testimonials, if available.

Questions about the RFP process should be addressed to:
Stephanie Lewis, Events Specialist
stephanielewis@occ.ca
Tel. (647) 243-3542