



## REQUEST FOR PROPOSAL

DATE: September 24, 2007

TO: Hotel National Sales Offices and Northeast CVBs

FROM: Margaret Maggio

RE: **National Empowerment Center - Alternatives 2008 Conference**

We have been asked by the National Empowerment Center to make arrangement for their Alternative 2008 Conference. We request your lowest, national account, commissionable rate.

Please send all proposals and responses by email to [margaret.maggio@horizonmeetings.com](mailto:margaret.maggio@horizonmeetings.com) by **Monday, October 1, 2007, if possible.**

- **Group Profile:** Every year the Alternatives Conference is sponsored by a Technical Assistance Center and partially funded by the Federal Government. In 2008 the host center will be National Empowerment Center, who was the host in 2005 in Phoenix, AZ (history below). We expect 700 attendees who will include consumers of mental health services, supervisors and ex-patients of psychiatric and mental health systems across the country. Attendees range in age from 20 to 60. Some individuals will be physically and mentally challenged. The attendees will network, share information on political and human rights issues surrounding a patient's rights and serve as an educational forum for disseminating alternative methods of healing and recovery.

**Cities:** Northeast cities, excluding the Washington, DC area and Baltimore

**Contact:** Margaret Maggio  
National Account Manager  
Horizon Meetings, Inc.  
**Mailing Address:**  
P.O. Box 500209  
Austin, TX 78750  
**Delivery Address:**  
13376 Research Blvd #128  
Austin, TX 78750  
Phone: 512-336-9029, Ext. 106  
Fax: 866-751-5492

**Decision:** Preliminary decisions pending now, final decision in fall 2007

**Horizon Meetings**  
**Page 2**

**Preferred Dates:**

- September 23-28, 2008 (1<sup>st</sup> Choice)
- September 30-October 5, 2008 (3<sup>rd</sup> Choice)
- October 7-12, 2008 (2<sup>nd</sup> Choice)
- October 14-19, 2008 (4<sup>th</sup> Choice)

<b>Sleeping rooms:</b>	
Monday	30
Tuesday	150
Wednesday	360
Thursday	395
Friday	390
Saturday	350
Sunday	24
<i>Total room nights: 1699</i>	

**Reservations and Billing instructions:**

- Individuals will call in reservations.
- Rooming list for staff, keynote speakers, scholarship recipients and VIPs will be provided by client.
- Master Account billing requested for staff and keynote speaker rooms, and for all audiovisual and food events.

**Key Criteria:**

- Federal Rates possible for some of the block
- Adherence to ADA regulations and availability of accessible rooms
- Access to a major hub airport and public transportation
- Surrounding area needs restaurants, fast food, convenience stores, pharmacies

**Considerations:**

- 1 per 50 comp policy
- Complimentary meeting and function space with food minimum met

**General Requirements:**

- Rates should be commissionable to Horizon Meetings, Inc., P.O. Box 500209, Austin, TX 78750. (5% at contract signing, remaining balance is due upon conclusion of event)

## Schedule and Meeting Requirements:

**Tuesday**                      **Pre-con meeting with hotel staff, client staff & HMI planners**

### Statewide Networking Meetings

7:00-8:30 pm                      Reception for 45

### Wednesday                      Statewide Networking Meetings

7:30-8:30                      **Continental Breakfast for 45**

9:00-10:00                      **General Session**

Set classroom for 45

10:30-Noon                      **2 concurrent breakouts**

Set classroom for 22 in each

Noon- 1:15                      **Luncheon**

Set rounds for 45

1:30-2:00                      **General Session**

Same set as above

2:00-4:30                      **2 concurrent breakouts**

Set classroom for 22 in each

4:30-5:00                      **General Session**

Same set as above

### Alternatives 2007 Conference Agenda Begins

3:00 – 6:00                      **Registration open**

5:00 – 6:00                      **Newcomers Orientation**

Set theatre for 75 with standing podium

7:00-8:00                      **Opening reception**

Cocktail rounds and flow for 500

8:00 – 10:00                      **Caucus Sessions (4)**

Set theatre for 30 in each

8:00 pm – Late                      **Drop-In Center**

Set comfortable chairs with TV set and cable access (no movies)

### Thursday

7:00 – 11:30                      **Exhibit set up**

20 tabletop exhibits

7:30-8:30                      **Buffet Breakfast**

Set rounds for 700

8:00 – 5:00                      **Registration**

8:30 – 10:00                      **General Session (set for 700 – 24hr hold through Sunday noon)**

OK to use the same breakfast ballroom with rounds for this general session

10:30-Noon                      **Ten Concurrent Workshops (will vary with hotel space available)**

Set theatre for 40-60 in each workshop.

## Horizon Meetings

### Page 4

1:300 – 5:30	<b>Exhibits Open</b>
12:00 – 1:30	<b>Luncheon</b> Set rounds for 700 with head table for 4 on risers.
1:45 – 5:00	<b>Ten Concurrent Workshops (will vary with hotel space available)</b> Set theatre for 40-60 in each workshop.
8:00 – 10:00 p.m.	<b>Four Concurrent Caucus Meetings</b> Set theatre for 35 in each room.

Morning and afternoon refreshment breaks  
Dinner on their own

### Friday

7:30 a.m.-5:00 pm	<b>Registration</b>
7:30-8:30 am	<b>Breakfast Buffet</b> Set rounds for 700 and use as general session room also
8:30 – 9:45	<b>General Session (same as above)</b> Use same ballroom as breakfast with head table on risers for 4 people.
10:00 – 4:30	<b>Exhibits open</b>
10:15-11:30	<b>Ten Concurrent Workshops (will vary with hotel space available)</b> Set theatre for 40-60 in each workshop.
12:00 – 1:30	<b>Keynote Luncheon</b> Set rounds for 700 with head table for 6 on risers
1:30 – 5:30 pm	<b>Ten concurrent breakout sessions</b> Set theatre for 40-60 in each workshop.
8:00 –10:00 p.m.	<b>Open Mike Showcase</b> Set theatre for 200
8:00 – 10:00 p.m.	<b>Four Concurrent Caucus Meetings</b> Set theatre for 35 in each room.

Morning and afternoon refreshment breaks  
Dinner on their own.

### Saturday

7:30 – 8:30 am	<b>Breakfast Buffet</b> Set rounds for 700; can use for general session as well
8:30 am – 10:00 am	<b>General Session (same as above)</b> Set theatre for 700 Provide head table on risers for 4 people
10:30-11:30 am	<b>Ten concurrent workshops</b> Set theatre for 40-60 in each
12:00 – 2:00 pm	<b>Luncheon</b> Set rounds for 700 Set AV and risers for speakers
2:30 – 6:30 pm	<b>Ten Concurrent Workshops</b> Set theatre for 35-60 in each
4:30 pm	<b>Exhibit tear down</b>

**Horizon Meetings**  
**Page 5**

**Dinner on their own.**

Morning and afternoon breaks

8:00 – 10:00 p.m. **Coffee House flow for 200**  
 8:00 – 10:00 p.m. **Five Concurrent Caucus Meetings**  
 Set theatre for 35 in each

**Sunday**

8:00 – 9:00 **Breakfast Buffet**  
 Set rounds for 400

10:00 – 12:00 **General Session (same as above)**  
 Use same ballroom and same set of rounds for this session.

**History:**

**2006** **Portland Marriott Riverfront – rate \$119 s/d – total 1565 room nights**

**2005** **Hyatt Regency Phoenix – rate \$109 / \$129 (went over block – history pending)**

	Tue	Wed	Thu	Fri	Sat	Sun	Mon
<b>Block</b>	100	330	345	330	290	0	0

**2004** **Marriott City Center (+2 overflows) - October 4-10 – Denver, CO**

	Tue	Wed	Thu	Fri	Sat	Sun	Mon
<b>Block</b>	22	168	262	270	218	34	0
<b>Pickup</b>	74	311	325	322	285	16	3

**Total pickup: 1336**

**Rate History: \$109S / \$119D / \$129T / \$139Q**

**2002** **Hyatt Regency - September 18-21 – Atlanta, GA**

	Tue	Wed	Thu	Fri	Sat	Sun	Mon
<b>Block</b>	60	225	350	360	290	45	0
<b>Pickup</b>	99	312	346	339	298	20	3

**Total pickup: 1417**

**Rate History: \$105S / \$115D / \$125T / \$135Q**