

RFP Details

RFP Name	PMI SeminarsWorld - Munich, Germany
Response Due Date	Thu, 12-May-2016
Decision Date	Fri, 17-Jun-2016
RFP Type	Meeting Space and Sleeping Rooms
RFP Code	LCNCGXH2HFC
Description	<p>Deepen your knowledge on specific project management topics through PMI SeminarsWorld®. These face-to-face seminars, held in various cities throughout the year, vary from one to four days in length. Skilled instructors bring the value of their real-world project experiences. And with the small class sizes, you get plenty of group interaction and individualized learning.</p> <p>A 2 day seminar with overnight guest rooms, meeting space, and food/beverage.</p>
Billing Information	<p>Individual Pay Own Guest Room Charges</p> <p>Direct Bill for All Meeting Costs</p>
Concessions / Contractual Requirements	<p>Complimentary meeting space</p> <p>25% cumulative attrition</p> <p>1:40 cumulative comp rooms</p> <p>10% off current published Food and Beverage pricing</p> <p>(10) Complimentary wifi connections in meeting space for entire program</p> <p>Complimentary guestroom internet</p> <p>50% off group rate for 5 staff rooms per night</p> <p>Group rate 3-days pre/post</p> <p>21 Day Cut Off Date for Room Block</p>

Key Contact Information

Contact Name	Danielle Cleary	Email Address	danielle.cleary@jrglobalevents.com
Organization	JR Global Events	Phone	4846786085
Title	COO		
Preferred Contact Method	Cvent, Email	Mobile	4846786085
Address	PO Box 417 Downingtown, PA 19335 USA		
Website	www.jrglobalevents.com		
Additional Information	This RFP is for an 2 Day Seminar for PMI SeminarsWorld in Munich, Germany..		

Organization Information

Organization Name	Project Management Institute		
Organization Type	Association	Industry	Education
Address	14 Campus Boulevard Newtown Square, PA 19460 USA		
Employees	151 - 300	Avg. Attendees / Event	101 - 150
Events / Year	100	Avg. Room Nights / Event	51 - 100
		Total Attendees / Year	10,001 - 20,000
		Total Room Nights / Year	20,001+

Organization Information Project Management Institute is the world's leading not-for-profit professional membership association for the project, program and portfolio management profession. Founded in 1969, PMI delivers value for more than 2.9 million professionals working in nearly every country in the world through global advocacy, collaboration, education and research. PMI advances careers, improves organizational success and further matures the profession of project management through its globally recognized standards, certifications, resources, tools, academic research, publications, professional development courses, and networking opportunities. As part of the PMI family, Human Systems International (HSI) provides organizational assessment and benchmarking services to leading businesses and government, while ProjectManagement.com and ProjectsAtWork.com create online global communities that deliver more resources, better tools, larger networks and broader perspectives.

Event Information

Event Name	PMI SeminarsWorld		
Total Attendees	125		
Event Type	Education / Seminar	Total Space Required	6,000 Sq. Ft. (600 Sq. Mtr.)
Commission	Yes - 10.00%		
Event History	The planner has indicated that this event has been held before, but did not provide event history details.		
Dates Flexible?	No		
Event Dates	Mon, 14-Nov-2016 - Wed, 16-Nov-2016		
Contract Signature Location	Newtown Square, PA		
Destinations Under Consideration	Munich, Germany		
Attendee Profile	Usually between 100-150 pending final registration count.		

Sleeping Room Requirements

Day	Any (Run Of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Mon, 14-Nov-2016	30				5
Tue, 15-Nov-2016	30				5
Wed, 16-Nov-2016					5
Room Occupancy	Single	-	-	-	Single

Check-in Date	Mon, 14-Nov-2016	Total Room Nights	75
Budgeted Room Rate	USD \$175.00	Peak Room Nights	35

Meeting Room Requirements	
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Start Date	Mon, 14-Nov-2016
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Day	Time	Agenda Item	Room Request
Mon, 14-Nov-2016	3:00 PM-11:00 PM	Meeting Room #2 Breakout <i>Notes or Exceptions: Crescent Rounds for 35 people</i> 1100-1200 Sq Ft SET UP	Crescent Rounds (Room Required) 1,200 Sq. Ft. / 35 people <input type="checkbox"/> 24-hour hold
Mon, 14-Nov-2016	3:00 PM-11:00 PM	Meeting Room #1 Breakout <i>Notes or Exceptions: Crescent Rounds for 35 people</i> 1100-1200 Sq Ft SET UP	Crescent Rounds (Room Required) 1,200 Sq. Ft. / 35 people <input type="checkbox"/> 24-hour hold
Mon, 14-Nov-2016	3:00 PM-11:00 PM	Meeting Room #3 Breakout <i>Notes or Exceptions: Crescent Rounds for 35 people</i> 1100-1200 Sq Ft SET UP	Crescent Rounds (Room Required) 1,200 Sq. Ft. / 35 people <input type="checkbox"/> 24-hour hold
Mon, 14-Nov-2016	3:00 PM-11:00 PM	Meeting Room #5 Optional Breakout <i>Notes or Exceptions: Crescent Rounds for 30 people</i> 1000-1100 Sq Ft SET UP **Program would prefer to have 5 seminar rooms but will consider hotel options with only 4 rooms available.	Crescent Rounds (Room Required) 1,100 Sq. Ft. / 30 people <input type="checkbox"/> 24-hour hold
Mon, 14-Nov-2016	3:00 PM-11:00 PM	Meeting Room #4 Breakout <i>Notes or Exceptions: Crescent Rounds for 30 people</i> 1000-1100 Sq Ft SET UP	Crescent Rounds (Room Required) 1,100 Sq. Ft. / 30 people <input type="checkbox"/> 24-hour hold
Mon, 14-Nov-2016	3:00 PM-11:00 PM	Registration Area Registration <i>Notes or Exceptions: SET UP</i>	Other (Room Required)
Tue, 15-Nov-2016	8:00 AM-5:00 PM	Meal Room Other <i>Notes or Exceptions: Rounds of 10</i>	Rounds of 10 (Room Required) 1,800 Sq. Ft. / 125 people <input type="checkbox"/> 24-hour hold
Tue, 15-Nov-2016	9:00 AM-5:00 PM	Meeting Room #1 Breakout <i>Notes or Exceptions: Crescent Rounds for 35 people</i> 1100-1200 Sq Ft	Crescent Rounds (Room Required) 1,200 Sq. Ft. / 35 people <input type="checkbox"/> 24-hour hold
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Peak Meeting Rooms 5

A/V Needs Standard A/V per meeting room and flip charts.

Additional Information Set-up Monday afternoon, 24-hour hold until Wednesday at 5:00 pm.
The meeting rooms must be able to comfortably handle a minimum of 30 people at crescent rounds.
Meals each day - continental breakfast, AM/PM Break, and Lunch

Additional Questions

1. First preference will be given to hotels that agree the use the PMI Standard Contract. (Single choice) (Required)

- ☐ Yes, we will accept the PMI Standard Contract.
☐ Yes, we will accept the PMI Standard Contract with limitations.
☐ No, we would prefer to use our own Contract.

2. When was your last renovation and what was renovated? Are there any renovations planned over the meeting dates? (Comment) (Required)

Additional Files

File Name	Type	Size	Upload Date
PMI Contract Template april 2016.pdf	Portable Document Format (.pdf)	51 KB	Wed, 13-Apr-2016