

2018

Water Polo Canada
1A-1084 Kenaston Street
Ottawa, Ontario, K1B 3P5



2018 WATER POLO CANADA MEETINGS AND CONFERENCES

The following document is the official bid manual for the 2018 Water Polo Canada (WPC) Growth and Leadership Summit and the 2018 WPC Annual General Meeting. Herein is a description of the specific events and guidelines for potential host cities and tourism departments.

Request for Proposal

Water Polo Canada (WPC) is requesting proposals from hotel and conference providers for the 2018 WPC Annual General Meeting, and the 2018 WPC Annual Growth and Leadership Summit.

The Growth and Leadership Summit is held every October for four days. The 2016 Summit, held in Calgary, was attended by over 100 coaches, referees, and sport leaders from across the country. The event is organized by Water Polo Canada to conduct professional development workshops for water polo stakeholders in Canada. The WPC AGM is held every June for three days and is attended by 30+ delegates.

Prospective hotel and conference providers can bid for one or both events.

Event Requirements – WPC Summit

	Wednesday, Oct 10	Thursday, Oct. 11	Friday, Oct. 12	Saturday, Oct. 13	Sunday, Oct. 14
Room Night Count	10	20	40	40	-
Meeting Planner (# of persons)	-	20	30	75	75
Social Activity (Tapas, Cash Bar)	-	-	70	-	-
Meeting Space	-	2 rooms for 15	2 rooms for 15	1 room for 75 1 room for 30 1 room for 15	1 room for 75 1 room for 30 2 rooms for 20

ESTIMATED CUMULATIVE TOTAL IS **110** ROOM NIGHTS

Please find WPC's requirements for the Annual Summit:

- Room rate applicable for single and double occupancy
- Meeting room package to include breakfast, lunch and breaks
- Complimentary meeting room space
- A minimum 25% discount on A/V equipment: screens, projectors, power bars, wireless microphone
- Complimentary parking for local delegates
- Upgraded rooms for the President and Executive Director
- 5 complimentary rooms for event management staff
- Complimentary Wi-Fi for all guests
- Signing bonus points for applicable loyalty program

2018 Water Polo Canada Meetings and Conferences

Event Requirements - WPC AGM

	Thursday, June 7	Friday, June 8	Saturday, June 9	Sunday, June 10
Room Night Count	12	25	25	-
Meeting Planner (# of persons)	-	30	30	30
Social Activity (Tapas, Cash Bar)	-	30	-	-
Meeting Space	-	1 room for 15 1 room for 30	1 room for 15 1 room for 30	1 room for 30

ESTIMATED CUMULATIVE TOTAL IS **62** ROOM NIGHTS

Please find our requirements for the AGM:

- Room rate applicable for single and double occupancy
- Meeting room package to include breakfast, lunch and breaks
- Complimentary meeting room space
- A minimum 25% discount on A/V equipment: screens, projectors, power bars, wireless microphone
- Complimentary parking for local delegates
- Upgraded rooms for the President and Executive Director
- 3 complimentary rooms for event management staff
- Complimentary WiFi for all guests
- Signing bonus points for applicable loyalty program

Bidding Process

Prospective partners should send a letter of intent by **Thursday September 14th**. The deadline for proposal submission for both the Summit and AGM is **Thursday, September 28th**. The proposals should be sent to Neil Trousdale, League and Events Manager at ntrousdale@waterpolo.ca. Please outline all costs including taxes and gratuities.

Water Polo Canada is a federally registered charity. Hotels may offer products as donations. A registered tax-deductible donation receipt will be provided.