



Request for Proposals

sunapsis Users Conference

About sunapsis

sunapsis is a comprehensive immigration case management software system developed and managed by Indiana University's Office of International Services. The system is designed for international offices to proactively manage their international population. The Indiana University Office of International Services holds a yearly conference in October for their clients in order to allow them to learn and experience the newest updates to the sunapsis program, engage with others in the sunapsis community, and understand everything the system has to offer. On average, this conference draws 170 participants however, the Office of International Services continues to add to the client base each year.

Preferred Conference Dates:

1st choice: October 6-11, 2017

2nd choice: September 29-October 4, 2017

Hotel check-in on Friday for preconference Workshop participants with the majority of the group checking in on Sunday and all checking-out on Wednesday.

Anticipate Number of Participants:

200

Critical Decision Elements

Hotel room rates will be a critical factor in the organizers decision. Organizers would like to assure that there are a maximum number of attendees and that the attendees elect to book their lodging in the host hotel, rather than seeking accommodations in nearby facilities which may offer more attractive rates.

Proximity to host campus.

Use of computer labs at host campus (minimum of 2 labs that can accommodate at least 40 apiece)

Planning Organization

Indiana University Conferences
801 N. Jordan Avenue, Suite 101
Bloomington, IN 47405
(812) 855-4661
Fax: (812) 855-8077
Web Address: www.conferences.indiana.edu

Contact: Gillian Thiebe, Associate Director of Business Development & Operations
812.855.6667
gthiebe@iu.edu

Requested Guest Room Block:

Friday: 25 rooms
Saturday: 25 rooms
Sunday: 90 rooms
Monday: 90 rooms
Tuesday: 90 rooms
Wednesday check-out

Contract to include 10% commission payable to the client.

Guest Room Concessions:

1 complimentary standard double room for Chairperson w/Club level privileges for 5 nights
5 rooms at 50% rate for conference management staff and co-chair w/Club level privileges for 5 nights
All bids should include the following complimentary accommodation: 1 per 50,
Complimentary Internet – guestrooms and meeting rooms
80% attrition or better

Function Space:

Monday

Area for registration check-in beginning at 7:30am
Area for continental breakfast 8:00am – 9:00am
Area for lunch 12:00pm-1:00pm
Area for morning & afternoon refreshment breaks – preferably outside general session room
Auditorium style general session meeting room to accommodate 200 8:00am – 5:00pm
2 breakout session rooms – classroom style set-up to accommodate 60-75 each 9:00am – 5:00pm
2 breakout session rooms – classroom style set-up to accommodate 30-40
Area for opening reception – seated dinner 5:30pm – 8:00pm

Tuesday

Same space requirements as Monday.

Wednesday

Same space requirements as Monday without the seated dinner.

Meeting Room Concession:

Complimentary meeting room rental with \$15,000.00 F&B (Inclusive)
Free Internet – hotel and meeting rooms

Audio-Visual:

Group reserves the privilege to solicit bids from an outside AV vendor

Proposal Submission Deadline: September 23, 2016

Client Decision Date: September 30, 2016