

**SER Jobs for Progress National, Inc.
2020 Annual Conference Request for Proposal**

SER-Jobs for Progress National, Inc. (SER National), a 501c3 national non-profit employment & training organization is releasing this RFP for the 2020 SER National Annual Conference. All proposals should be submitted via email by **Friday, June 14, 2019 to etrevino@ser-national.org** For additional information about SER National, please visit www.ser-national.org

Contact Person:

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Hotel Preference – a 4 or 5 star hotel or a Convention Center Hotel

Preferred Hotel Rates: Tarrant/Dallas County - rate allowable by Federal Per Diem for Board Directors, staff, affiliates and sponsors – see **GSA Domestic Per Diem Rates:** www.gsa.gov

Conference Specifications:

Dates: Week of

April 20-24, 2020 (2 Day Conference 22-23)	or	May 4-8, 2020
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Sleeping Room _____ **Nights:** cumulative room nights up to
200 room nights

Monday	Tuesday	Wednesday	Thursday	Friday
10	60	65	60	Check out

Conference Space Requirements

- 1 Ballroom **Wednesday** for luncheon 8:00 am – 3:00 pm for up to 600 ppl. (to include space for stage, AV, screens, technician, projector for videotaping)
- 1 Ballroom **Thursday** for luncheon 8:00 am – 3:00 pm for up to 600 ppl. (to include space for stage, AV, screens, technician, projector for videotaping)
- 1 Ballroom **Wednesday Reception** 5:00 pm – 7:00 pm for 300 ppl (200 – Seated) (to include space for stage, AV, screens, technician, projector for videotaping)
- 1 Board meeting room, **Wednesday & Thursday**, 40 ppl (u-shape for 22; seating for 10 staff, table with chairs and F&B set-up)
- 1 Partner meeting room, **Wednesday or Thursday, 8:00 am - 5:00 pm** - 40 ppl.
- 1 Ballroom on **Wednesday and Thursday for Robotics Training & Competition:** 200 ppl.
- 1 Ballroom on **Wednesday and Thursday- Science:** 150 ppl.

- 1 Breakout room, SER MUJER Training – **Wednesday and Thursday**, 8:00 am – 5:00 pm, 50 ppl.
- 1 Breakout room, Cisco Training – **Wednesday and Thursday**, 8:00 am – 5:00 pm, 25 ppl
- 1 Breakout room, Affiliates workshops – **Wednesday and Thursday**, 8:00 am – 5:00 pm 20 ppl
- 2 Breakout room, EHS workshops – **Wednesday and Thursday**, 8:00 am – 5:00 pm 25 ppl
- 1 Conference office with lock (located close to conference registration)
- 2 Conference Registration Space
- 1 Office Space
- 1 Storage room with lock
- 1 Exhibit Hall 50 Vendors
- 1 Board and Partner meetings, F&B

Luncheons – Noon – 1:30 pm, Wednesday: up to 600 - 700 - \$28 pp, Thursday: up to 600 -700 - \$28 pp:
Wednesday Reception - 5:00 pm – 7:00 pm up to 300 ppl, Appetizers and Open Bar

Incentives

- 1 complimentary Presidential Suite for SER National President – duration of conference
- 1 complimentary Suite upgrade for Chairman of the Board
- 3 complimentary Hospitality Suite for Board of Directors use, duration of conference
- 10 complimentary parking passes for staff working conference
- Parking for attendees or reduced rate – duration of conference,
- ADA compliant for bus access to drop off attendee’s close to front door.
- School Bus parking and/or drop off close to door for up to 10 buses

Monday

- 1 Conference office with storage and lock
- 1 Storage room with lock

Tuesday

- 1 Presidential Suite or 1 Junior Suite – **duration of conference (Comp)**
- 1 Suite for Chairman of the Board at reduced rate – duration of conference
- 1 Hospitality Suite – **duration of conference (Comp)**
- 1 conference office – **duration of conference**
- 1 Registration area 4-6 pm – and set up for duration of conference
- 1 conference office with lock
- 1 storage room with lock

Wednesday

- 1 Conference Registration 8am-4pm
- 1 Conference office with storage and lock

- 1 Storage room with lock
- 1 Ballroom for luncheon **Wednesday**; 8:00 am – 3:00 pm for up to 600 ppl. (to include space for stage, AV, screens, technician, projector for videotaping)
- 1 Ballroom on **Wednesday** - Robotics Training & Competition: 200 ppl
- 1 Ballroom on **Wednesday** - Science: 150 ppl
- 1 Breakout room, SER MUJER Training – **Wednesday**; 8:00 am – 5:00 pm, 50 ppl
- 1 Breakout room, Cisco Training – **Wednesday**; 8:00 am – 5:00 pm, 25 ppl
- 1 Breakout room, Affiliates workshops – **Wednesday**; 8:00 am – 5:00 pm 20 ppl
- 2 Breakout room EHS workshops – **Wednesday**, 8:00 am – 5:00 pm 25 ppl
- 1 Exhibit Hall 50 Vendors
- 1 Ballroom Wednesday Reception 5:00 pm – 7:00 pm for 300 ppl (200 – Seated) (to include space for stage, AV, screens, technician, projector for videotaping)

Thursday

- 1 Conference Registration 8am-4pm
- 1 Conference office with lock
- 1 Storage room with lock
- 1 Ballroom for luncheon **Thursday**; 8:00 am – 3:00 pm for up to 600 ppl. (to include space for stage, AV, screens, technician, projector for videotaping)
- 1 Board meeting room **Thursday**; 40 ppl (u-shape for 22, chairs for 18; Conference call capabilities, microphones, mixer, technician, F&B)
- 1 Ballroom on **Thursday** - Robotics Training & Competition: 200 ppl
- 1 Ballroom on **Thursday** - Science: 150 ppl.
- 1 Breakout room, SER MUJER Training – **Thursday**; 8:00 am – 5:00 pm, 50 ppl.
- 1 Breakout room, Cisco training – **Thursday**; 8:00 am – 5:00 pm, 25 ppl.
- 1 Breakout room, Affiliates workshops – **Thursday**; 8:00 am – 5:00 pm 20 ppl.
- 2 Breakout room EHS workshops – **Thursday**, 8:00 am – 5:00 pm 25 ppl
- 1 Exhibit Hall 50 Vendors

Friday

- 1 Conference office with lock
- 1 Storage room with lock