

**SER-Jobs for Progress National, Inc.
2019 Annual Conference RFP**

SER-Jobs for Progress National, Inc. (SER National), a 501c3 national non-profit employment & training organization is releasing this Request for Proposals for the 2019 SER National Annual Conference. All proposals should be submitted via email by 5:00 pm on Thursday, June 29, 2018 to tmorales@ser-national.org

For additional information about SER National, please visit www.ser-national.org

Contact Person:

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

Preferred Hotel Rates: **Dallas County and Tarrant 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

March 25-29, 2019	or	April 1-5, 2019
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Sleeping Room Nights: cumulative room nights up to 170 room nights

Monday	Tuesday	Wednesday	Thursday
55	65	50	Check out

Conference Space Requirements

- 1 Ballroom Tuesday for luncheon 8:00 am – 2:00 pm for up to 600 ppl. (to include space for stage, AV, screens, technician, projector for videotaping)
- 1 Ballroom for Tuesday Awards & Reception 5:00 pm – 7:00 pm for 200 ppl (to include space for stage, AV, screens, technician, projector for videotaping)
- 1 Ballroom Wednesday for luncheon 8:00 am – 2:00 pm for 600 ppl (to include space for stage, AV, screens, technician, projector for videotaping)
- 1 Board meeting room, **Tuesday and Wednesday**, 40 ppl (u-shape for 22; seating for 10 staff, table with chairs and F&B set-up)
- 1 Partner meeting room, **Tuesday and Wednesday, 8:00 am 5:00 pm-** 40 ppl
- 1 Meeting or Ballroom Board Breakfast on **Wednesday** – 7:30 am – 8:30 am up to 40 ppl (F&B set up)
- 1 Ballroom on **Tuesday and Wednesday for Robotics Training & Competition**: 7,500 sq. ft., or 2 rooms at 3,750 sq. ft., or 3 rooms at 2,500 sq. ft. each.
- 1 Ballroom with 12 ft. high ceilings on **Tuesday and Wednesday for Drone Training & Competition**: 3,000 sq. ft.
- 1 Breakout room, SER MUJER Training – **Tuesday and Wednesday, 8:00 am – 5:00 pm**, 50 ppl
- 1 Breakout room, Financial Literacy Training – **Tuesday and Wednesday, 8:00 am – 5:00 pm**, 50 ppl
- 1 Breakout room, Affiliates workshops – **Tuesday and Wednesday, 8:00 am – 5:00 pm** 50 ppl
- 1 Conference office with lock (located close to conference registration)
- 1 Conference Registration Space
- 1 Storage room with lock
- 1 Board and Partner meetings, F&B

Luncheons – Noon – 2:00 pm, Tuesday: up to 600 - \$28 pp, Wednesday: up to 600 - \$28 pp

Tuesday Awards & Reception - 5:00 pm – 7:00 pm up to 200 ppl, - 4,000 sq. ft. A selection of appetizers at \$28 per person

Wednesday Board Breakfast – 7:30 am – 8:30 am up to 40 ppl – Plate breakfast \$25 pp

Incentives

- 1 complimentary Presidential Suite for SER National President – duration of conference
- 1 complimentary Suite upgrade for Chairman of the Board
- 1 complimentary Hospitality Suite for Board of Directors use, duration of conference

Incentives continued from page 1

- 6 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 5 buses

Monday

- 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 3-6 pm – and set up for duration of conference
- 1 conference office with lock
- 1 storage room with lock (10x10)
- 1 meeting room for Affiliate meeting, morning, 1:00 pm – 5:00 pm; 30 ppl

Tuesday

- 1 Conference Registration 8am-4pm
- 1 Conference office with storage and lock
- 1 Storage room with lock (10x10)
- 1 Ballroom for luncheon **Tuesday**; 8:00 am – 2:00 pm for up to 600 ppl. (to include space for stage, AV, screens, technician, projector for videotaping)
- 1 Board meeting room **Tuesday**; 40 ppl (u-shape for 22, chairs for 18; Conference call capabilities, microphones, mixer, technician, F&B)
- 1 Affiliate meeting room, **Tuesday; 8:00 am 5:00 pm-** 40 ppl
- 1 Ballroom on **Tuesday, for Robotics Training & Competition**; 7,500 sq. ft., or 2 rooms at 3,750 sq. ft., or 3 rooms at 2,500 sq. ft. each.
- 1 Ballroom with 12 ft. high ceilings on **Tuesday for Drone Training & Competition**; 3,000 sq. ft.,
- 1 Breakout room, SER MUJER Training – **Tuesday**; 8:00 am – 5:00 pm, 50 ppl
- 1 Breakout room, Financial Literacy Training – **Tuesday**; 8:00 am – 5:00 pm, 50 ppl
- 1 Breakout room, Affiliates workshops – **Tuesday**; 8:00 am – 5:00 pm 50 ppl
- 1 Ballroom for Awards Reception **Tuesday**; 5:00 pm – 7:00 pm up to 200 ppl (with room for stage, AV, screens, technician, videotaping)

Wednesday

- 1 Conference Registration 8am-4pm
- 1 Conference office with storage and lock
- 1 Storage room with lock (10x10)
- 1 Ballroom for luncheon **Wednesday**; 8:00 am – 2:00 pm for up to 600 ppl.
- 1 Meeting or Ballroom Board Breakfast – 7:30 am – 8:30 am up to 40 ppl
- 1 Board meeting room **Wednesday**; 40 ppl (u-shape for 22, chairs for 18; Conference call capabilities, microphones, mixer, technician, F&B, to include space for stage, AV, screens, technician, projector for videotaping)
- 1 Partner meeting room, **Wednesday; 8:00 am 5:00 pm-** 40 ppl
- 1 Ballroom on **Wednesday, for Robotics Training & Competition**; 7,500 sq. ft., or 3 rooms at 2,500 sq. ft. each.
- 1 Ballroom with 12 ft. high ceilings on **Wednesday for Drone Training & Competition**; 2,500 sq. ft.
- 1 Breakout room, SER MUJER Training – **Wednesday**; 8:00 am – 5:00 pm, 50 ppl
- 1 Breakout room, Financial Literacy Training – **Wednesday**; 8:00 am – 5:00 pm, 50 ppl
- 1 Breakout room, Affiliates workshops – **Wednesday**; 8:00 am – 5:00 pm 50 ppl