



## Conference Tips Meeting Specifications or a Request for Proposal (RFP)

Preparing your meeting/conference specifications is a valuable process because it forces you to think about all the needs and resources your group will require to meet the objectives of their meeting or conference. Doing the research and documentation in a comprehensive way will save you valuable time in the long run. Irrespective of whether you are dealing directly with a venue or using the services of Key Conference Solutions it is beneficial to have documented all your known requirements including;

- Preferred dates
- Number of delegates, trainers and support staff attending
- Preferred geographic location
- Number of accommodation rooms and type (single/shared)
- Plenary room configuration (theatre, classroom etc.)
- Breakout rooms needed
- Times each meeting room required
- Audiovisual requirements
- Catering requirements (how many for which meals)
- Dietary Requirements
- Access for displays and products
- Your financial budget
- Car parking requirements
- On site activities needed ie Golf or outdoor team building activities
- Any related information such as VIP guests

Creating a document with as much of this information as possible will generate the basis upon which you can base your RFP. This will ensure that proposals you receive will be based on the same information and lead to you being able to accurately compare proposals received from venues. Key Conference Solutions offers a FREE venue finding service, call Sue Wall +613 9870 4611