

Request for Proposals
Association for Budgeting and Financial Management (ABFM)
2012 Annual Conference
Proposals are due by March 31, 2011

ABFM requests proposals for hosting the 2012 Annual Conference. The conference will be held on a **Thursday through Saturday in September, October, or early November, 2012**. The proposal from the host committee should include the following:

- Identify the host committee members and their affiliations.
- Select a city that is accessible by economical air transportation and offers sufficient amenities for the conference.
- Select an appropriate hotel for the conference that can accommodate the conference meeting and room requirements.
- Identify possible dates in fall, 2012. The final dates will be determined by the ABFM leadership.
- Secure economical price quotations for the following items:
 - Guest Room Night Commitments: about 200 rooms distributed as follows:

▪ Wednesday	45-50
▪ Thursday	65-70
▪ Friday	65-70
▪ Saturday	15-20
 - Plenary session rooms (one session Thursday and one Friday for 120 people)
 - Meeting rooms (4 breakout rooms in continuous use from Thursday morning through Saturday afternoon)
 - Continental breakfast (Thursday, Friday and Saturday) and break food service (2 each on Thursday and Friday for 75 to 100 persons, and one on Saturday for 75 persons)
 - Friday luncheon (130-140 persons)
 - Two receptions (hors d'oeuvres for 120 persons and cash bar service; also include the cost of one free drink ticket per person as an option). If the local hosts are able to sponsor one or more of these receptions, this is a favorable consideration.

- Costs of overhead and LCD projectors. Overhead projectors are the minimum, but members desire LCD projectors for use with computer-based presentations. Some hotels may allow local host committee members to bring in projectors.
- Provide information, including cost, on transportation options from the closest airport to the conference hotel. Be sure to state whether the hotel has shuttle service.
- Prepare a total estimated hotel cost to the association (do not include guest room nights) for the use of hotel facilities and food service.
- ABFM usually receives a number of free guest room nights depending on the number of paid guest nights booked. These are normally used for invited speakers, award winners, or other special guests. Provide information on this.
- Briefly describe a plan to market the conference to potential attendees in the area who are not members of ABFM, and identify potential local sponsors (including governments, associations, and universities).
- Prepare a list of amenities that are available near the conference hotel
 - Restaurants
 - Attractions
 - Shopping

The annual conference is held in Washington, D.C. in odd-numbered years. Previous locations for the conference have also included: Kansas City, MO, Atlanta, GA, Chicago, IL, and Omaha, NE. The 2010 conference was held at the Embassy Suites Old Market in Omaha, Nebraska October 6-8. The 2011 conference will be held at the Washington Marriott in Washington, D.C. from October 12-15.

The selection committee includes: Carol Ebdon, Dwight Denison, Bryan Sullivan, James Savage, and Scott Pattison.

Please submit proposals via mail or email by March 31, 2011 to:

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