



AFFILIATED TRIBES OF NORTHWEST INDIANS

Dedicated to Promoting Tribal Self Determination & Sovereignty

REQUEST FOR PROPOSAL (RFP) EVENT

Event:

ATNI Annual Convention 2022

In 1953 farsighted tribal leaders in the Northwest formed the Affiliated Tribes of Northwest Indians, and dedicated it to tribal sovereignty and self-determination. Today, ATNI is a nonprofit organization representing nearly 50 Northwest tribal governments from Oregon, Idaho, Washington, Alaska, California and Montana.

The ATNI Convention provides a forum for the exchange of information of matters of mutual concerns among member Tribes and their constituencies, including the development of consensus on policy and positions on issues, recommendations for legislation and government policy, Monitor, collect information, analyze data, disseminate findings and develop policy positions, Provide technical assistance, benchmarking, (standard setting), education, and training, and Establish and maintain mutual assistance networks and foster strategic alliances between ATNI, its member Tribes, and beneficial organizations.

Contact:

Affiliated Tribes of Northwest Indians (ATNI)
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Preferred Dates:

September 18th- 22nd (preferred)
25th- 30th, 2022

Room Block:

DAY	DATE	Room Type 1	Room Type 2	Total
1	Sat.	Standard	Suite	15
2	Sun	Standard	Suite	160
3	Mon	Standard	Suite	180
4	Tues	Standard	Suite	170
5	Wed	Standard	Suite	120
6	Thur	Standard	Suite	15

Attendance:

400-500

Meeting Room Requests (dates, room sizes, quantities):

* Food & Beverage Order

Day	Date	Time	Function	Set up	Count
Sunday		All Day	ATNI Office	Small Office	8
		TBA	*Committee Chair Meeting	Hollow Sq	24

		2-4PM	*Technical Training and Volunteer Orientation	2-3 Fold Tables	10
		TBA	Side Meeting	Classroom	30
		TBA	Registration/Info Desk	Foyer/2-3 Tables	12
		6-8PM	*Reception	Reception	50

Day	Date	Time	Function	Set up	Count
Monday		8AM	ATNI Office	Small Office	8
		7AM	Registration/Info Desk	Foyer/2-3 Tables	12
		8AM	*Continental Breakfast	Buffet	400-500
		8AM -12PM	General Assembly	Banquet ¾ Rounds & Classroom	325
		1:30PM – 3:30 PM	5 Concurrent Meetings	Classroom/Theater	MAX 30ppl
		3:30PM	*Break	Buffet	325
		3:30PM – 5:30 PM	5 Concurrent Meetings	Classroom/Theater	MAX 30ppl
		5-8PM	*Reception	Reception	50

Day	Date	Time	Function	Set up	Count
Tuesday		8AM	ATNI Office	Small Office	8
		7AM	Registration/Info Desk	Foyer/2-3 Tables	12
		8AM	*Continental Breakfast	Buffet	400-500
		8:30AM – 12:15 PM	5 Concurrent Meetings	Classroom/Theater	MAX 30ppl
		12:15PM	*Break	Buffet	300
		1:00 PM – 5:30 PM	5 Concurrent Meetings	Classroom/Theater	MAX 30ppl

Day	Date	Time	Function	Set up	Count
Wednesday		8AM	ATNI Office	Small Office	8
		7AM	Registration/Info Desk	Foyer/2-3 Tables	12
		8AM	*Continental Breakfast	Buffet	300
		8AM -12PM	General Assembly	Banquet ¾ Rounds & Classroom	300
		3:30PM	*Break	Buffet	300
		1:30PM – 5:30 PM	5 Concurrent Meetings	Classroom/Theater	MAX 30ppl

Day	Date	Time	Function	Set up	Count
Thursday		8AM – 12PM	ATNI Office	Small Office	8
		8AM – 12PM	General Assembly	Banquet/ Classroom	100

Food & Beverage:

All items marked with an asterisk will require an FBO. The FBO budget is variable. Opportunity to host one to two luncheon(s) onsite for 300 attendees.

A/V and IT Support:

All meeting rooms will require A/V capability. Majority of meeting rooms will require an A/V package. General assembly will require a large screen package. We require access to the house audio system in general assembly for video recording.

Tuesday breakout meetings will be hosted virtually as well as in-person. Please include A/V menu and costs when submitting.