



AFFILIATED TRIBES OF NORTHWEST INDIANS

Dedicated to Promoting Tribal Self Determination & Sovereignty

REQUEST FOR PROPOSAL (RFP): EVENT VENUE

2024 Natural Resources Summit

The Affiliated Tribes of Northwest Indians (ATNI) is a nonprofit organization representing 57 tribal governments from Oregon, Idaho, Washington, Alaska, California and Montana. ATNI seeks to host a Natural Resources Summit to provide a forum for the exchange of information about the opportunities and concerns of ATNI Tribes regarding their work in all areas of natural resources.

Through this solicitation, we are seeking cost proposals from venues and/or host Tribes in the region to host the event which is described below.

Submission:

To submit a proposal, please send a **single pdf** to Tyrel Ott (tott@atnitribes.org) by the due date that includes:

- Total estimated lodging costs (per specifications below),
- Total estimated food costs (use example menu of your choice, per specs below),
- Draft contract, &
- Food menu options.

Deadline: April 30, 2024

For questions:

Tanya Eison-Pelach
Natural Resources Co-Program Manager
Affiliated Tribes of Northwest Indians
tanya@atnitribes.org

EVENT DESCRIPTION

Preferred Dates: November 18-20, 2024

Audio-visual and infotechnology support:

All meeting rooms will require A/V capability. The majority of meeting rooms will require an A/V package. General assembly will require a large screen package with in-house audio system for video recording. Breakout meetings may be hosted virtually as well as in-person. Please include A/V menu, available AV support staff, and costs when submitting a proposal.

Lodging needs:

DAY	DATE	Room Type 1 [Total]	Room Type 2 [Total]
1	Sun	Standard [75]	Suite []
2	Mon	Standard [125]	Suite []
3	Tue	Standard [125]	Suite []

4	Wed	Standard [10]	
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Meeting Room Requests (dates, room sizes, attendance):

Day	Time	Function	Set up	Attendance
1	None	Welcome Reception	Reception	30
Accommodate overnight guests only				

Day	Time	Function	Set up	Attendance
2	9-12	Continental	Buffet	125
	9-12	General Assembly	Banquet	
		Registration/Info Desk	Foyer/2-3 Tables	12
	12 PM	*Lunch	Buffet	125
	1-3	General Assembly	Banquet	
	3:00 PM	*Coffee break		125
	3PM – 5PM	Meeting room A		
	3PM – 5PM	Meeting room B		
	3PM - 5PM	Meeting room C		
	3PM- 5PM	Meeting room D		
	6-8	Evening Reception	Banquet	80
	9AM - 5PM	Vendor & info booths	~10 tables	

Day	Time	Function	Set up	Attendance
3	8AM - 5PM	Vendor & info booths	~10 tables	
	9-12	Continental	Buffet	125
	9-12	General Assembly	Banquet	
		Registration/Info Desk	Foyer/2-3 Tables	12
	12 PM	*Lunch	Buffet	125
	1-3	General Assembly	Banquet	
	3:00 PM	*Coffee break		125
	3PM – 5PM	Meeting room A		
	3PM – 5PM	Meeting room B		
	3PM - 5PM	Meeting room C		
	3PM - 5PM	Meeting room D		

Day	Time	Function	Set up	Attendance
4	8AM - 5PM	Vendor & info booths	~10 tables	
	7AM	Registration/Info Desk	Foyer/2-3 Tables	
	8AM	*Continental Breakfast	Buffet	75
	8AM - 12PM	General Assembly	Banquet ¾ Rounds & Classroom	
	10:30 AM	*Coffee break		
	12 PM - 1PM	*Lunch	Boxed Lunch	75
	1PM	Attendees adjourn to possible site visit	N/A	

Food & Beverage Needs (includes meal count):

Day	Breakfast	AM Break	Lunch	PM Break	Evening
1	125	125	125	125	N/A
2	125	125	125	125	N/A
3	75	75	75	N/A	N/A