AFFILIATED TRIBES OF NORTHWEST INDIANS
Dedicated to Promoting Tribal Self Determination & Sovereignty

REQUEST FOR PROPOSAL (RFP): EVENT VENUE

2025 Tribal Clean Energy Gathering

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 Tribal Clean Energy Summit to provide a forum for the exchange of information about the opportunities and concerns of ATNI Tribes regarding their efforts related to Clean Energy Planning for Tribal Resilience.

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 11, 2025

For questions:

Tyrel Ott
Affiliated Tribes of Northwest Indians
tott@atnitribes.org | 503.922.0061

EVENT DESCRIPTION

Preferred Dates:

Three work days during one of the following weeks (most likely Tuesday through Thursday):
- August 4 - 8
- August 11 - 15
- August 18 - 22
- September 1 - 5

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 and costs when submitting a proposal.

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

DAY 1: Travel Day

Time	Function	Set up	Attendance
None	None	None	None
Accommodate overnight guests only			

DAY 2: Summit Day 1
Tactical Information & Resource Briefing

Morning - General Assembly: ATNI call to order, blessing, brief opening from ATNI leadership, welcome from planning team, welcome from emcee, program review, keynote speaker, etc.
Ideas: Present some of the successful tribal energy projects and then give time for roundtable discussions about challenges and successes.

Afternoon - Breakout Sessions: We plan to have 3-4 tracks based on the following tentative areas - Energy 101 + State/Fed Workers + Specialized Energy Folks + TBD

Time	Function	Set up	Attendance
8AM - 5PM	Vendor & info booths	20 tables	
7AM - 5PM	Registration/Info Desk	Foyer/2-3 Tables	12
8:00 AM	*Continental Breakfast	Buffet	375
8AM - 12PM	**General Assembly**	Banquet ¾ Rounds & Classroom	400
10:30 AM	*Coffee break		400
12:00 PM	*Lunch	Buffet	400
1PM – 5PM	**Breakout Session A**	Classroom	75 - 100
	Breakout Session B	Classroom	75 - 100
	Breakout Session C	Classroom	75 - 100
	Breakout Session D	Classroom	75 - 100
3:30 PM	*Coffee break		100

DAY 3: Summit Day 2
Product Development & Cohort Workshops

Morning - General Assembly: Welcome, program overview, etc.

Morning - Breakout Sessions: Continuation of learning tracks from Summit Day 1

Afternoon - General Assembly : The space will include multiple breakout zones where participants are grouped based on their Tribe's current energy status (e.g., information seeking, starting a utility, expanding a utility, transitioning to clean energy, and grid resilience/independence). Each zone is designed with round tables to encourage discussion, collaboration, and an open exchange of ideas. Multiple expert "tables" are scattered throughout each breakout zone. Experts provide technical guidance, share case studies, and offer digital resources.

Time	Function	Set up	Attendance
8AM - 5PM	Vendor & info booths	20 tables	
7AM - 5PM	Registration/Info Desk	Foyer/2-3 Tables	12
8:00 AM	*Continental Breakfast	Buffet	375
8AM - 9AM	**General Assembly**	Banquet ¾ Rounds & Classroom	400
9AM – 12PM	**Breakout Session A**	Classroom	75 - 100
	Breakout Session B	Classroom	75 - 100
	Breakout Session C	Classroom	75 - 100
	Breakout Session D	Classroom	75 - 100
10:30 AM	*Coffee break		400
12:00 PM	*Lunch	Buffet	400
1PM-5:00 PM	**General Assembly**	Banquet ¾ Rounds & Classroom	375
3:30 PM	*Break	Buffet	325

DAY 4: Summit Day 3
Professional Presentations & Networking
Morning - General Assembly: Welcome, program overview, sponsor presentations, etc.

Ideas: Include a panel (or other type of presentation) to entice folks to stay for the final day

Extended Lunch with Dedicated Networking Time: In order to better facilitate networking, we'd like to extend lunch and dedicate 30 minutes to networking before coming back together in the afternoon.

Afternoon - General Assembly OR Field Trip: Continue presentations or if the event is in a location with a good site to visit, host a field trip to see that site.

Time	Function	Set up	Attendance
8AM - 5PM	Vendor & info booths	20 tables	
7:00 AM	Registration/Info Desk	Foyer/2-3 Tables	12
8:00 AM	*Continental Breakfast	Buffet	325
8AM - 12PM	**General Assembly**	Banquet ¾ Rounds & Classroom	325
10:30 AM	*Coffee break		325
12:00 PM	*Lunch	Buffet	325
1PM - 1:30PM	Networking Break		325
1:30PM-5:00 PM	**General Assembly**	Banquet ¾ Rounds & Classroom	275
3:30 PM	*Break	Buffet	275