

Request for Proposal

Event name: MPI New England — Professional Development

Preferred Date: February 17 – 18, 2026

Alternative Date: February 24 – 25, 2026

Attendee profile: 100-150 estimated attendance

Complimentary Event Need & Format:

- **Main plenary for group size with a breakout room**
- **Separate meal room**
- **Basic audiovisual equipment and technician**
- **Guestrooms for 50.**

General Information

MPINE has traditionally held meetings on the third Wednesday or Thursday of the month; however, a creative proposal offering a different date or times of day will be considered and are encouraged.

Concessions (if possible):

- MPINE asks for complimentary meal room.
- Staff rate at staff rooms.
- Complimentary parking (must).
- Wave patch fee for external AV company.

AV needs:

- Flipcharts, screens, wireless lavalier microphones, lecterns, LCD Projector, and Internet access.

Food & Beverage

- Breakfast, lunch and dinner.
- Cash bar for the dinner.

Guest Rooms

- 20 staff single occupancy rooms.
- 10 double occupancy room.
- 20 ROH rooms.

Green Initiatives

MPINE supports green initiatives throughout the meeting planning industry and appreciate and will publicize any and all green initiatives by host/sponsor.

Event Venue History:

Recent Meeting have been held at the following properties:

Property Name	Month	Year	Topic	Attendees
Benjamin Franklin Institute	February	2015	Human Resources	75
Museum of Science	January	2015	Disney Institute	194
Granite Links (Quincy)	November	2014	Fall Institute	110
Marriott Newton	October	2014	Legal & Contracts	123

Typical Program Sample Flow:

Approximate Time	Function	Attendance/Set
5:30pm – 7pm	Registration	Two 8' tables with 4 chairs
6:00pm – 7:00pm	Educational Program	Frequently the set is 100-150 people at round tables or theatre style.
7:00 – 8:30pm	Reception and networking	A mix of high-top cocktail and tables with seating.
8pm – 8:30pm	Reception/Property tours	TBD
9:00pm	Load out, Program ends	TBD

What Makes a Venue Proposal Attractive to MPINE?

Here are some tips to improve your chance of being selected:

- Showcase You! Let us know if you have recently expanded your property or had a significant renovation. Our planner members especially look for an experience that showcases many options in a local area. We encourage suppliers to partner with others in their area to showcase more meeting ideas, venues and services.
- Be Creative! Non-traditional meeting venues and themes are always welcome.
- Go Local! If your team has ideas about how to promote the chapter meeting not only to our members, but also to your own clients and community, please add these ideas to your proposal.
- We are New England! As a New England association, we try to host our educational meetings and events throughout New England in an effort to partner with various member properties and expose our members to new and different venues.

MPI New England thanks you in advance for your interest and generosity!