



Hosting an IEDC Economic Future Forum

Introduction

The International Economic Development Council (IEDC) is dedicated to helping economic development professionals improve the quality of life in their communities. Our over 5,000 members represent all levels of government, academia, and private industry. IEDC provides a broad range of member services including research, advisory services, conferences, professional certification, professional development, publications, legislative tracking and more.

IEDC's over 5,000 members include economic development professionals, consultants, government officials, chamber of commerce directors, financial industry professionals, investment bankers and business executives. Each spring, typically between the end of May and early to mid-June, IEDC holds its Economic Future Forum. The IEDC Economic Future Forum attendance is approximately 350. The attendees are urban, suburban and rural community representatives who work to enhance the economies of their respective localities. They attend this conference to learn from each other and the host area, and specifically to use the host area as a “learning laboratory” to showcase local economic development success stories, as well as to take advantage of extraordinary networking opportunities.

Past history and future dates and locations are as follows:

IEDC Economic Future Forum History

2010	Jun 6-8	Renaissance Oklahoma City Conv. Ctr.	Oklahoma City, OK
2011	June 5-7	Hyatt Regency Indianapolis	Indianapolis, IN
2012	June 10-12	Hilton St Louis at the Ballpark	St Louis, MO
2013	June 9-11	The Campus Inn	Ann Arbor, MI
2014	June 1-3	Radisson Blu	Minneapolis/St. Paul
2015	June 7-9	Hilton Madison Monona Terrace	Madison, WI
2016	June 12-14	Hyatt Regency Tulsa	Tulsa, OK
2017	June 4-6	Marriott Little Rock	Little Rock, AR
2018	June 24-26	Buffalo Marriott Harbor Center	Buffalo, NY
2019	June 9-11	Marriott Salt Lake Downtown City Creek	Salt Lake City, UT
2020	June 21-23	Hyatt Regency Calgary	Calgary, AB
2021	Forthcoming	Forthcoming	Spokane, WA
2022	June 12-14	Renaissance Dallas-Richardson Hotel	Richardson, TX

Benefits to Hosting

There are many benefits to hosting an IEDC Economic Future Forum. The economic impact of the conference itself is substantial, but that is just the beginning. Host areas benefit from the recognition and increased visibility that comes as a result of over 300 economic development professionals visiting and learning from a community's achievements. The host area also has the opportunity to make use of the expertise of the attendees to help improve current programs or launch new initiatives for their community.

In the past, several host organizations have created local information campaigns to aid in generating higher visibility and greater understanding of their efforts. This is effective for marketing the destination, as well as highlighting the economic development successes.

This Request for Proposals (RFP) details the requirements for hosting this conference and provides guidelines for submitting a formal proposal. The IEDC Planning and Business Development Committee will review the proposals and make a recommendation for the location of the Economic Future Forum to the IEDC Board of Directors. Finalists may be requested to submit additional information.

Host Committee

The selected location will be expected to form a local host committee. The host committee will be composed of persons from the metropolitan region with a high interest in and knowledge of economic development and the region. The participation of IEDC board members from the metro area is encouraged. There is no set number of host committee members. It is a working group that may change in size and makeup over time but the IEDC member(s) submitting the formal proposal will be expected to serve as the host and primary conference coordinator and liaison with IEDC.

The local host committee is responsible for the following:

1. **Planning:** Commencing no later than one year prior to the conference, the host committee will work with IEDC to plan the program for the conference. In order to meet deadlines for the mailing of promotional brochures, the program must be substantially complete by May 1 of the year prior to the conference. It is understood that the role of the host committee is advisory and final approval of all aspects of the conference is solely IEDC's. Through monthly meetings, the host committee will collaborate with IEDC in the following areas:
 - a. **Conference Program** – The host committee and IEDC will create an agenda that identifies and reflects the economic development topics most important to both parties. The agenda needs to accommodate the meeting space and time available and conform to IEDC's Economic Future Forum framework. The final determination of the items to be included in the conference agenda is solely IEDC's.
 - b. **Identify Speakers** – The host committee will recommend speakers from the local, metro or regional areas to participate as keynote speakers as well as panel session participants.

- c. Educational Tours – The host committee will recommend potential educational tours that highlight local or metropolitan efforts to implement an economic development strategy.
 - d. Identifying Local Venues & Vendors – The host committee will assist IEDC in identifying places to hold events such as Networking Receptions and Dinners.
 - e. Other – The host committee is encouraged to recommend additional activities or venues that would add to the educational value for and/or the enjoyment of the attendees. These activities cannot incur any additional expenses for IEDC.
2. **Fundraising:** The IEDC Economic Future Forum is a key source of operating funds for IEDC. As such, it is critical that the maximum amount of sponsorship contributions and exhibitor fees be realized.
 - The host committee agrees that it will raise at least **\$75,000** in cash in local sponsorships between their selection and the commencement of the IEDC Economic Future Forum.
 - The host committee has the responsibility of encouraging local businesses and stakeholders to participate as sponsors and/or exhibitors at the Economic Future Forum. All sponsorships will be invoiced by and funds remitted directly to IEDC.
 - IEDC will solicit additional sponsorships from sources outside the host metropolitan area.

Location Requirements

1. IEDC conferences are held in cities with a population of 250,000 or more.
 - Locations should be accessible to an IEDC conference attendee with direct or one-stop air service via one of the top 40 U.S. airports <https://www.world-airport-codes.com/us-top-40-airports.html> or a major North American city outside of the U.S. should include frequent, direct international air service to Europe and Asia.
2. The IEDC Economic Future Forum is held between the end of May and early to mid-June. Dates must exclude all government holidays and religious observances. The schedule for the conference includes pre-conference events Wednesday to Saturday and conference events Sunday to Tuesday.
3. The proposal must include at least one recommended hotel that can provide, under one roof, up to **160** guestrooms on the Conference peak night. The hotel must also be able to provide meeting space to accommodate plenary sessions of **350** in full rounds, and **3** breakout meeting rooms of **100** in theater and or full rounds. Hotels are required to have at minimum a 4-star rating, and meeting spaces must be deemed to be an up to date facility.
 - Notably, the bidding City is not required to enter into any negotiation with local hotels in terms of availability or rates. It is IEDC's responsibility to engage in such discussions with the hotels.
4. If meeting space is proposed in a facility other than a hotel, any costs must be waived or otherwise deferred. IEDC will not pay for meeting space.

Evaluation Criteria

Proposals will be evaluated on a range of factors including but not limited to:

- The strength of the proposing member organization and the proposed host committee. This includes the ability to raise funds for an economic development event and stimulate local stakeholder support.
- The transportation accessibility of the community and surrounding region.
- The attractiveness, reputation, and international marketability of the region.
- The level of community as a learning laboratory and its ability to showcase projects that represent state of the art economic development approaches or issues.
- The quality of the meeting space/facilities (as noted in the criteria highlighted above).
- Any additional factors that may be deemed important during the review of proposals.

Submitting a Proposal

The proposal must be submitted by an **economic development organization** that is a current **IEDC member**. The submitting economic development organization must include a letter acknowledging and agreeing to undertake the actions and responsibilities of a host organization including a commitment to local sponsorship fundraising. IEDC does not accept proposals directly or solely from CVBs and hotel facilities. Information provided by CVBs and hotels should be provided to the economic development organization for inclusion in their proposal.

Please submit **one electronic copy** of your proposal by email to: snourick@iedconline.org

One electronic copy is required, but you may also mail a hard copy to:

Shari Nourick
International Economic Development Council
734 15th Street, NW, Suite 900
Washington, DC 20005

Separate proposals must be submitted for each conference.

Proposals must include:

1. A formal letter from the IEDC member organization(s) submitting the proposal and acknowledging and agreeing to undertake the actions and responsibilities detailed in this document.
2. Other organizations that will participate as members of the host committee.
3. List of the proposed hotel/meeting facilities.
4. A written statement responding to the evaluation criteria listed above.
5. Any other materials that would support and reinforce the community's competitive position in the selection process.

If additional information or clarification is needed, please contact Shari Nourick at (202) 545-7339 or by email at snourick@iedconline.org