



Canadian  
Chamber of  
Commerce

Chambre de  
Commerce  
du Canada

The Voice of Canadian Business™  
Le porte-parole des entreprises canadiennes<sup>MD</sup>

# 2022 AGM and Convention

## Invitation to Bid | Host Chamber of Commerce

### Introduction

The Canadian Chamber of Commerce's AGM and Convention (AGM) is the Canadian chamber network's must-attend event that lets members plug into the latest developments, trends and issues that are important to the Canadian business community. The AGM mobilizes the power of the network to shape public policy and gives members a platform to debate the policy resolutions that will establish the Canadian Chamber's advocacy agenda for the year ahead.

The AGM is normally held in late September and runs from Saturday through Monday. We can expect between 320 to 350 delegates, including spouses, special guests, speakers and exhibitors.

Just prior to the Canadian Chamber's AGM is the Chamber of Commerce Executives of Canada (CCEC)'s AGM. The CCEC is the national professional association for chamber managers. The Canadian Chamber is a member of the CCEC and supports the group by allowing it to piggy-back its AGM with the Canadian Chamber's. The CCEC's AGM runs from Thursday afternoon to Saturday morning. There are approximately 90 delegates who attend the CCEC's AGM. Most of these delegates also attend the Canadian Chamber's AGM. You will note the space requirements for the CCEC's events are included with the Canadian Chamber's space requirements.

The success of the AGM depends on the programming, the location and venue(s) and the contribution of the host chamber of commerce. When selecting the AGM's host city and venues, primary consideration is given to the availability of adequate accommodations, meeting rooms and exhibition space. All requirements are outlined in this request for proposal (RFP).

When a chamber of commerce has determined its interest in hosting the AGM, that its board of directors is committed to hosting the AGM and that its city is able to accommodate the event's needs, it is asked to submit a proposal to the Canadian Chamber. Following the due diligence of Canadian Chamber staff in reviewing and evaluating the proposals received, the Canadian Chamber's board of directors will select the AGM's location.

Once the location has been selected, initial contracts will be negotiated and signed by the Canadian Chamber with the meeting venue(s), and meetings with the host chamber will take place throughout the planning process.

## The Role of the Host Chamber

The Canadian Chamber seeks the assistance of the host chamber in the following areas:

### Promotion

#### **Presentation and exhibit at 2021 AGM**

At the 2021 AGM, the host chamber is requested to make a brief presentation (five minutes) to encourage attendance at the meeting. The host chamber will also be provided with a booth in the AGM's Chamber Expo should it and/or its city's tourism body wish to exhibit to encourage attendance, promote its location and answer any questions from delegates. Other promotional activities at the 2021 AGM may be conducted by the host chamber with the prior approval of the Canadian Chamber.

#### **Mailings**

During the 12-month period leading up to the AGM, the host chamber is encouraged to prepare promotional pieces for inclusion in the Canadian Chamber's mailings to its member chambers; a total of 450 copies are needed (420 English and 30 French). The host chamber is expected to underwrite the cost of any promotions it initiates (although cost-sharing opportunities may arise with respect to joint mailings). It should be noted that all mailings must be carried out in both official languages, either through bilingual productions or two separate editions of the same piece.

#### **Promotion within the community and province/territory**

The host chamber is also requested to conduct its own direct promotional activities to encourage its members and the members of neighbouring chambers, as well as throughout its province/territory, to register for the AGM.

**Please note:** Before considering alternative AGM branding or logos in the promotion of the event, the host must discuss this with the Canadian Chamber.

### Programming

While the content of the AGM's program is the responsibility of the Canadian Chamber, the host chamber is asked to organize one social evening for all delegates as well as a spousal program; the host chamber is responsible for the costs involved with organizing the social evening and spousal program. In the past, host chambers have used these events as opportunities to involve their corporate members and provide them with unique visibility to business representatives from across Canada in return for financial sponsorship.

#### **Social evening**

The Canadian Chamber will set aside one evening in its program for a social event to be organized by the host chamber. Such social evenings should showcase the culture and/or attractions of the host's region. The evening normally takes place on the Sunday of the AGM and includes dinner and entertainment. However, the Canadian Chamber would consider proposals with the local evening planned for the Saturday night.

#### **Spousal program**

Alternate activities for registered spouses should be organized by the host chamber. The spousal program runs on the Sunday and on the Monday of the AGM. Depending on the

activities and if meals will be included, the host may choose to charge a fee for the activities. This must be done in collaboration with the Canadian Chamber.

**Transportation**

Any transportation costs that are incurred in shuttling delegates from one venue to another in the course of an AGM are the responsibility of the host chamber. For example, if delegates are housed in two or more hotels that are located more than three blocks apart and/or if meeting venues are not within a five-minute walk of the meeting hotel(s), shuttle bus transportation must be provided by the host chamber on a schedule prescribed by the Canadian Chamber. Additionally, if it is necessary to operate shuttle services to convey delegates to/from the hotel(s) to the social evening, the gala dinner and/or the spousal activity locations, the costs incurred will be the responsibility of the host chamber.

**Information**

During the pre-planning phase, the Canadian Chamber may request the advice and assistance of the host chamber’s staff with respect to several matters, including acquiring the names and contact information of local dignitaries, speakers, suppliers, performers and others who may be approached by the Canadian Chamber to play a role in the meeting’s agenda.

During the actual onsite production of the AGM, the Canadian Chamber will operate the event’s registration desk. The host chamber will be requested to operate an information/spousal program desk, to be located adjacent to the registration desk, on a parallel schedule. The function of the host chamber’s desk will be to provide delegates with general information on the host city, its attractions and services as well as serve as the registration desk for the spousal program.

**Financial Responsibilities – Chart 1.0**

The chart below is a general guideline of financial responsibilities for the Canadian Chamber of Commerce and the host chamber. Complete details have been provided on pages 2-3 under the Role of the Host and on pages 4-6 under Event Host Checklist Chart 1.1. Responsibilities can be discussed and modified once the host has been confirmed.

	<b>Canadian Chamber of Commerce</b>	<b>Host Chamber of Commerce/Board of Trade</b>
Conference logistics (meeting space, speakers, gala evening, AV, photographer, interpreters)	Responsible	
Registration	Responsible	
Sponsorship	Responsible  Revenue is not shared with the host chamber unless discussed otherwise.	Responsible  Revenue is not shared with the Canadian Chamber unless discussed otherwise.

	Canadian Chamber of Commerce	Host Chamber of Commerce/Board of Trade
	Opportunities to be coordinated with local host to eliminate confusion when approaching potential sponsors.	Opportunities are to be coordinated with the Canadian Chamber to eliminate confusion when approaching potential sponsors.
Social evening (entertainment, transportation, venue)		Responsible
Spousal program	If required, will provide up to \$100 per registered spouse. Proof of insufficient budget must be presented.	Responsible
Transportation		Responsible
Promotion within the community		Optional
Promotion to delegates leading up to AGM	Responsible: Direct mail Web page Social media Email	Optional (but recommended): Direct mail (content included with CCC direct mail) Web page Social media Email (content included with CCC E-mail)
Booth at 2021 AGM		Booth is complimentary. AV equipment and shipping a cost to the host.
Information booth at 2022 AGM		Booth is complimentary. AV equipment and shipping a cost to the host.

## Event Host Checklist – Chart 1.1

Item	Notes
Pre-conference meeting	<ul style="list-style-type: none"> <li>The Canadian Chamber will confirm a pre-conference meeting with the host chamber's AGM planning committee to formally establish roles and responsibilities.</li> </ul>

Item	Notes
Sponsorship	<ul style="list-style-type: none"> <li>• The Canadian Chamber retains the sole right to make the first sponsorship approach to any firm. A list of the Canadian Chamber's sponsors is included in this document.</li> <li>• Discuss sponsorship plans as early as possible with the Canadian Chamber's Director of Sponsorship, Melissa McGee (<a href="mailto:mmcgee@chamber.ca">mmcgee@chamber.ca</a> or 416.868.6415 (3236)), and provide your sponsorship package to Melissa for her review and approval.</li> <li>• The host chamber may seek sponsors from local membership to cover the costs of the spousal program, the social evening and transportation.</li> </ul>
Spousal program	<ul style="list-style-type: none"> <li>• Host to provide spousal tours for 10 to 20 people.</li> <li>• Dates and times Times may be adjusted according to programming <ul style="list-style-type: none"> <li>○ Saturday 9:30 a.m. to 4:30 p.m. (optional)</li> <li>○ Sunday 9:30 a.m. to 4:30 p.m.</li> <li>○ Monday 9:30 a.m. to 2 p.m.</li> </ul> </li> <li>• Providing lunch is optional.</li> <li>• Host to provide transportation, if necessary.</li> <li>• Host to manage registration process.</li> <li>• If a fee will be charged, this is to be done in collaboration with the Canadian Chamber.</li> </ul>
Social evening	<ul style="list-style-type: none"> <li>• Host to provide a social evening for up to 350 attendees.</li> <li>• This is the host chamber's opportunity to showcase local culture and/or attractions.</li> <li>• Host to provide transportation, if necessary.</li> </ul>
Information / spousal program desk	<ul style="list-style-type: none"> <li>• Act as a general source of information on your city, provide suggestions for "dinner on your own" evening and administer the spousal program and social evening.</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>• Host to provide transportation between event venues and hotels, if necessary.</li> </ul>

Item	Notes
Publicity and promotion	<ul style="list-style-type: none"> <li>• All promotional materials, including your sponsorship package, must include the Canadian Chamber's AGM logo, which will be provided to you. The AGM logo must be used in accordance with the guidelines set out in this document.</li> <li>• Prepare and deliver a five-minute presentation that promotes your city and encourages attendance. You will deliver your presentation at the 2020 AGM. The presentation and any needs for it (such as AV) must be coordinated with the Canadian Chamber.</li> <li>• The Canadian Chamber will grant one complimentary exhibit booth/display at the 2021 AGM's Chamber Expo.</li> <li>• Provide the Canadian Chamber with direct mail pieces (tourism information, spousal program information, restaurant listings, etc.). Advance notice of the mailing dates will be provided to you.</li> <li>• Discuss communications and marketing plans in advance with the Canadian Chamber's Vice President, Operations &amp; Program Implementation, Stacey Roy (<a href="mailto:sroy@chamber.ca">sroy@chamber.ca</a>; 613.238.4000 (2237)). This includes ideas for dedicated websites, Twitter handles and hashtags, and Facebook pages.</li> <li>• The Canadian Chamber may coordinate media opportunities with the host chamber.</li> </ul>
Agenda information	<ul style="list-style-type: none"> <li>• The Canadian Chamber may approach the host for suggestions for speakers, moderators and panelists.</li> </ul>
Logistical information	<ul style="list-style-type: none"> <li>• The Canadian Chamber may approach the host for suggestions for the following items: <ul style="list-style-type: none"> <li>○ Photographer</li> <li>○ Emcee for gala evening</li> <li>○ Entertainment (gala and post gala reception)</li> <li>○ Simultaneous interpreters</li> <li>○ Other local member suppliers as needed</li> </ul> </li> </ul>
Support	<ul style="list-style-type: none"> <li>• Recommend garnering support from local business community in the form of promotion or discounted rates for delegates.</li> <li>• Recommend involving surrounding and/or provincial chambers, as appropriate, in the promotion of the event.</li> </ul>
Registration	<ul style="list-style-type: none"> <li>• The host chamber is provided with one complimentary full delegate registration. Should the host wish to have other staff participate in the program, they must pay the delegate rate.</li> <li>• Host will be provided a special gala ticket rate.</li> </ul>

# General Site Requirements for the 2022 AGM

## AGM Rotation – Chart 1.2

The AGM location rotates according to the regions outlined in Chart 1.2. Typically, the regional rotation is adhered to, however exceptions may be considered.

Year	Region
2018	Thunder Bay, Ontario
2019	Saint John, New Brunswick
2020	Ottawa, Ontario
2021	Potential western location
2022	Potential central location
2023	Potential eastern location

## Dates

The preferred dates for the 2022 AGM (includes the CCEC’s AGM) are:

- Thursday, September 15 to Monday, September 19
- OR
- Thursday, September 22 to Monday, September 26
- OR
- Thursday, September 29 to Monday, October 3 (last choice)

If a host chamber wishes to propose other dates, those dates must not conflict with any major holidays or industry events.

## Function Space Requirements

Please note the Canadian Chamber’s meeting requirements are extensive. A large amount of function space is required during the actual conference and prior to the conference for set-up and auxiliary meetings. For planning purposes, minimum function requirements are outlined in Chart 1.3. The details provided are based on past AGMs and may be subject to slight adjustments.

### Notes:

- Easy access to high speed internet is a high priority. Complimentary WIFI is desirable.
- Function space for Saturday to Monday is to be on a “hold all space” clause until at least four months prior to the AGM.
- While we prefer one facility for both bedrooms and function space, we will consider a combination of more than one property.
- While we prefer two separate ballrooms for the meals and the plenary sessions, we will consider using one large ballroom for all sessions.

## Function Space Requirements – Chart 1.3

Please ask the venue to hold the meeting space on a right of first refusal basis until June 30, 2020.

Note: The Canadian Chamber would consider proposals with the local evening planned for the Saturday night and the gala planned for the Sunday night.

Start Time	End Time	Function	Setup
<b>Wednesday</b>			
<b>(Note: Shipment arrives on this date and is to be stored in office)</b>			
7:00 AM	12:00 AM	Office	Boardroom for 8 4, 8' tables along walls
7:00 AM	12:00 AM	Registration area	Locked storage area for 350 delegates kits, plus registration desk
		Desk/storage	
<b>Thursday</b>			
7:00 AM	12:00 AM	Office	Boardroom for 8 4, 8' tables along walls
7:00 AM	12:00 AM	Registration area	Locked storage area for 350 delegates kits, plus registration desk
		Desk/storage	
7:00 AM	12:00 AM	Policy Room	Boardroom for 8, 3x 8' tables along walls
3:00 PM	4:00 PM	CCEC Board Meeting	Boardroom for 20
4:00 PM	6:00 PM	CCEC Meetings	Classroom style for 40
6:00 PM	7:30 PM	CCEC Reception	Cocktails for 60
<b>Friday</b>			
7:00 AM	12:00 AM	Office	Boardroom for 8 4, 8' tables along walls
7:00 AM	12:00 AM	Registration area	Locked storage area for 350 delegates kits, plus registration desk
		Desk/storage	
7:00 AM	12:00 AM	Policy Room	Boardroom for 8, 3x 8' tables along walls
7:00 AM	5:00 PM	CCEC Meetings	Half-rounds for 90 5, 10' x 10' booths in room 6 silent auction tables in room In room registration Option for breakout room for 40
7:00 AM	3:00 PM	CCEC Meals (breakfast and lunch)	Rounds for 90

Start Time	End Time	Function	Setup
7:00 AM	12:00 AM	Set-up for Meal Room (Stage & AV)	Rounds of 8 for 300 Large stage, two screens and projectors  <b>Note: This room will be used throughout the program as the meal room. Maximum capacity required will be ~ 400.</b>
3:00 PM	5:00 PM	Board Committee Meeting	Boardroom for 15
<b>Saturday</b>			
7:00 AM	12:00 AM	Office	Boardroom for 8 4, 8' tables along walls
7:00 AM	12:00 AM	Registration area Desk/storage	Locked storage area for 350 delegates kits, plus registration desk
7:00 AM	12:00 AM	Policy Room	Boardroom for 8, 3x 8' tables along walls
7:00 AM	12:00 AM	Green/Media Room	Boardroom for 10, sofa, chairs along walls
7:00 AM	12:00 PM	Board Meeting with Breakfast	Hollow Square for 45
7:00 AM	9:00 AM	CCEC Breakfast	Rounds for 90
8:00 AM	12:00 PM	CCEC Meetings	Half-rounds for 90 5, 10'x10' (or 8'x8') booths in room 6, silent auction tables in room Option for breakout room for 40
8:00 AM	5:00 PM	Set-up (Expo)	20, 10'x10' (or 8'x8') booths
8:00 AM	12:00 AM	Set-up for General Session (Stage & AV)	Classroom Style for 350 Large stage, two screens and projectors, simultaneous interpretation booth
12:00 PM	2:00 PM	Lunch	Rounds of 8 for 300
2:00 PM	5:00 PM	BC Caucus Meeting	Half rounds for 60
2:00 PM	5:00 PM	Alberta Caucus Meeting	Half rounds for 60

Start Time	End Time	Function	Setup
2:00 PM	5:00 PM	Saskatchewan/Manitoba Caucus Meeting	Half rounds for 30
2:00 PM	5:00 PM	Ontario Caucus	Half rounds for 100
2:00 PM	5:00 PM	Quebec Caucus	Half rounds for 10
2:00 PM	5:00 PM	Atlantic Caucus	Half rounds for 30
2:00 PM	5:00 PM	Northern Caucus	Boardroom for 10
6:00 PM	7:00 PM	Reception in Expo Area and meeting space	Cocktail tables/food/bar for 200
7:00 PM	10:00 PM	Dinner in the city's restaurants	
<b>Sunday</b>			
7:00 AM	12:00 AM	Office	Boardroom for 8, 3x 8' tables along walls
7:00 AM	12:00 AM	Registration area	Locked storage area for 400 delegates kits, plus registration desk
		Desk/storage	
7:00 AM	12:00 AM	Policy Room	Boardroom for 8, 3x 8' tables along walls
7:00 AM	12:00 AM	Green/Media Room	Boardroom for 10, sofa, chairs along walls
7:00 AM	12:00 AM	Exhibit	20, 10x10' booths
7:00 AM	12:00 AM	Ad-hoc Meeting Room	Boardroom for 12
7:00 AM	9:00 AM	Breakfast	Rounds of 8 for 350
8:00 AM	5:00 PM	General Session	Classroom Style for 350
12:00 PM	2:00 PM	Lunch	Rounds of 8 for 350
6:00 PM	10:00 PM	Off-site Social Evening	
<b>Monday</b>			
7:00 AM	12:00 AM	Office	Boardroom for 8, 3x 8' tables along walls
		Registration area	Locked storage area for 350 delegates kits, plus registration desk
7:00 AM	12:00 AM	Desk/storage	
7:00 AM	12:00 AM	Policy Room	Boardroom for 8, 4, 8' tables along walls
7:00 AM	12:00 AM	Green/Media Room	Boardroom for 10, sofa, chairs along walls
7:00 AM	12:00 AM	Ad-hoc Meeting Room	Boardroom for 12
7:00 AM	9:00 AM	Breakfast	Rounds of 8 for 380
8:00 AM	5:00 PM	General Session	Classroom Style for 350

Start Time	End Time	Function	Setup
12:00 PM	2:00 PM	Lunch	Rounds of 8 for 350
2:00 PM	5:00 PM	General Session	Classroom Style for 350
2:00 PM	5:00 PM	Set up AV/Décor*	Rounds for 350
6:00 PM	7:00 PM	Reception*	Cocktail for 350
6:00 PM	9:30 PM	Gala Dinner*	Rounds for 350
9:30 PM	12:00 AM	Post Gala Reception*	Cocktail with dance floor for 150
<b>Tuesday</b>			
8:00 AM	12:00 PM	Office	Boardroom for 8 4, 8' tables along walls

\* Reception and Gala dinner and CCEC Award Gala may be held offsite. Post gala reception is typically held at the host hotel.

## Hotel Site and Rate Requirements

Single accommodations constitute more than 65% of the Canadian Chamber's room block. Single and double room rates should be the same. Confirmed rates are to be guaranteed at the time of the proposal submission. A 15-day cut-off from the Friday before the opening session on Sunday is desired. Reservations received after that date should be accepted at the group rate on a space available basis.

The following are minimum specifications:

- One (1) complimentary room per 40 rooms occupied is to be accumulated over the entire room block dates. Complimentary rooms earned but not used are to be credited to the master account at the single room conference rate.
- One (1) complimentary suite or a room to be used for hospitality for 40 people where the Canadian Chamber can provide its own food and beverage on Saturday and Sunday.
- Ten (10) room upgrades to "Concierge Floors" are needed from Wednesday to Tuesday.
- Twelve (12) complimentary room nights are needed for pre-planning visits, based on hotel availability.
- Complimentary meeting room rental.
- Complimentary WIFI in the meeting rooms and foyer.

## Estimated Room Night Requirements – Chart 1.4

Please ask the hotel to hold the room block on a right of first refusal basis until June 30, 2020.

Wednesday	Thursday	Friday	Saturday	Sunday	Monday
25	100	200	260	260	200

## Venue and Rate History for the Past Five Years – Chart 1.5

Dates	City	Venue	Rate
Sept 21-23, 2019	Saint John, NB	Hilton	\$199
Sept. 22-24, 2018	Thunder Bay, ON	Valhalla Inn	\$135
Sept. 23-25, 2017	Fredericton, NB	Crowne Plaza	\$214
Sept. 17-19, 2016	Regina, SK	Delta	\$199
Oct .17-18, 2015	Ottawa, ON	Westin	\$229

## Sponsorship

The Canadian Chamber is committed to producing a first-class event while maintaining affordable registration fees. To achieve this, many of the meeting's production costs are subsidized by sponsorships (financial contributions or the donation of services) from corporate members of the Canadian Chamber. Consequently, the Canadian Chamber retains the sole right to make the first sponsorship approach to any firm (or its subsidiary) that has been a corporate sponsor of a previous AGM.

As the local chamber may also seek sponsors from its local membership, it is imperative that all sponsorship initiatives be coordinated in order to avoid duplication and to ensure the smooth planning of the overall meeting. The local chamber must discuss its sponsorship plans, as early as possible, with the Canadian Chamber's Director of Sponsorship.

## Proposal Requirements

Please ensure to include the following details in your proposal:

1. Proposed meeting dates
2. Proposed functions room space according to Chart 1.3
3. Proposed accommodations space according to Chart 1.4
4. Floor plans and function space capacities
5. Catering menus
6. Suggestions for social evening
7. Suggested activities for the spousal program

Please submit your proposal no later than **Friday, April 24, 2020** to:  
Stacey Roy, Vice President, Operations & Program Implementation  
Canadian Chamber of Commerce  
275 Slater Street, Suite 1700, Ottawa, ON K1P 5H9  
Email: [sroy@chamber.ca](mailto:sroy@chamber.ca)

A decision will be made by June 30, 2020. We thank you for your interest in hosting the Canadian Chamber's 2022 AGM and wish you success in your deliberations.

If you have any questions, please contact Stacey Roy, Vice President, Operations & Program Implementation, at [sroy@chamber.ca](mailto:sroy@chamber.ca) or at 613.238.4000 (2237).