CGMC 2023 Summer Conference – Request for Proposals

Host City Criteria

The Coalition of Greater Minnesota Cities (CGMC) is a nonprofit, nonpartisan advocacy organization representing 100 cities outside of the Twin Cities metro area. The summer conference is an opportunity for a CGMC member city (or group of cities) to host other city officials. During the conference, attendees receive an update on the previous legislative session, hear informative speakers and panel discussions, tour the host city, attend the annual CGMC awards dinner, elect officers and set the budget for the next year. Each year, the conference alternates between northern and southern Minnesota CGMC member cities. **The 2023 Summer Conference will be held in a northern Minnesota CGMC city.**

Example of Typical Summer Conference Schedule:

Wednesday: Late-morning check-in, lunch with speaker, afternoon panel discussions and presentations, evening social activities sponsored by host city

Thursday: Morning tours/educational activities, lunch with speaker, afternoon panel discussions and presentations, evening legislative awards dinner

Friday: Morning panel discussions and presentations, membership meeting, conference ends before noon

Suggested criteria for your city to address in its proposal:

1. Hotel
    - Must block at least 80 rooms for the nights of: Wednesday, July 26 and Thursday, July 27 or Wednesday, August 2 and Thursday, August 3 or Wednesday, August 9 and Thursday, August 10
    - Please note: Individual attendees will contact the hotel to make their own reservations

2. Conference Location/Meeting Rooms
    - Must have round-table seating for 125
    - Must have smaller meeting room available for 40
    - Must have space available for at least 25 exhibitor tables
    - Must be able to accommodate audio-visual needs (i.e. projection screen, ability to use room audio through projector/laptop, microphones)

3. Banquet Facility
    - Must be able to seat at least 175 for the dinner and accommodate a possible speaker/presentation

4. Social Activities
    - Host cities provide and cover the costs of food and social activities on Wednesday night (such as Austin's tour of SPAM museum and dinner at the Arts Center, Bemidji's patio party and pontoon rides)
    - On Thursday morning, host cities often provide educational tours for CGMC members (city economic development projects, museums, local industries or higher ed facilities, or other points of interest)

5. City Souvenirs
    - Host cities often wish to provide CGMC members with conference souvenirs or a gift package of local products (examples include water bottle, T-shirts, blanket, mugs, and/or local goods)

A site selection committee (four CGMC members and one staff member from Flaherty & Hood, P.A., chosen by the CGMC president) will evaluate the proposals and make a selection by early summer 2022. While we encourage cities to

work with their local convention & visitors bureau and hotels, the proposal **must come from the city and include the name of a city staff member or elected official who will be the main contact person.**

Proposals to host the 2023 CGMC Summer Conference must be submitted via email by the end of the day on Friday, May 27, 2022 to Kelly Haff at klhaff@flaherty-hood.com.

If you have any questions, please contact Kelly Haff at 763-647-8674 or klhaff@flaherty-hood.com.

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Site Selection Process

A conference selection committee (made up of city representatives and representatives from Flaherty & Hood, P.A.) will be appointed by the CGMC president. The committee will recommend a summer conference host city based on these guidelines:

1. The conference location will alternate between northern and southern CGMC member cities. The 2022 conference host is Red Wing, so the 2023 conference will be in northern Minnesota.

2. Northern (or north-central) cities interested in hosting the 2023 summer conference must submit proposals containing hotel, meeting space and local activities information to the nominating committee by Friday, May 27, 2022. (See CGMC Summer Conference Site Proposal Outline Form and CGMC Summer Conference Host City Criteria for details.)

3. The city with the best overall proposal will be invited to host the 2023 summer conference.

The 2023 summer conference will be scheduled for one of the follow three-day periods: July 26-27, 2023; August 2-3, 2023 or August 9-10, 2023. **If your city is interested in hosting this event, please complete a proposal (using the attached proposal outline form as a guide) and email it to Kelly Haff at klhaff@flaherty-hood.com by the end of the day on Friday, May 27, 2022.**

**Please note that while we encourage cities to work with their local convention & visitors bureau and hotels, the proposal must come from the city and include the name of a city staff member or elected official who will be the main contact person. Cities also sometimes form a host committee to work with CGMC staff on planning and executing the conference -- we strongly encourage cities to do this.*

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Summer Conference Site Proposal Outline Form

2023 Summer Conference Site Proposal

Host City:

Hotel Option(s):

- Dates available:
- Price per room:
- Types of rooms:
- Parking availability and cost:

Meeting Facilities:

- Cost per day:
- Cost per day for audio/visual equipment (if not included in room price):
- Description of available meeting rooms:
- Description of available exhibitor space:
- Meal/snack options and costs:
- Parking availability and cost:
- Other details:

Social Activities:

- Wednesday night city-hosted dinner and activity (note: the city is expected to cover the cost of this evening's meal and events):

Tours/Activities:

- Thursday morning tour options:
- Transportation options to and from tours (i.e. shuttle busses):
- Thursday morning golf (optional):

Legislative Awards Dinner:

- Meal/beverage costs:
- Dinner space:
- Social hour/reception space:

Welcome Gift:

City contact information (please provide the name of a city staff member who will be the main contact/event planning coordinator for the city):

Additional Information: