

# Hosting the Tourism Management Institute (TMI) Annual Convention 2023

## Request for Proposal from Destination or Venue

### Background

Tourism Management Institute (TMI) is the professional organisation for those working in destination management with members across the UK amongst destinations, academia, consultancy and students. Our role is to maintain and enhance levels of expertise and professionalism across destination management working alongside members, national and regional bodies. See [www.tmi.org.uk](http://www.tmi.org.uk)

We now seek proposals for hosting our prestigious 2023 annual convention

### Dates and Specification

The 2 day 'Annual Convention' is to take place during October 2023 – ideally during week commencing 9<sup>th</sup> or 16<sup>th</sup> October. It will be hybrid with the full programme being live streamed as well as in person.

The preference is to hold the event in the centre or south of the UK following a highly successful event in Middlesbrough in 2022. Previous Conventions have been in Coventry (2021), Chester (2019), Bristol (2018), Manchester (2017), Bournemouth (2016), London (2015), Stoke (2014), Durham (2013), The New Forest (2012) and Salford (2011).

It is important that the destination has a 'story to tell' of relevance to our audience of destination managers, consultants, lecturers and students.

### Requirements

We invite destinations or venues to submit a proposal. This should demonstrate:

#### **Location**

1. Excellent and affordable access to the destination from across the UK.

#### **Main venue**

2. Main auditorium to hold up to 150, preferably cabaret style (or would consider theatre style with places to put laptops/papers).
3. Up to 3 break out rooms holding up to 50 each.
4. AV included in all venues, with dedicated AV technician in the room for the duration, inc live stream.
5. Catering – tea/coffee on arrival, mid morning and mid afternoon, and buffet lunch. Menus promoting locally sourced, seasonal food would be preferred.
6. Tap water available to all – possibly using delegate's own bottles. No single use plastic bottles.

#### **Additional Venue requirements**

7. Recommendations for venues for an event on the preceding evening, ideally at a venue relevant to tourism, regeneration or culture. Capacity 30 to 60.
8. Suitable study trips/themes for the afternoon prior to Convention to demonstrate local initiatives and developments. Normally up to 3 trips for up to 20 on each.
9. Photography and filming facility to capture the convention including study trips for sharing after the event.
10. We will give priority to venues and suppliers who operate sustainable practices and meet the Events Industry Council (EIC) Sustainability standards or equivalent.

## Accommodation

11. Affordable accommodation (<£100) on site or in walking distance at attractive rates, usually single occupancy with room only or B&B rates.

## Additional Information

12. We would welcome involvement with local students, ideally tourism, event management or hospitality students. We would especially welcome the involvement of a TMI Recognised University offering a degree course recognized by TMI.
13. We would welcome sponsorship support in kind and/or cash from destination and other relevant organisations.

## Your Response

Please complete the form below and send it to Graham Haynes [ghaynes@tourismse.com](mailto:ghaynes@tourismse.com) by no later than **5pm on Friday 20 January**

## YOUR REPLY

### Part One: Your information and introduction

Contact Name	
Contact Email / Phone	
Bidding Organisation	
Bidding Destination / Venue	
What are the convention dates that are being proposed? (w/c 9 <sup>th</sup> or 16 <sup>th</sup> October 2023)	

### Summary

The TMI Convention takes place over two days:

- Day One: Educational site visits and evening event
- Day Two: Full conference programme (hybrid)
- Main Room Set up: 150 delegates, preferably cabaret style or classroom
- Breakout: 3 rooms x 50 delegates, preferably cabaret

### Part Two: Main Conference Programme and venue

Name of proposed main convention venue	
Is the venue residential?	
Closest mainline rail station & distance from venue	
Other public transport links	
Is there car parking on site	
Does the venue hold any awards for quality or sustainability?	
Is there an area available for registration?	
Name, set up and capacity of main room	
Does the room have full AV equipment?	
Name and capacity of breakout rooms (3)	
Do the breakout rooms have full AV equipment?	
Is a technician available for the duration of the event?	

### Catering:

Requirements:

- Tea, coffee and water on arrival.
- Water available on tables or taps / water fountains throughout the day
- Mid-morning break - Tea, coffee and water
- Buffet lunch
- Mid-afternoon break - Tea, coffee and water

Does the venue serve seasonal, locally sourced food?	
Are the catering requirements included in a DDR or 24 H rate? Please detail what is included in each	

**Accommodation**

Delegates will pay for their own accommodation, but the aim is to be affordable for delegates, therefore the aim is to ensure the B&B rate is below £100 per night.

Headquarters Hotel

Name of hotel / accommodation	
Cost per room per night B&B	
Number of rooms available / allocated	
Distance from main venue	
If host venue, are 24H rates available	

Alternative accommodation

Name of hotel / accommodation	
Cost per room per night B&B	
Number of rooms available / allocated	
Distance from main venue	

Name of hotel / accommodation	
Cost per room per night B&B	
Number of rooms available / allocated	
Distance from main venue	

**Part Three: Day One Activities**

Can you suggest suitable study trips or themes for the afternoon prior to Convention and how they demonstrate local initiatives and developments. Normally up to 3 tours for up to 20 on each. These are suggestions and further details can be provided later.

Trip / theme 1	
Trip / theme 2	
Trip / theme 3	

Can you suggest venues suitable for an evening event, ideally at a venue relevant to tourism, regeneration, or culture, with a capacity of TBC

Venue suggestion	
Additional information including distance from proposed accommodation and main conference venue	

**Part Four: Costs**

What is the DDR (if available)	
What is 24H rate (if available)	
Alternative room hire (if available)	
Catering: Tea / Coffee serving Buffet lunch	

**Part Five: Additional information**

We would welcome involvement with local students, ideally tourism, event management or hospitality students.

Do you have any partnerships or relationships with local colleges or universities?	
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We would welcome sponsorship support in kind and/or cash from destination and other local organisations

What support in-kind can be offered?	
What financial support can be offered?	

Are there any significant anniversaries, events or other activities particularly relevant for the venue or destination during 2023

Please provide more information	
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