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**3091 Governors Lake Drive, NW, STE 570, Norcross, GA 30071**

**PHONE 770-449-4547 EMAIL: LPCA@LPCAGA.org**

**WEBSITE: www.LPCAGA.org**

**CONVENTION 2022 RFQ**

**Pattern:** *Every other even year, 2022, 2024, 2026, etc.* **in Atlanta area**

**Meeting Date Flexibility: YES**

**Total Attendance: 400-600 approx.**

**Number of LOCAL Attendees: 500**

|  |  |
| --- | --- |
| **Organization:** | LPCA/ Licensed Professional Counselors Association of Georgia, Incorporated |
| **CONTACT INFO:** | |
| Name: | Gale Macke |
| Job Title: | CEO/Executive Director |
| Street Address: | 3091 Governors Lake Dr NW, STE 570 |
| City, State, Postal Code: | Norcross, GA 30071 |
| Country: | USA |
| Phone Number: | 770.449.4547 |
| Fax Number: | 404.370.0006 |
| Email Address: | LPCA@LPCAGA.org |
| **Name and Brief Description of Event (the “Event”)** | ***LPCA 34th Annual Convention and SE Regional Conference*** |
| **OFFICIAL EVENT DATES:** | 05/02/2022 to 05/06/2022 |

**HISTORY/FUTURE** Year, Hotel, City, State, Rate Paid

2021 Marriott Riverfront Savannah, $183

2020 Virtual Conference, N/A

2019 Savannah Riverfront Marriott, Savannah, $172

2018 Marriott Century Center, Atlanta. $122

2017 Westin Savannah Harbor Golf & Spa Resort. $149

2016 – ~~Ravinia Crowne Plaza~~~~(Atlanta Area)~~ Marriott Evergreen Stone Mountain $99

2015 – Marriott, Augusta, GA $120

2014 – Ravinia Crowne Plaza(Atlanta Area) $99

2013 – Savannah Riverfront Marriott, Savannah, GA $149

2012 – Marriott Perimeter Center, Atlanta, GA $84

2011 – Savannah Riverfront Marriott, Savannah, GA $155

2010 – Marietta Conference Center, Marietta, GA $97

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**ROOM BLOCK (please break down by day)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** |  | **05/02** | **05/03** | **05/04** | **05/05** | **05/06** |  |
| **Rooms** |  | **55** | **75** | **75** | **75** | **0** |  |

**Reservation method;** *Attendees make own reservations and pay for own room and tax charges*

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**MEETING SPACE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **Start /**  **Finish Time** | **#People** | **Seating Style** | **Name of Function** |
| 05/02 Monday | 2:30 | 3 |  | Pre-Con Mt |
| 05/02 | 2;30 / 7:30 | 15+ | Office | Office |
| 05/02 | 3:30 / 7:30 | 30 |  | Exhibitors Set up |
|  |  |  |  |  |
| 05/03 Tuesday | 6:30 / 5:45 | 15+ | Office | Office |
| 05/03 | 7:00 / 5:00 |  | Four 6’ Tables | Registration |
| 05/03 | 7:30 / 8:45 |  | Coffee |  |
| 05/03 | 8:00 / 8:45 | 150+ | Rounds | Breakfast Keynote |
| 05/03 | 10:00 / 10:15 |  | AM Break- Coffee | AM Break |
| 05/03 | 3:00 / 3:15 |  | PM Break | PM Break |
| 05/03 | 8:30 / 4:30 | 125+ | Classroom or Theater | Workshop 1 |
| 05/03 | 8:30 / 4:30 | 125+ | Classroom or Theater | Workshop 2 |
| 05/03 | 8:30 / 4:30 | 150+ | Classroom or Theater | Workshop 3 |
| 05/03 | 8:30 / 4:30 | 50+ | Classroom or Theater | Workshop 4 |
| Optional | If Available |  |  |  |
| 05/03 | 8:30 / 4:30 | 50+ | Classroom or Theater | Workshop 5 |
|  |  |  |  |  |
| 05/04 Wednesda | 6:30 / 5:45 | 15+ | Office | Office |
| 05/04 | 7:00 / 5:00 |  | Four 6’ Tables | Registration |
| 05/04 | 7:30 / 8:45 |  | Coffee |  |
| 05/04 | 8:00/ 8:45 | 350+ | Rounds | Breakfast Keynote |
| 05/04 | 10:00 / 10:15 |  | AM Break- Coffee | AM Break |
| 05/04 | 3:00 / 3:15 |  | PM Break | PM Break |
| 05/04 | 8:00 / 8:45 | 150+ | Classroom or Theater | Workshop 1 |
| 05/04 | 8:30 / 4:30 | 125+ | Classroom or Theater | Workshop 2 |
| 05/04 | 8:30 / 4:30 | 100+ | Classroom or Theater | Workshop 3 |
| 05/04 | 8:30 / 4:30 | 50+ | Classroom or Theater | Workshop 4 |
| 05/04 | 8:30 / 4:30 | 50+ | Classroom or Theater | Workshop 5 |
| 05/04 | 5:30/ 6:30 | 75+ | HOTEL Cocktail Reception | Beer & Wine |
|  |  |  |  |  |
| 05/05 Thursday | 6:30 / 5:45 | 15+ | Office | Office |
| 05/05 | 7:00 / 5:00 |  | Four 6’ Tables | Registration |
| 05/05 | 7:30 / 8:45 |  | Coffee |  |
| 05/05 | 8:00 / 8:45 | 350+ | Rounds | Breakfast Keynote |
| 05/05 | 10:00 / 10:15 |  | AM Break- Coffee | AM Break |
| 05/05 | 3:00 / 3:15 |  | PM Break | PM Break |
| 05/05 | 8:30 / 4:30 | 125+ | Classroom or Theater | Workshop 1 |
| 05/05 | 8:30 / 4:30 | 125+ | Classroom or Theater | Workshop 2 |
| 05/05 | 8:30 / 4:30 | 100+ | Classroom or Theater | Workshop 3 |
| 05/05 | 8:30 / 4:30 | 50+ | Classroom or Theater | Workshop 4 |
| 05/05 | 8:30 / 4:30 | 50+ | Classroom or Theater | Workshop 5 |
|  |  |  |  |  |
| 05/06 Friday | 6:30 / 5:45 | 15+ | Office | Office |
| 05/06 | 7:00 / 5:00 |  | Four 6’ Tables | Registration |
| 05/06 | 7:30 / 8:45 |  | Coffee |  |
| 05/06 | 8:00 / 8:45 | 350+ | Rounds | Breakfast Keynote |
| 05/06 | 10:00 / 10:30 |  | AM Break- Coffee | AM Break |
| 05/06 | 3:00 / 3:15 |  | PM Break | PM Break |
| 05/06 | 8:30 / 4:30 | 125+ | Classroom or Theater | Workshop 1 |
| 05/06 | 8:30 / 4:30 | 125+ | Classroom or Theater | Workshop 2 |
| 05/06 | 8:30 / 4:30 | 50+ | Classroom or Theater | Workshop 3 |
| 05/06 | 8:30 / 4:30 | 50+ | Classroom or Theater | Workshop 4 |
| 05/06 | 8:30 / 4:30 | 50+ | Classroom or Theater | Workshop 5 |

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**FOOD & BEVERAGE PROGRAM:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **Type of Meal** | **# of People** | **Seating Style** | **Name of Function**  **e.g. “Awards Reception”** |
| 05/03 | Coffee | 75 | Before Breakfast | Early morning Coffee |
| 05/03 | Full Breakfast Buffet | 250 | Rounds | Breakfast Keynote |
| 05/03 | AM Break | 75 | AM Break | Coffee |
| 05/03 | Business Meeting | 250+ | General Meeting | Keynote |
| 05/03 | PM Break | 125 | PM Break | PM Break |
|  |  |  |  |  |
| 05/04 | Coffee | 175 | Before Breakfast | Coffee |
| 05/04 | Full Breakfast Buffet | 350 | Rounds | Breakfast & Keynote |
| 05/04 | Keynote |  |  |  |
| 05/04 | AM Break | 125 | AM Break | Coffee AM Break |
| 05/04 | PM Break | 225 | PM Break | PM Break |
|  |  |  |  |  |
| 05/05 | Coffee | 175 | Before Breakfast | Coffee |
| 05/05 | Full Breakfast Buffet | 350 | Rounds | Breakfast & Keynote |
| 05/05 | AM Break | 125 | AM Break | Coffee |
| 05/05 | PM Break | 225 | PM Break | PM Break |
|  |  |  |  |  |
| 05/06 | Coffee | 200+ | Before Breakfast | Coffee |
| 05/06 | Full Breakfast Buffet | 350 | Rounds | Breakfast & Keynote |
| 05/06 | AM Break | 125 | AM Break | Coffee |
| 05/06 | PM Break | 125 | PM Break | PM Break |

**AUDIO VISUAL REQUIREMENTS:**

**For each workshop space: Podiums, table for A/V**

**For Breakfast Keynote: Stage, Podium,**

**EXHIBITS: 6’ Tables**

Number: 30-40 (tables with two chairs)

Set up date: 05/02

Show date(s): 05/03 to 05/6

Tear down date. 05/06

**ADDITIONAL INFORMATION:**

* **Decision making process:** Site visit /amenities / hard costs.
* **Decision makers:** Gale Macke
* **When will you do site inspections?** 2021
* **Decision date**: September/October 2021
* **What is the deciding factor or factors involved in the decision-making process?**
* Workshop space
* Room’s rate
* Ability to book for the next several years: 2022, 2024, 2026
* Special amenity by hotel

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**ADDITIONAL NEEDS**

* 1:40 comp
* Four (4) Upgrades
  + 3 Complimentary upgrades to JR Suite
  + 1 Complimentary upgrade to King Suite
* Three (3) Staff Rooms @ 30% Discount off Group Rate
* Reward Member Planner Points
* Three (3) registration tables
* Two (2) bookstore tables
* One (1) Complementary one-hour cocktail reception / beer & wine
* 21- day Cut off
* Free parking
* Group may provide their own Audio-Visual equipment; Hotel will waive any surcharges.
* Wi Fi for Convention Office
* Wi Fi for speakers only not for workshop spaces or attendees
* Hotel agrees that the group room rate provided to Group will be no higher than the group room rate provided to any other comparable group business over the following time frame:
* No Walk Clause-no attendees will be walked from LPCA room block
* Late check out
* Group rate will be honored three (3) days pre and three (3) days post your event dates, until hotel reaches 85% projected occupancy.

**LPCA Foundation Silent Auction set up**

Four (4) 6’ tables

**Gale Macke, CEO /Executive Director**

**Email: LPCA@LPCAGA.org**

**Phone: 770-449-4547**

**LPCA, the Licensed Professional Counselors Association of Georgia**

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**Established 1987 EIN: 58-1804738**

***Counselors Promote Quality of Life! LPCA Promotes Counselors!***