

## Request for Proposals: 2025 Annual Conference

ABFM requests proposals for hosting the 2025 Annual Conference. The conference should be scheduled for a Thursday through Saturday in September or October 2025.

Proposals from prospective host committees should include the following:

- Identify the host committee members and their affiliations.
- Select a city that is accessible by economical air transportation and offers sufficient amenities for the conference.
- Select a venue for the conference and lodging that can accommodate the conference meeting and room requirements. If the venue and lodging are in different locations, describe options for participants to go from conference lodging to conference venue (distance for walking, time by vehicle, etc.).
- Secure economical price quotations for the following items:
  - Guest Room Night Commitment: about 265 room-nights approximately distributed as below
    - Wednesday 60-70
    - Thursday 70-90
    - Friday 80-100
    - Saturday 20-40
  - Plenary session rooms (possibly one session Thursday and one Friday for 130-175 people)
  - Meeting rooms (8 breakout rooms in continuous use from Thursday morning through Saturday afternoon)
  - Continental breakfast (Thursday, Friday and Saturday) and break food service (3 each on Thursday and Friday for 100 to 125 persons, and one on Saturday for 70 to 85 persons).
  - Friday luncheon (140-175 persons)
  - Two receptions (hors d'oeuvres for 150 persons and cash bar service).
  - If the local hosts are able to provide a high-level conference sponsorship, this is a favorable consideration.
  - Detailed arrangements and costs of possibilities for audio-visual support and services. This may include any combination of services and equipment provided by, and fees charged by, the conference hotel or other service providers including the host committee.
  - Location for registration activities that has access to wi-fi.
  - Prepare a total estimated hotel cost to the association (do not include guest room nights) for the use of hotel facilities and food service.
  - ABFM usually receives a number of free guest room nights depending on the number of paid guest nights booked. These are normally used for invited speakers, award winners, or other special guests. Provide information on this.
- Provide information, including cost, on transportation options from the closest airport to the conference hotel. Be sure to state whether the hotel has shuttle service.
- Briefly describe a plan to market the conference to potential attendees in the area who are not members of ABFM, and identify potential local sponsors (including governments, associations, businesses, and universities).
- Prepare a list of amenities near the conference, including restaurants, attractions, shopping, and other hotels that can be available if the conference hotel reaches capacity.

The 2025 Conference Site Selection Committee consists of Justin Ross (chair), Jerry Zhao (*ex officio*), Hai (David) Guo (*ex officio*), Yu Shi, David Matkin, and Robert Buschman.

Please submit proposals via email **by January 25, 2024**, to Justin Ross, Indiana University, [justross@indiana.edu](mailto:justross@indiana.edu), 812-856-7559.