



IGLTA
ADVANCING
LGBTQ+ TRAVEL

IGLTA Annual Global Convention

Hotel Facility RFP Requirements

2025 RFP - North America (Canada, Caribbean, Mexico, USA)

Preferred Months: October

Event Overview:

The IGLTA Annual Global Convention is a collaboration with the host city/region/country to both promote LGBTQ+ tourism as well as showcase the destination to a global audience of tourism professionals, media, and thought leaders in travel. Our 2019 convention in New York City brought together over 700 delegates from 40+ countries. Our 2022 convention in Milano attracted more than 550 attendees from 40+ countries.

As a member-based organization, only IGLTA member DMO's and hotel properties will be accepted for consideration. Membership with IGLTA provides year-round tourism marketing to the LGBTQ+ travel segment we represent. Information about IGLTA membership is available at www.iglta.org/join.

RFP Detail:

IGLTA will secure a hotel partner based on responses to the following RFP specifications:

Preferred Dates, avoiding major international holidays, including religious:

1st Choice - Late October (October 17-31)

2nd Choice - Early November

3rd Choice - Late September

Housing Needs:

	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
ROH – Standard Single or Double/Dou ble	0	8	15	234	254	234	34	4
Staff – Standard Single or Double/Dou ble	17	20	20	20	20	20	16	0
Buyer Rooms – Standard Single or Double/Dou ble	0	1	1	75	75	75	4	1

Suites	0	10	10	10	10	10	10	1
Total	17	39	46	339	359	339	64	6

Meeting Space Needs:

See [schedule of events](#) for detail on room needs. Any rooms that are used on consecutive days should be on a 24-hour hold.

1) BID SHOULD INCLUDE

- a. Room rate and any/all other pertinent financial details.
- b. The hotel must have undergone diversity/LGBTQ+ training for its staff prior to our conference.
- c. To educate 'buyers' (travel advisors, tour operators, meeting planners) of the destination and hotel, will the CVB/DMO along with the host hotel cover the room night expense of this group of buyers or offer a very reduced room rate? Typically we have 75 rooms per night for buyers, so it is important for the group to be treated like a familiarization trip, including lower room rate pricing, welcome amenity, tours, etc.

2) LGBTQ+ EQUALITY

- a. Please provide details of legal rights and any advances in your location relevant to our community.
- b. Does your property have a diverse supply chain, including support of LGBTQ+ businesses?

3) SUSTAINABILITY

- a. IGLTA and its members have a focus on sustainable/responsible tourism. Please share your ideas and best practices on how hosting our convention can be done in the most sustainable way possible. We

welcome your initiatives and ideas.

4) ADDITIONAL CONCESSIONS

- Waiver of room attrition
- Complimentary Staff Sleeping Rooms (approximately 17 rooms per night)
- Complimentary, or deeply discounted, "Buyer" (travel advisors, tour operators, meeting planners) rooms (75 per night)
- One (1) complimentary room per forty (40) revenue generating rooms on a cumulative basis.
- US \$10 rebate to IGLTA master bill on all revenue generating rooms, including rooms found to be booked outside of the block when conducting a registration audit.
- One (1) complimentary suite for duration of contracted dates.
- Fifteen (15) room upgrades to suites at the group rate.
- One (1) room upgrades to suite at the group rate for Meeting Planner.
- Twenty (20) complimentary pre-planning nights for staff convention planning/marketing visits outside of staff retreat
- Ten (10) complimentary overnight Valet parking passes per day.
- Five (5) complimentary daytime Valet parking passes per day.
- US \$10 off prevailing valet and self-parking rates for all contracted dates.
- Double rewards points for IGLTA AND Meeting Planner.
- Hotel room cutoff date no more than 14-days prior to start of block. Reservations made by attendees after the pickup date will be at the group rate until the block is sold out.
- After the cutoff date, Hotel will offer unassigned rooms to other individuals or groups, and will count those rooms booked toward the pickup.
- Rate protection clause.

- Rates should be commissionable to Meeting Planners, including miscoded rooms.
- Any rooms occupied by a guest on the IGLTA registration list, but not coded to the Group in the hotel's system, will be credited to IGLTA's pickup.
- 50% discount on Shipping Rates and package handling
- Waive any marketing fees for branding in host property, including key cards, signage, clings, etc
- Complimentary general session power and facility wall power.
- F&B minimum in host hotel of US \$65,000.
- One (1) complimentary wired internet connection at the registration area.
- One (1) complimentary wired internet connection in the general session room.
- Complimentary AV for IGLTA Board Meetings.
- Complimentary wifi, with custom SSID, for all attendees in meeting space.
- Ability to use an outside AV partner for general session, breakout/meeting rooms and contracted common areas with no penalties for not using the in-house AV company. An opportunity to match pricing will be given to the in-house AV company.
- All meeting rooms that are used on consecutive days will be held with a 24-hour room hold.

IN CONCLUSION

Your bid should address each of the items above, clearly expressing your capacity for each/every item. The responses will be compared with the other bidding hotel partners for levels of commitment as well as creativity and ideas offered outside the RFP.

BENEFITS TO THE HOST HOTEL

Hosting an IGLTA global convention certainly raises the awareness of your destination to the industry as well as travelers. Listed below are activations in addition to the overall exposure received from our members attending the convention:

- IGLTA will recognize the host hotel property on convention-related marketing assets and social media for up to one year prior to hosting the convention, including, but not limited to the following: IGLTA Convention website, convention-related e-blasts, IGLTA eNewsletters, press releases, sponsor appreciation video, convention mobile app.
- Dedicated eBlast to IGLTA Members & Registered Convention Participants
- Promotional item inserted in Convention Delegate Welcome Bag (if there is one provided to attendees)
- Recognition in the following convention-related communications:
 - Convention press release (375+ media outlets)
 - Convention article in IGLTA B2B eNewsletter (12,000+ opt-in subscribers)

To view a sample of exposure for the host city from a previous convention:

<https://custom.cvent.com/A430BC772D794CE7A39E37DC26B96ED1/files/3a6fde30287c42019e49bdc6a8b1feff.pdf>

TIMELINE

November 19, 2022 - IGLTA RFP released to DMO members within North America

We request that DMO's interested in exploring a possible submission for our convention to advise IGLTA. Our team will answer any questions you may have and keep you informed in the process.

March 31, 2023 - Bids due to IGLTA

April 2023 - IGLTA Board of Directors choose host destination and announce the 2025 host city.

For questions and to submit interest, please contact Q&A Events at sbaugh@gandaevents.com

Updated: February 2023