



Conference Planner Request for Proposal

Overview/ Background

The National Water Resources Association (NWRA) is a non-profit, non-partisan association that advocates on behalf of agricultural and municipal water providers on federal water policies. Water is one of our nation's most critical resources and the NWRA is dedicated to the promotion of policies that ensure safe, affordable, and reliable access to this vital resource.

NWRA also hosts four conferences each year that provide educational and networking opportunities for our membership. These conferences are generally held in January (Leadership Conference), April (Federal Water Issues Conference), August (Western Water Seminar) and November (Annual Conference). Conference attendance ranges from approximately 70 for our Leadership conference to over 350 for our Annual Conference. The Federal Water Issues Conference is always held in Washington, DC. Other conferences rotate throughout the Western United States.

NWRA developed a strong working relationship with our prior conference planner who helped the association plan and execute successful 100 meetings. Our prior conference planner retired at the end of 2018 and we are seeking an equally dynamic and dedicated individual to help us plan and execute future conferences.

Scope of Work

NWRA is seeking a conference event planner/coordinator to help manage conferences beginning in February 1, 2019. Chosen candidate will have strong organizational and interpersonal skills and a passion for customer service.

The intended role of contracted services will include but are not limited to:

- Work with existing NWRA contracted hotels
- Help identify venues for future conferences and work with NWRA staff on contract negotiations.
- Registration services –on-site and potentially online
- Act as the primary liaison between NWRA and hotels on all logistical issues including but not limited to:
 - meeting room access and scheduling,
 - guest room block and associated issues,
 - food and beverage selection,



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- audio visual selection, and
 - vendor and exhibitor space assistance.
- Providing on-site technical and logistical support during the conference
- Preparing a post-conference report for NWRA staff
- Hotel final bill walk through and review with NWRA staff.

To Apply:

Please send your proposal, resume, and references Attention To: EVP Ian Lyle at ILyle@NWRA.org by Friday, January 25, 2019.

For additional information visit www.nwra.org or call NWRA EVP Ian Lyle at (202) 698-0693.