



**KEEPING
ASIA PACIFIC
MEETING**



**KEEPING
AUSTRALIA
MEETING**



**KEEPING
NEW ZEALAND
MEETING**

PCOA MEMBERS REQUEST FOR A PROPOSAL - scoping information

APPLICANT CONTACT DETAILS	ANSWERS
Company making request	
Key contact	
Phone number	
Email	
Name of national account manager	
Are you an accredited member of PCOA? (If yes, please provide details)	
Is your firm an accredited event management company with PCOA? (If yes, please provide details)	
What is the event name?	
What is your relationship with ultimate client? (PCO agent, committee member, event owner)	
Please name the event owner if known	
Deadline for return of proposals	

EVENT HISTORY	ANSWERS
How many times has it been run before? (If yes, answer below)	
Where was last meeting?	
How many delegates have attended in the past?	
How many room nights were booked?	
What numbers are expected for this conference?	
Did your firm manage the event in the past?	
What % of delegates used the registration system to book their accommodation?	

DELEGATE INSIGHTS	ANSWERS
What % will travel to the conference unaccompanied?	
Describe a typical delegate?	
Describe typical delegate spending pattern – eg funded or unfunded to attend the meeting	



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THE BASIC'S	ANSWERS
Is this confirmed business for the PCO If not, please outline the request status	
What is the purpose of the event?	
What destinations are being considered?	
Do all delegates have to stay on the one property?	
What are the main venue considerations and limitations that need to be considered?	
Where are guests coming from - International / Domestic. If Domestic guests, are they from major cities / regional areas? What is the percentage split?	
Are the dates flexible or 100% confirmed? Is the client willing to move dates if it allows for significant savings?	
What are fundamental items which are expected by delegates at the event (eg; wifi, car parking, quiet rooms, hotel star rating)?	
If a conference, how many days before the start of the event will the early bird deadline be? eg; 120, 90, 60, 30?	
If a conference, what percentage of registrations will take place in the early bird week?	
Accommodation types the PCO / Association are requesting proposals for (i.e. Luxury, budget, self-catering etc.)	
What is the minimum block size required?	
How many rooms will the client be buying for committee and speakers?	
Are there any other event requirements i.e. cocktail reception, gala dinner/event, transport, group activities etc.?	
What AV items are definitely required? (outline your expectations on equipment inclusions)	
Will you need to bring in third party AV suppliers?	



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POINTS OF DIFFERENCE – Indicate Interest	YES/NO	COMMENTS?
Will there be interest in pre and post extensions/tours?		
Historically are multiple types of accommodation offered to delegates, if yes, please describe?		
What catering is required? (Please append program or complete below outline if it known)		
Do you require a site inspection?		
Do you expect delegates who book direct with the hotel to be counted as part of the room block and to generate commission?		
Do you allow individual guests to collect member reward points for their stay?		
Will you have a lead accommodation provider/Headquarter hotel, and if so, will you be able to confirm the rooms needed for VIP's, Association Board members, organizers / staff, or exhibitors at time of contracting? What are the requirements of the Headquarter hotel?		
Is booking accommodation with the PCO mandatory? If not, what will help increase direct bookings with the PCO?		

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REQUIREMENTS						
DAY	PLENARY MEETING ROOM REQUIREMENTS	BREAKOUT ROOM REQUIREMENTS	EXHIBITION REQUIREMENTS	IS AN OVERNIGHT HOLD REQUIRED	SOCIAL EVENTS	DAILY CATERING REQUIREMENTS
EG.	8am – 5pm 500pax Classroom Style	3 breakouts 50pax per room Cabaret style	30 x 3 x 2m booths	Yes	6pm to 9pm 350pax Welcome Reception	DDP for 500pax To be served in Exhibition area
1						
2						
3						
4						

ACCOMMODATION BLOCK			
Day 1*	Day 2*	Day 3*	Day 4*

**Please insert number of rooms required*