

REQUEST FOR PROPOSAL CAMRT Corporate Hotel 2022-2024

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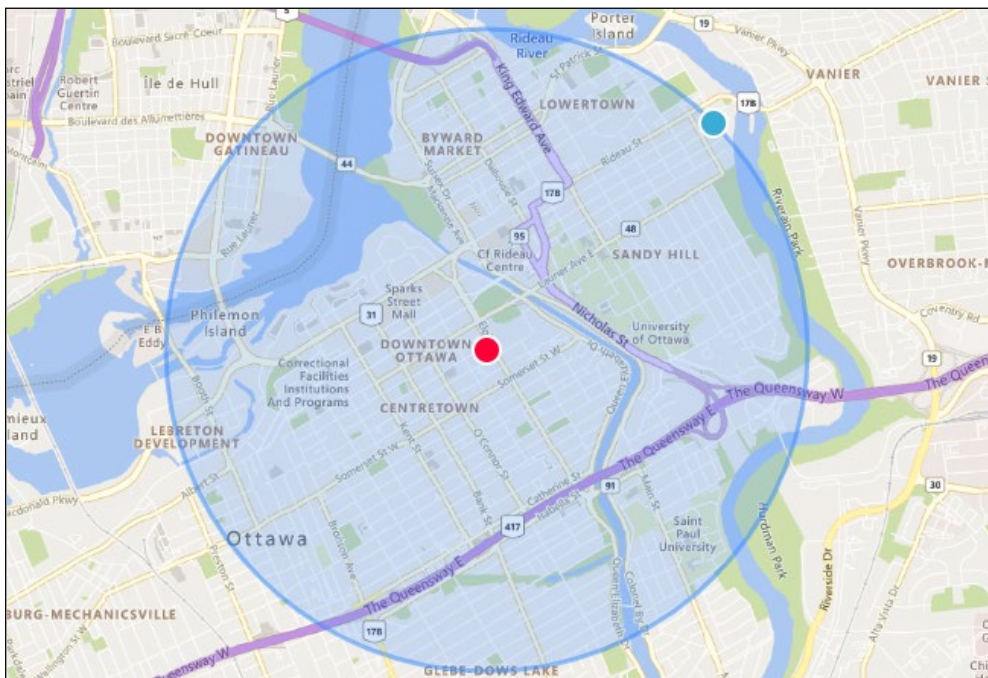
Submission Deadline: Friday, November 12th, 2021

About CAMRT

The Canadian Association of Medical Radiation Technologists (CAMRT) is Canada's national professional association and certifying body for medical radiation technologists and therapists across the country. There are four disciplines represented among CAMRT's membership: radiological technology, magnetic resonance, nuclear medicine and radiation therapy. CAMRT is the national body that, in a partnership with provincial organizations, share a common membership of approximately 11,000.

Overview

For 2022-2024, CAMRT is seeking a corporate hotel in Ottawa to hold meetings related to governance, committees, education, staff and other CAMRT business meetings. The meetings differ in nature, some requiring only meeting space while others require meeting space and guestrooms. Appendix A contains a chart listing of meetings anticipated to be taking place in 2022. We are looking for a property that is within a 2km radius of our offices which are located at 180 Elgin Street in Ottawa.



Guest Room Requirements

CAMRT seeks a competitive corporate rate that should apply to guestrooms associated with meetings held at the hotel as well as guestrooms booked by individuals who are attending smaller meetings held at the CAMRT head office.

For guestrooms associated with meetings, CAMRT usually submits a rooming list. However, there will be instances where guests will need the ability to register individually, perhaps with a corporate code or link.

Requirements

- Complimentary wireless internet
- On occasion, suites at a reduced cost for the CAMRT President and other VIPs
- All reservations must be guaranteed for late arrival
- The corporate rate must apply three nights pre and post meeting dates.

Assets

- Complimentary upgrades to club level guestrooms for Board of Directors meetings

Meeting Room Requirements

Meeting room requirements vary; please refer to Appendix A for a snapshot of the typical annual requirements for CAMRT.

Requirements

- Ability to host meetings (Ushape) for 5- 25 attendees
- Wireless internet in the meeting rooms; preference will be given to those who provide complimentary service

Assets

- Meeting rooms with ample space and no obstructions, such as pillars, are preferred
- A dedicated complimentary lunchroom for the Board of Directors meetings
- Large enough meeting rooms to accommodate meals inside the room

Meeting Package

CAMRT is interested in a flexible meeting package rate per person that includes meeting room rental, food and beverage, basic A/V, and complimentary wireless internet in the meeting rooms.

Most CAMRT meetings will include all or a combination of breakfast, 2 refreshment breaks and lunch. CAMRT would like the flexibility of using meal chits for breakfast in the restaurant, to accommodate guests with jet lag by offering a flexible breakfast time in the restaurant. The ability to offer a variety of lunch options is of importance as some of the meetings that will be booked will last up to 5 days.

Occasionally a reception or dinner is held in conjunction with a CAMRT meeting.

For most meetings, basic audio-visual equipment is required: screen, projector, and laptop.

Assets

- Basic AV included
- Complimentary flip charts and markers, extension cords, power bars

Special Consideration

Special consideration will be given to hotels who will provide the following:

- All-inclusive flexible meeting packages
- Complimentary wireless internet in guest rooms and meeting rooms
- Gym memberships to CAMRT staff at a reduced rate

Submission deadline

Proposals must be received **no later than Friday, November 12, 2021** To submit a proposal or for further information please contact Ashley Craven, acraven@camrt.ca (email inquiries preferred).

Appendix A

The following represents the anticipated list of meetings for 2022-2024. Dates and requirements may change as the schedule is finalized.

Room nights 2022	132
Room nights 2023	407
Room nights 2024	435

	Date or at least month	# of days	Meeting	# of participants (that require guest rooms)	# of mtg. packages/meals/ participants per day*	total # of mtg. packages (meals)	# of guest room nights	Suite required Y/N	A/V equipment**	Other Notes
2022	Sep-22	3	MR Item writing	5	6	18	15	N	Screen, projector	
	Sep-22	3	RTR Item writing	5	6	18	15	N	Screen, projector	
	Sep-22	3	NM Item writing	5	6	18	15	N	Screen, projector	
	Sep-22	3	RTT item writing	6	7	21	18	N	Screen, projector	
	November 17-18	2	BOD meeting	12	19	38	24	Y	Screen, projector	
	May or October	3	Leadership Development Institute	15	20	60	45	N	Screen, projector	
2023	Jan-23	5	MR Exam Validaion committee	10	11	55	50		Screen, projector	
	Jan-23	5	RTR Exam Validaion committee	10	11	55	50		Screen, projector	
	Jan-23	5	NM Exam Validaion committee	10	11	55	50		Screen, projector	
	Jan-23	5	RTT Exam Validaion committee	11	11	55	55		Screen, projector	
	Apr-23	1	Mental Health Working Group	6	8	8	6	N	Screen, projector	This meeting could take place in April or May
	Sep-23	3	MR Item writing	5	6	18	15			
	Sep-23	3	RTR Item writing	5	6	18	15			

2024	Sep-23	3	NM Item writing	5	6	18	15			
	Sep-23	3	RTT item writing	6	6	18	18			
	November 16-17	2	BOD meeting	12	19	38	24	Y	Screen, projector	
	Oct	2	Certificate Group CIR	5	6	12	10		screen, projector	may be in spring
	Oct	2	Certificate Group CDC	5	6	12	10		screen, projector	may be in spring
	Sept	2	Competency Steering Group	12	14	28	24		screen, projector	This is a prediction based on what happened last time might be off
	May or October	3	Leadership Development Institute	15	20	60	45	N	screen, projector	
	Spring	2	Best Practice Guidelines Committee	10	12	24	20	N	screen, projector	
2024	Jan-24	5	MR Exam Validaion committee	10	11	55	50			
	Jan-24	5	RTR Exam Validaion committee	10	11	55	50			
	Jan-24	5	NM Exam Validaion committee	10	11	55	50			
	Jan-24	5	RTT Exam Validaion committee	11	11	55	55			
	Apr-23	1	Mental Health Working Group	6	8	8	6	N	Screen, projector	This meeting could take place in April or May
	Sep-24	3	MR Item writing	5	6	18	15			
	Sep-24	3	RTR Item writing	5	6	18	15			
	Sep-24	3	NM Item writing	5	6	18	15			
	Sep-24	3	RTT imte writing	6	6	18	18			
	November 14-15	2	BOD meeting	12	19	38	24	Y	Screen, projector	
	Oct	2	Certificate Group CTIC	5	6	12	10		screen, projector	may be in spring
	Oct	2	Certificate Group CBI	5	6	12	10		screen, projector	may be in spring
	Dec	3	Competency Steering Group	12	14	42	36		screen, projector	predicting this will be in late 2024 or early 2025
	June	3	SME Competency Profile Group	12	14	42	36		screen, projector	predicting this will be spring 2024 but have not started planning

	May or October	3	Leadership Development Institute	15	20	60	45	N	screen, projector	
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