

Request for proposals

Venues and hotel blocks for 2025

Midwest Bisexual Lesbian Gay Transgender Asexual College Conference

The Midwest Institute for Sexuality and Gender Diversity seeks qualified proposals for hosting the 2025 Midwest Bisexual Lesbian Gay Transgender Asexual College Conference (MBLGTACC). The proposed conference dates should be in October or early November.

About the conference

MBLGTACC is the largest and oldest continuously running conference for queer and trans college students and young adults. The three day, two night conference runs Friday afternoon through Sunday afternoon (*Appendix 1*). The 2025 MBLGTACC is the 33rd annual conference. Hosted by the Midwest Institute for Sexuality and Gender Diversity, the conference is expected to gather 1,800-2,000 LGBTQ+ college students from across the Midwest.

Conference attendees are primarily LGBTQ+ college students from across the Midwest. Registration fees are as low as possible to ensure financial accessibility. In 2023, the registration fee was set to \$100. The conference budget—excluding personnel expenses—is \$160,000-180,000 (*Appendix 2*).

Planning committee

MBLGTACC is planned by and for queer and trans students and young adults. The Midwest Institute for Sexuality and Gender Diversity provides skill development and technical assistance for a student planning committee. The planning committee decides the program theme and content. Priority will be given to proposals which include a plan for assembling a planning committee of (semi-)local students and young adults to decide the conference programming.

Funding opportunities

Preference will be given to proposals which include information on any grants or funding opportunities available through the Convention and Visitors Bureau or other incentive programs.

Event space requirements

Room Use	Number Needed	Days Needed	Capacity
Plenary/Entertainment	1	Friday-Sunday	2,000
Vendor Fair	1	Friday-Saturday	25 10x10 booths
Office/Registration Counter	1	Friday-Sunday	25
Breakout Sessions	14	Saturday-Sunday	120-150
Wellness Space	3	Friday-Sunday	25
Social	1	Friday	50

Hotel block

Attendees of the conference book and pay for rooms on their own. The 2023 block is for 250 rooms on Friday and Saturday night (500 room nights). Additionally, a staff block is requested with a suite and 10 rooms for Wednesday through Tuesday.

Preference will be given to blocks with a high number of double queen rooms and to the most affordable rates for attendees. In 2023, the conference hotel rate was \$169 per night.

Food and beverage requirements

Food and beverage service will likely include:

- Friday Advisor Social with cash bar and hors d'oeuvres (50 people)
- Saturday Lunch and Learn, box lunches (2,000 people)
- Saturday break refreshments (2,000 people)
- Staff/VIP meals (15-20 people)
 - Friday Lunch and Dinner
 - Saturday Breakfast, Lunch, and Dinner
 - Sunday Breakfast

A/V needs

Plenary/Entertainment

- Need stage lighting & several microphone options
 - Lavalier mics for keynote speakers
 - Lectern for welcome address
 - Handheld mics for panel presenters
- Projector/screen

- May need 2 screens, depending on CART/ASL service provider
- Internet
 - Dedicated ethernet connection

Breakout Sessions

- Handheld mic for presenters (wired or wireless)
- Projector & screen for presenter owned laptops
- Wi-Fi throughout facility for presenters and attendees

Deadline

The Midwest Institute for Sexuality and Gender Diversity will accept proposals until 5:00 p.m. Eastern Standard Time on November 10, 2023. Please package proposals as a PDF and email to hello@sgdinstitute.org. Proposals must include the cover sheet located at the end of this document.

Appendix 1. Tentative schedule

Friday

Time	Activity
2:00 - 10:00 pm	Registration/Check-in
5:00 - 10:00 p.m.	Vendor Fair/Maker Market
6:30 - 8:00 pm	Opening Remarks and Keynote
8:00 - 10:00 pm	Games and Crafts
8:30 - 10:00 pm	Advisor Social

Saturday

Time	Activity
8:00 am - 7:00 pm	Registration
9:00 - 10:15 am	Breakout Session
10:15 - 10:45 am	Break
10:45 am - 12:00 pm	Breakout Session
12:00 - 2:00 pm	Lunch and Learn
2:00 - 3:15 p.m.	Breakout Session
3:15 - 3:45 p.m.	Break
3:45 - 5:00 p.m.	Breakout Session
5:00 - 5:30 p.m.	Break
5:30 - 6:30 p.m.	Keynote
6:30 - 8:30 p.m.	Dinner Break (attendees on own)
8:30 - 11:00 p.m.	Entertainment

Sunday

Time	Activity
9:00 - 10:15 a.m.	Breakout Session
10:15 - 10:45 am	Break
10:45 am - 12:00 pm	Breakout Session
12:00 - 12:30 p.m.	Break
12:30 - 1:00 p.m.	Closing Remarks

Appendix 2. Sample Budget

Expenses	Budget
Program & Talent	
Speakers and Entertainers	\$ 25,000.00
Marketing & Communications	
Program guide	\$ 8,500.00
Swag	\$ 2,500.00
Photographer	\$ 2,500.00
Print & social ads	\$ 500.00
Printing	\$ 2,000.00
Cover art commission	\$ 1,500.00
Logistics	
Space rental	\$ 50,000.00
AV services	\$ 15,000.00
Catering	\$ 30,000.00
Postage & shipping	\$1,200.00
Supplies	\$ 2,000.00
Travel, lodging & meals	\$ 18,000.00
Attendee Experience	
ASL/CART	\$ 2,500.00
Finance & Fundraising	
Credit card processing	\$ 3,500.00
Total Expenses	\$164,700

Proposal to Host MBLGTACC 2025

Proposal Summary

Location (City & State): _____

Dates: _____

Space Rental Fee: _____ Hotel Rate: _____

Bidder Details

Submitted by: _____

Type of entity:

College/University Convention & Visitors Bureau Other: _____

Primary Contact: _____

Email: _____ Phone: _____

Additional Contact: _____

Email: _____ Phone: _____

Additional Contact: _____

Email: _____ Phone: _____