

Statement of Need

Healthcare Information and Management Systems Society (HIMSS)
National Capital Area (NCA) Chapter

Meeting Venue

December 15, 2023

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The HIMSS NCA chapter, a 501[c] [6] not-for-profit professional organization, is seeking a suitable meeting venue to be a Facility Sponsor for our chapter meetings and events from Fall 2024 – Spring 2027. In recognition of the in-kind service to HIMSS NCA for the use of their space and facility resources, the sponsor will be recognized at the corporate sponsorship level, including at Chapter events and during our marketing of programs. We invite all qualified facilities interested in supporting our chapter to submit proposals for hosting our events. Please carefully review the following requirements and provide your detailed response by **March 22, 2024**.

About HIMSS NCA:

HIMSS NCA is the only federally focused chapter of the Healthcare Information and Management Systems Society (HIMSS). Based in the Washington, DC metropolitan area, our chapter has a global membership, consisting of professionals who are passionate about health information management and the technologies that drive health information innovation.

Our mission is to promote professional approaches to the development, operation, and improvement of healthcare information management systems that benefit the local healthcare community while working collaboratively with HIMSS National.

Our chapter conducts monthly meetings on the third Thursday of the month between September and June each year; with the exception of the month of December. Generally, the monthly meetings start with a catered networking session followed by our advocacy and educational sessions and post-session discussions. We are looking for a sponsor who can support our facility requirements:

The following are our facility requirements:

Timeframe: September 2024 through July 2027

Conference Space:

- Space to accommodate a potential 150 seated guests in theater (or classroom) seating with stage, podium, and AV capabilities. Space is required from 4:00 p.m. until 9:00 p.m. on the day of the program.

- Desire for two additional rooms (for approx. 50 guests each) with AV capabilities for breakout sessions or overflow.
- Designated registration area.
- Lavalier and table-top wireless microphones, as well as handheld microphones.
- Networking area for pre and post-event activities. Desire for hi-top tables and chairs for meeting participants.
- Area for food and beverage service.
- Designated on-site event coordinator to assist with event logistics.
- Support for remote speakers (hybrid capabilities).

Meeting Space: Board Meetings (anticipate one meeting/month for two hours):

- Dedicated space for board meetings from 3:30 p.m. until 5:00 p.m. on the day of the program.
- Audio/Visual equipment and on-site technical support for board meetings.
- This space will additionally to be used as a Green Room for program speakers in advance of the chapter meeting at 6:15 p.m.

Meeting Space: Mentorship Session Meetings (anticipate one meeting/month for two hours):

- Meeting space or classroom to accommodate around 25 guests for a mentorship meeting from 4:00 p.m. until 5:30 p.m. on the day of the board meeting and program.
- A/V equipment and on-site technical support.

Food/Beverage Service (HIMSS NCA will cover costs of food/beverage services):

- Access to caterer with a diverse buffet menu. (This could be a caterer that works with your organization or the ability to bring in an outside caterer).
- Bar service.
- Dessert service.
- Provision of coffee, tea, and water service.

Location and Parking:

- On-site or close proximity parking with a capacity of up to 150 spaces for event attendees. If cost for parking, please provide an estimated cost per vehicle.
- Availability of Public Transportation (i.e., WMATA).

Security/Administration:

- On-site administrative and security staff available from 3:00 p.m. until to 10:00 p.m.

Other (Optional Services):

- Professional photographer to cover all events and provide studio time for headshots or other needs (up to four additional days).
- Shuttle service to and from the metro if not within walking distance.
- On-site printing capability.

All interested venues are requested to submit the following information in response to this RFP:

Venue Details: Provide a detailed description of your venue, including its location, size, layout, and any unique features.

1. **Accommodation Capacity:** Describe how your venue can meet the capacity requirements for the conference and meetings.
2. **Audio/Visual Capabilities:** Outline the A/V equipment available on-site and your technical support capabilities.
3. **Food and Beverage Services:** Share your catering options, including menus and details on bar and dessert services.
4. **Parking and Security:** Detail your on-site parking facilities and security measures. Please summarize your visitor process for an outside group (to our registrants)
5. **Additional Services:** Explain how you can meet the needs for a professional photographer and on-site printing.
6. **References:** Share contact information for at least three references from organizations that have used your venue for similar events.

Please submit your response by **March 22, 2024** via email to nca.president@himsschapter.org. If you have any questions or require further clarification on our requirements, please contact Maria Gaboury at nca.president@himsschapter.org.

We look forward to receiving your response and appreciate your consideration.

Thank you for your interest in hosting our events.

Sincerely,
Maria Gaboury
HIMSS NCA President-Elect

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