



Request for Proposals

ORGANIZE AND IMPLEMENT SPORT EVENTS CONGRESS 2023  
RICHMOND, BC

Issue Date	Monday, January 16, 2023
Closing Date and Time (Pacific Time)	Friday, January 27, 2023 5:00pm PT
Delivery of Submissions	Submit a Submission by email to: <b>sec@sporttourismcanada.com</b>
Official Contact	Janet Guthrie, STC Board, SEC23 Working Group
Target Start Date	As early as possible – February 2023

### Summary of the Opportunity

Sport Tourism Canada (STC) is seeking experienced applicants to support the coordination and delivery of the Sport Events Congress 2023 (SEC23). The event is scheduled to occur June 6-8, 2023, in Richmond, British Columbia, at the Sheraton Vancouver Airport Hotel and the Vancouver Airport Marriott.

SEC23 is the largest annual gathering of everyone connected to the over \$7.4 billion sport tourism industry in Canada, is a 3-day interactive and educational event. Over 400 people attend, including National and Provincial Sport Organizations, sport event rights holders, destination tourism professionals, event suppliers, event management firms, hoteliers, the education sector, and elected officials. Key components of the congress program include educational speakers, trade show, B2B speed dating, social activities, Prestige Awards, and the hosting of targeted of events right holders.

<https://sporttourismcanada.com/about-sport-event-congress/>

Sport Tourism Canada is an organization founded through a partnership with Destination Canada (formerly the Canadian Tourism commission) with the goal to increase Canada’s capacity to attract and host sport tourism events. The hosting of SEC is an opportunity to support business development and partnership leads for the sport tourism industry in Canada, provide education on the latest best practices in the industry, and foster social networking and connections amongst STC members.

The successful contracted event coordinator must be able to provide event management services complemented with a personal level of support and attention prior to and throughout the days of the Congress.



## Timelines

The anticipated start date for this project is the first half of February 2023. The committee will like an event coordinator to start as soon as possible. The projected end date for this project is August 2023.

## Submission of Proposals

Complete proposals, including all attachments or enclosures must be electronically received before the Closing Date: **Friday, January 27, 2023, at 5:00pm PT** to the Sport Tourism Canada email: **sec@sporttourismcanada.com**

## Late Proposals

Proposals will be marked with their receipt time. Only proposals received and marked before the Closing Date and Time will be considered to have been received on time.

## Evaluation

Evaluation of proposals will be by a committee formed by STC and may include employees and contractors of Richmond Sport Hosting (RSH) and other appropriate participants.

STC's intent is to enter into a contract with the successful event coordinator who has demonstrated their relevant experience, sufficient capacity of key staff to host a successful SEC23 in a tight deadline and have competitive pricing to support the overall financial success of the Congress.

An event coordinator that can be available as early as possible in February 2023 will also be deemed favourable.

Proposals will be assessed in accordance with the outlined scope of work and deliverables of the RFP and those contractors that can demonstrate previous success at organizing similar conferences.

## Background

STC is hosting SEC23 in partnership with RSH, Tourism Richmond and the Richmond Hotel Association. Originally the Richmond Sport Events Congress was contracted to take place in 2021, but due to the pandemic and travel restrictions, was postponed to June 2023. As a result, initial planning deliverables of SEC23 have been secured with event space and room blocks contracted at the Sheraton Vancouver Airport Hotel and the Vancouver Airport Marriott. An initial program schedule has been drafted with further input and securing of speakers to take place over the next 5 months with the successful event coordinator.

During the pandemic STC hosted a virtual SEC with its membership in 2021, and since then has successfully hosted an in-person SEC22 in Edmonton, AB, Nov 2-4, 2022, with 355 attendees.

To support the planning and delivery of SEC23, a working committee of the STC Board and select members ('SEC23 Working Committee') have been put in place to work directly with the successful applicant to transfer the knowledge of best practices from previous Congresses and support the



development of the Congress education and speaker program. RSH and their partners (RSH Advisory Committee) will be leading the planning and hosting of 2 hospitality social activities for all event delegates that will take place in the evenings of June 6 & 7, 2023 of the Congress.

**Please refer to Appendix A for the preliminary SEC23 draft program schedule – as of Dec 2022.**

## Sport Events Congress Components

More than just a conference, Sport Events Congress includes both education and business development opportunities that are all presented in a fun and experiential manner. SEC focuses on delivering a high-quality delegate experience that integrates best practices such as diversity, inclusion and equity and sustainable event hosting practices.

### Education and Professional Development Plenary and Breakout Sessions

Comprised of a combination of plenary and breakout sessions. The tentative plan for SEC23 includes three (3) plenary sessions occurring in conjunction with meals. There are several planned concurrent breakout sessions as well as some alternative educational sessions for delegates not participating in the Sport Events Exchange. The SEC23 Working Committee will support the development of educational and professional development topics and recommend potential speakers for those sessions. It will be the event coordinator's responsibility to manage all speaker communication and coordination of their participation in SEC23.

### Sport Events Exchange

Sport Events Exchange is a business development opportunity where upwards of 400 B2B appointments are conducted. STC Members have valued the Exchange to be the primary reason why they attend Congress each year. The Exchange is commonly referred to as 'speed dating' between destinations and events rights holders. During the Exchange, events rights holders are seated at tables and the destinations move from meeting to meeting around the banquet hall. In the past, meetings have been eight (8) minutes each with two (2) minutes given as a transition time in between appointments. Only those with scheduled appointments during each time slot are permitted in the hall, all others must leave the hall. Those without appointments are encouraged to wait outside the hall and are welcome to pick up any appointments that may become available. For the purposes of this contract, the scope of work for the event coordinator will be to manage the day of Exchange experience, (room set up, AV, onsite coordinator, etc.) it does not include the drafting of the appointment schedules. The SEC23 Working Committee is currently evaluating, sourcing and negotiating third party software that will provide the optimal schedule and match destinations with the appropriate events rights holders.

### GoCongress!

The *GoCongress!* program is a hosted buyer program for eligible Canadian sport organizations to attend SEC23 as a guest of STC and RSH. Access to this program is by invitation only and selection is at the discretion of the program partners. Targeted *GoCongress!* participants are National Sport Organizations (NSOs) or Events Right Holders (ERHs) who have events that align RSH priorities, and they want to personally invite and host them to attend SEC23 in Richmond. From a list of 126 potential sport event



organizations, Richmond will prioritize their primary and secondary invitations and eliminate organizations who are not applicable to their destination. Those not selected to participate in the *GoCongress!* program are still eligible for SEC23 and can participate in all other scheduled activities for the Congress at their own expense. RSH has provided a capped budget to cover the expenses of the *GoCongress!* program (anticipated 50-75 participants). The event coordinator will track the expenditures on this budget and provide a monthly report to RSH to ensure we stay within their dedicated budget. The successful event coordinator's responsibilities for this program include managing all *GoCongress!* communications with targeted participants, managing the dedicated budget, coordinating their travel and accommodation to and from Richmond, and liaising with RSH to ensure that their planned VIP functions for these participants are appropriately aligned with the overall SEC23 program schedule. *GoCongress!* participants receive (1) complimentary SEC23 registration with the opportunity to purchase additional SEC23 registrations at a reduced cost for additional individuals in their organizations. *GoCongress!* SEC23 registrations will be managed by the event coordinator.

#### [Vendor Alley](#)

Vendor Alley is a tradeshow opportunity for sponsors. Event suppliers and service providers along with destinations typically engage in this opportunity. There are currently plans for 20-25 booths with the potential to expand this number if desired. Vendor Alley runs throughout Congress.

#### [Sponsorships](#)

In addition to Vendor Alley there is a full sponsorship program for Congress. There are a variety of cash and budget reducing in kind sponsorships available each with its own fulfillment requirements. Sponsorship packages have been drafted and will be solicited to STC membership and targeted attendees of the Congress. The SEC23 Working Committee will lead sponsorship solicitation, with the event coordinator responsible for contracting, fulfillment, and final reporting.

#### [Networking and Social Events](#)

Networking opportunities are a key component of Congress that are highly valued by delegates. STC is always looking to create unique opportunities for delegates to build relationships and to share ideas. For SEC23 several functions have been incorporated into the schedule including.

- Sweatworking, a fitness break
- Members Reception
- Late Night Socials

As a component of the host city's contract for SEC23, RSH will plan, budget, and deliver daily social activities for the delegates. It is up to their team to organize these activities and is outside the scope of this contract. For SEC23, RSH's tentative plans for delegates include an evening at the River Rock with dueling pianos, and an activity program featuring the Richmond Oval with several try-it events on location.

#### [Prestige Awards](#)

The Prestige Awards celebrate the outstanding accomplishments in sport tourism and is an opportunity for finalists to be recognized on the national stage by their peers. It is the event coordinator's

responsibility to plan and host the awards ceremony which is currently drafted in the SEC23 program schedule to take place during the lunch session on the final day of the Congress. The nomination, judging and selection process is STC's responsibility.

## Scope of Work and Deliverables (Event Coordinator)

The hosting of SEC23 will require strong collaboration and communication between the over-arching SEC Working Committee, RSH Advisory Committee, and the event coordinator.

The number of participants expected to attend the conference is 350-400. Approximately 300 members will register thru the event registration platform and make their own travel arrangements to attend the Congress. 50-75 delegates who are targeted NSOs/ERHs, will be invited by RSH to attend *GoCongress!* and the event coordinator will manage the logistics of their travel and accommodation.

The event coordinator will work closely with the SEC23 Working Committee to fulfill all aspects of event delivery including planning, logistics, registration, participant support, communication and event execution which includes, but not limited to the following:

### Planning

- Collaborate with STC contractors, SEC23 Working Committee and RSH to create and monitor Congress budget and timelines, obtain necessary approvals from the SEC23 Working Committee;
- Develop and manage the event plan for décor, catering, entertainment, transportation, registration, special guests, vendors, sponsors, advertising, speakers, equipment, site visits, promotional material, event documentation, follow up surveys and post-event communications, etc.
- Assign a single point of contact from the successful event coordinator for all communication with STC, advisory and sub-committees;
- Co-manage and reconcile event budgets, expenses and timelines with SEC Working Group, RSH Advisory Committee, STC, and necessary hotel contacts;
- To obtain necessary spend approvals from SEC23 Working Committee for any budgetary items falling outside of the event approved budget;
- To provide regular reports to the SEC23 Working Committee, frequency of reporting to be determined in coordination with meeting coordinator;
- To review existing draft program, existing space assignments and recommend any improvements to the SEC23 Working Committee;
- Develop a marketing and communications plan to promote registration and attendance at SEC23;
- Where appropriate and necessary translate any SEC23 communication and signage into French;
- Use the existing brand assets of SEC23 and apply to appropriate Congress material;
- To manage all program F&B needs with hotel catering and STC led activities that may occur at other venues (RSH sponsored evening activities at the River Rock Resort and Casino, cocktail

reception and Try It activities at the Richmond Oval and the VIP Steveston Village Tour are the responsibility of RSH);

- Contracted Congress hotels (Sheraton Vancouver Airport Hotel and the Vancouver Airport Marriott) have a preferred supplier for AV (Encore); however, the hotel has expressed the willingness to be flexible if additional services are needed to host a successful event;
- Commitment to make the Congress as sustainable, inclusive and accessible as possible;
- Negotiation of event supplier contracts (hotel contracts and reserved room blocks and rates have already been negotiated and contracted);
- Schedule and attend pre-event site visits to ensure the successful delivery of SEC23;
- Coordinate and schedule any necessary volunteers; RSH to recommend any local volunteer contacts.

### Registration

- Review existing registration system and make any recommendations to improve the customer experience or ease of event management and planning;
- Monitor registration numbers and give regular reports on progress to SEC23 Working Committee and hotel contacts to support event planning and overall budget;
- Help develop a registration promotional plan, including media releases, social media posts, eblasts and video assets to targeted delegates pre, during and post event featuring the host destination Richmond, STC, and featured sponsors of SEC23;
- Translate SEC23 communications into French where appropriate;
- Oversee onsite registration and check in;
- Work with STC and RSH on scripting and key messaging;
- Monitor SEC23 email, and respond to all inquiries as necessary;
- Update the STC website SEC23 information page as necessary with all information to motivate registration;
- Other minor related duties as required to effectively manage the registration of all delegates.

### GoCongress!

- Manage invitations to targeted *GoCongress!* participants as identified by RSH has been provided a list of all eligible *GoCongress!* participants (126 organizations) – they will prioritize the list into primary and secondary invites, and eliminate all non-applicable organizations);
- Regularly update progress on accepted invitations and issue agreements in which the *GoCongress!* participant accepts the terms to participate and in exchange will receive 1 complimentary return airfare, airport transfers, 3 nights' accommodation, and 1 complimentary Congress registration;
- The event coordinator will support the *GoCongress!* participant communication, registration, accommodation and all travel needs, including contingency plans and alternative travel needs should there be travel disruptions due to weather or uncontrolled circumstances;



- Co-manage the dedicated *GoCongress!* budget with monthly spend reports to RSH and the SEC23 Working Committee (budget anticipated to host 50-75 participants with majority of anticipated participants travelling from Calgary, Toronto, Ottawa or Montreal).

### Speaker Planning

- SEC23 Working Committee will recommend potential speakers and welcome feedback from the event coordinator if they have any suggestions;
- Contact and arrange for speakers to participate in SEC23 plenary and breakout sessions including provision of Speaker agreements;
- Coordinate speaker travel arrangements and honorariums for select speakers;
- If required, work with the SEC Working Committee to set up briefing calls with all speakers prior to Congress to discuss logistics, format and key messages;
- Where necessary provide SEC assets and tools to support the development of presentations and coordinate all AV needs and technical support for each session;
- SEC23 Working Committee will support the event contractor to curate and confirm the session topics and refer potential speakers/panels/presenters;
- The event coordinator will coordinate and communicate all logistics with session sponsors, emcees and/or facilitators;
- Speaker management including coordination of presentations, bios and photos, room assignments, check in;
- Update congress website as speakers and program sessions are confirmed;
- Develop a contingency plan in case a speaker is unable to attend at the last minute and execute this plan if required;
- Other minor duties as required to effectively coordinate speaker preparation and attendance.

### Sponsorship and Vendor Alley

- Coordinate logistics for an onsite tradeshow with the hotel and any third-party service provider required (anticipated 20-25 exhibitor booths);
- Coordinate logistics and communicate all with vendor alley participants;
- Review SEC sponsorship proposals and categories and make recommendations of any edits to strengthen proposals and align with SEC23 event program;
- Event coordinator responsible for sponsorship agreements, fulfilment and final reporting;
- Support SEC23 Working Committee selling, tracking and managing the sponsorship program;
- Recommendations for value added benefits for vendor alley and Congress sponsors.

### Executing the Event

- Focus on excellent customer service and the guest experience;
- Coordination of Congress logistics, set up and tear down;
- Produce an outstanding show;

- To have adequate staff and volunteers needed to run an efficient and professional Congress, and address any issues that may arise;
- To work closely with the SEC23 host hotels, ancillary congress venues, STC, SEC23 Working Committee and RSH Advisory Committee;
- Look for opportunities to incorporate low cost and unique networking experiences into the program to encourage sponsor activations and engagement;
- Source, negotiate, and secure the provision of all audio-visual equipment and digital experts as required;
- Create a congress environment that fosters engagement and discussion;
- Structure interesting session formats that engage participants to increase practical application of concepts and networking;
- Source and secure the provision of any furniture or other Congress related materials as required including coordinating the logistics of shipping existing Congress furniture and signage that is in STC storage in Ontario (RSH to identify and provide 100 sq ft storage accessible 4 weeks in advance of the Congress start date);
- Work with staff of each venue to coordinate provision of catering including refreshment breaks and full meals as required;
- Volunteers – recruit, schedule and manage volunteers (including bilingual volunteers).

#### Post Event

- Sponsorship fulfillment reports;
- Participant survey and report;
- Final event and financial report to the SEC23 Working Committee for distribution to STC Board and financial contractor;
- 60 days post event, all event plans and documentation to be transferred and saved on STC SharePoint for transfer of knowledge to future events;
- Provide all necessary information and data to STC consultants to produce STEAM Economic impact and sustainability report;
- Participate in a post event debrief virtual meeting with the SEC23 Working Committee, RSH Advisory Committee and appropriate STC board members and contractors to discuss opportunities and lessons learned.

#### SEC23 Working Committee responsibilities:

- Participate in all necessary planning meetings with event coordinator and RSH Advisory Committee;
- Transfer of knowledge and relevant documentation from previous SEC editions to support event planning and execution;
- Provide SEC23 MOUs, hotel contracts and all relevant agreements for the meeting coordinator to lead fulfillment and incorporate into the overall event budget management;



- SEC23 Working Committee responsible for overall event budget and financial success;
- Work closely with meeting coordinator to co-manage and track event budget. SEC23 Working Committee and meeting coordinator to agree to a reporting structure and frequency;
- Lead the generation of program topics for education and professional development plenary and breakout sessions consulting with STC membership;
- Identify speakers for plenary and breakout sessions;
- Identify *GoCongress!* participants and distribute invitations, once contact has confirmed attendance provide contact details to meeting coordinator; meeting coordinator to execute travel arrangements, registration and necessary agreements with *GoCongress!* participants;
- Lead solicitation to targeted SEC23 sponsors, with the meeting coordinator responsible for sponsorship agreements, fulfillment and final reporting;
- Responsible for sourcing and negotiating Sport Events Exchange platform/software to support B2B scheduling;
- Will manage the nominations, judging and selection of Prestige Award recipients.

### RSH Advisory Committee responsibilities:

- Participate in all necessary planning meetings with event coordinator and SEC23 Working Committee;
- Provide dedicated *GoCongress!* budget;
- Identify target NSOs/ERHs to host in *GoCongress!* program;
- Provide SEC23 agreed upon hosting fees to support Congress budget;
- Plan, budget and deliver daily social hospitality activities for all Congress delegates;
- Liaison with event coordinator to align social activities into the Congress program;
- Identify and provide 100sqft event storage accessible 4 weeks in advance of the Congress start date;
- Recommend local plenary speakers and organizations to support SEC23;
- Support identification and solicitation of local event volunteers.

### Format of Proposals

Interested applicants should submit proposals by **5:00pm PT, Friday, January 27<sup>th</sup>2023**, including the following information:

- Credentials for project lead and key staff
- Notable examples of successfully coordinating similar events (including contact information to support reference check if necessary)
- Budget for scope or work and deliverables

Proposals are to be electronically submitted to: **sec@sporttourismcanada.com**

## Weighted Criteria

Proposals meeting the anticipated scope of work and deliverables set out above will be further assessed against the following weighted criteria.

Weighted Criteria	Weight	Minimum Score
Desired Approach	30	15
Relevant Experience	30	15
Price	40	
<b>TOTAL</b>	<b>100</b>	

## Price Evaluation

Note: preference for pricing to be in the below format:

Description of Service	Price
Item	\$000,000

## Reference Check

STC may conduct reference checks on the applicant and the resources, if applicable, proposed by the applicant.

The applicant, on request by STC, will provide references for itself and for each proposed example of relevant work experience that they propose.

References need to be from a party that is not an applicant.

When providing references please include:

- The company name of the reference
- Contact name, position, email and phone number
- Specific SEC23 scope of work that aligns with the relevant work experience

## Questions

All interested applicants can submit questions or request points of clarification in advance of submitting their proposal. Questions must be sent electronically to [sec@sporttourismcanada.com](mailto:sec@sporttourismcanada.com) and will be accepted **until 5:00pm PT, Tuesday, January 24, 2023**, and a contact from STC will work to the best of their ability to respond electronically.

## APPENDIX A

### SEC23 Preliminary Program Schedule – as of Dec 2022



### **Sport Events Congress 2023 – June 6-7-8, 2023**

**\*Tentative Schedule\***

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#### **Day 1 – Tuesday, June 6, 2023**

**9 am to 11 am– Vendor Alley Load-in for Exhibitors at Sheraton**

Room: Britannia A (20-25 10 x 10 booths) + Ballroom A Foyer (Sheraton)

**10:30 am to 4 pm – Welcome Desk/Onsite Registration**

Room: Britannia A Lobby (Sheraton)



**11 am to noon – Official Opening of Vendor Alley at Sheraton + Refreshment Break**

Room: Britannia Ballroom A (20-25 10 x 10 booths) + foyer area near entrance to Ballroom A (2 refreshment break stations - one in Ballroom A and one in foyer) – at Sheraton

**Noon to 1:15 pm – Opening Luncheon Plenary**

Room: Grand Minoru Ballroom (Sheraton)

**1:15 pm to 4 pm – STAT Appointments**

Room: Steveston B (Sheraton)

**1:15 pm to 2:30 pm – 3 Concurrent Breakout Sessions & Presentations**

Rooms: Britannia C & B & Westminster (Sheraton)

**2:30 pm to 4 pm – Vendor Alley & Refreshment Break**

Location: Britannia A & Ballroom A Foyer (Sheraton)

**3 pm to 3:30 pm - DMO Briefing Session**

Room: Westminster (Sheraton)

**3:30 pm to 4 pm –ERH Briefing Session**

Room: Westminster (Sheraton)

**3 pm to 4 pm - Breakout Session**

Room: Britannia C (Sheraton)

**3 pm to 4 pm – Sweatworking**

Room: Steveston F (Sheraton)

**4 pm to 5 pm – Members Reception**

Room: Elmbridge (Sheraton)

**6:15 pm & 6:30 pm – Bus Transfer to River Rock Resort & Casino from lobby of Sheraton**

**6:30 pm to 9 pm – DJ, Drinks & Food, Casino Games & Duelling Pianos**

**Sponsored by Richmond Sport Hosting**

Location: River Rock Resort & Casino

**9 pm to 10:30 pm – Casino – optional – on your own**

Location: River Rock Resort & Casino

**9 pm – 1<sup>st</sup> Bus Shuttle to Sheraton/Marriott**

**10:30 pm – 2<sup>nd</sup> Bus Shuttle to Sheraton/Marriott**

**9:30 pm to midnight – Late Night Social Hosted by STC & Sponsors**

Room: TBD (Sheraton or Marriott)

## **Day 2 – Wednesday, June 7, 2023**

**8 am to 2 pm - Welcome Desk/Onsite Registration**

Room: Britannia A Foyer (Sheraton)

**8 am to 9:15 am – Breakfast Plenary**

Room: Grand Minoru Ballroom (Sheraton)

**9:15 am to 9:45 am – Vendor Alley at Sheraton**

Location: Britannia A & Ballroom A Foyer (Sheraton)

**9:45 am to 11:30 am – 3 Concurrent Breakout Sessions & Presentations**

Rooms: Britannia C & A & Westminster (Sheraton)

**9:45 am to 11:30 am – STAT Appointments with Eric**

Room: Steveston B

**11:30 am to 12:30 pm – Luncheon Plenary at Sheraton**

Room: Grand Minoru Ballroom (Sheraton)

**12:30 pm to 1 pm – Race Walk to Richmond Oval with Evan Dunfee**

**1:15 pm to 2:45 pm – Sport Events Exchange Part 1**

Location: Courtside at Richmond Oval

**1:15 pm to 2:45 pm - Session for Non-Exchange Participants**

Room: Legacy Lounge at Richmond Oval

**2:45 pm to 3:15 pm – Refreshment Break**

Location: Courtside at Richmond Oval

**3 pm to 4:15 pm – Sport Events Exchange Part 2**

Location: Courtside at Richmond Oval

**3 pm to 4:15 pm - Session for Non-Exchange Participants**

Room: Legacy Lounge at Richmond Oval

**4:15 pm to 5 pm – Sport Events Exchange Overtime!**

Location: Courtside at Richmond Oval

**4:15 pm to 5 pm – Oval Tours**

Location: Richmond Oval

**5 pm to 6:30 pm – Cocktail Reception/Social, Wheelchair Basketball See It & Try It & Interactive Activities**

**Sponsored by: Richmond Sport Hosting**

Location: Legacy Lounge, ROX, and courtside at Richmond Olympic Oval

**6:15 pm – 1<sup>st</sup> Bus to Sheraton/Marriott (for Steveston Village Guests – by invite only) from Richmond Olympic Oval**

**6:30 pm – 2<sup>nd</sup> Bus to Sheraton/Marriott from Richmond Olympic Oval**

**6:45 pm – Bus Departure for Steveston Village (for invited guests)**

**6:30 pm to 9 pm – dinner on your own**

**7 pm to 9 pm – Steveston Village Dinner & Tour (for invited guests)**

**Sponsored by Richmond Sport Hosting**

Location: Goodco (??)

**9 pm to 9:30 pm – Bus transfer from Steveston Village to Sheraton/Marriott**

**10 pm to midnight - After Party hosted by STC & partners**

Room: TBD

**Day 3 – Thursday, June 8, 2023**

**8 am to 12 pm - Welcome Desk/Onsite Registration**

Room: Britannia A Lobby (Sheraton)



**8:30 am to 9:30 am – Vendor Alley & Continental Breakfast Snacks**

Location: Britannia A & Ballroom A Foyer (Sheraton)

**9:30 am to 10:30 am – PRESTIGE Awards Presentation**

Room: Britannia B-C (Sheraton)

**10:30 am to 11:30 am: PRESTIGE Reception & Brunch**

Room: Grand Minoru Ballroom (Sheraton)

**11:30 am to noon – Vendor Alley & Special Presentation**

Location: Britannia A & Ballroom A Foyer (Sheraton)

**Noon – airport departures for Go Congress participants / departures of delegates on their own**

**Noon to 1 pm – Vendor Alley load-out/tear down**

Room: Britannia A & Ballroom A Foyer (Sheraton)