

Answers to Brownfields Meeting Planner Questions

While the following answers represent what is anticipated, please keep in mind the scope of work for the Meeting Planner will be developed collaboratively following the procurement process.

1. What is the past attendance and projected attendance for this conference?

In recent history the conference has attracted 2,000-2,500 attendees and that range is anticipated for Brownfields 2022.

2. What is the approximate overall meeting budget?

The Brownfields Conference is produced under a \$2,520,000 cooperative agreement between the U.S. Environmental Protection Agency and ICMA. The cooperative agreement is for the development, planning, and delivery of three national conferences to be held between 2019 and 2024. Brownfields 2022 is the second conference in the series. There is not necessarily an even budget distribution between the three conferences, but variable depending on location, scope and income.

3. How many total concurrent sessions are planned - is there a past program that you can share?

The conference was originally scheduled for Spring 2021, but was rescheduled due to COVID-19. Meaning a good deal of program development is complete. The educational program for Brownfields 2022 has already been selected and placed in the schedule. There is a peak of 18 concurrent sessions. You can view the program online here: <https://brownfields2022.org/2022-educational-programs/>

4. Are any special events or off-site events planned for which contractor is responsible?

We anticipate an off-site Community Reception will be offered. The Local Planning Committee, with support from ICMA staff, is responsible for the coordination of the event, however the Meeting Planner will be encouraged to offer input.

5. Who has managed the conference in the past?

The Brownfields Conference has been managed under a cooperative agreement between the U.S. Environmental Protection Agency and ICMA for twenty years.

6. If this meeting has been held in the past, what were the locations in the last 3 years?

The conference has typically been held every two years, and the last 3 locations were as follows:

- 2019, Los Angeles
- 2017, Pittsburgh
- 2015, Chicago

7. How do we obtain the ICMA Vendor Form?

The ICMA Vendor Form is available online here: <https://icma.org/requests-for-proposals>

8. Does this position need to order furnishings for and design office set-ups?

The Meeting Planner will be expected to finalize all the details related to conference offices.

9. Who will evaluate and implement protocols for COVID-19, if necessary, as recommended by the CDC?

If COVID-19 protocols are necessary, the Meeting Planner will be expected to advise on current industry best practices, and make recommendations for the meeting.

10. Will this position participate in advance or on-site management of any aspects inside the exhibit hall? Including Brownfields Block

The Meeting Planner will be encouraged to provide input, but will not be responsible for the management of the exhibit hall.

11. Who will be involved in registration area design and implementation of the furnishings for the registration area?

The Meeting Planner will be involved in the design and implementation of the registration area.

12. Will this position create and distribute a registration grid depicting weeks out actuals comparing 2019 to 2022 pick up?

While this activity is preferred, it is not required.

13. Is this position responsible for working with the Local Planning Team on the Community Reception and attending the event?

Please see Question 4.

14. Please clarify how many days each of the (2) trips would entail.

The following travel is anticipated, including onsite management:

Local Planning Team Meeting

Anticipated to be 2 days in Oklahoma City, OK;
Tentative dates of May 23-24, 2022

Turn Over

Anticipated to be 2 days in Oklahoma City, OK;
Dates to be determined

Onsite Management

Anticipated to be 7 days in Oklahoma City, OK;
Tentative dates of August 13-19, 2022

Travel is subject to change and needs.

15. Will there be any projected in person meetings scheduled at ICMA headquarters in Washington, DC? If so, how many?

At this time, there are no in-person meetings in Washington, DC planned.

16. Will this position participate in 120, 90, 60, 30 and 21 day out housing block reviews and potential modifications?

While this activity is preferred, it is not required.

17. Is this position responsible for weekly housing pick up reporting to Key Team?

While this activity is preferred, it is not required.

18. Will this position oversee VIP blocks, housing sub-blocks and staff room blocks?

While this activity is preferred, it is not required.

19. Is this position responsible for overseeing and assigning hotel agreement concessions?

While this activity is preferred, it is not required.

20. Will this position need to initiate convention center and hotel agreements for the 2023 National Brownfields Training Conference?

The Meeting Planner will be expected to participate in negotiations for the 2023 conference.