Q&A for RFP No. ICMAHO\_Brownfields Conference Registration Services Brownfields 2025-2029, Updated as of 10.28.2024

* Do you have international registrants?
	+ Yes, a small portion of our registrants are international.
* Are all the registrations processed via online website?
	+ No. While the majority of registrations are processed online, there are group registrations made by other means such as purchase order or check by mail. Registrants also have the opportunity to register onsite during the conference.
* Do you currently use session tracking devices to count attendance at specific meeting/events?
	+ No, we do not use tracking devices to count attendance for specific events
* Would you be interested in learning more about our session tracking and access control services?
	+ Please include any additional services not requested in the RFP as a separate line item.
* Do you currently offer lead retrieval services to your exhibitors, and would you be interested in lead services?
	+ Yes, we typically offer lead retrieval services and would like to see those services reflected in proposals if offered.
* The RFP discusses “linking” with the conference housing services vendor by issuing a housing access code to registrants via email upon checkout. Is this a unique code to every individual? What conference housing services vendor is ICMA utilizing?

	+ ICMA is in the process of procuring housing services. In the past the housing access code has been unique to the event, not the individual.
* The RFP indicates that consideration will be given to providers that integrate with Cadmium’s session and speaker management tool. Who is expected to build that integration, ICMA or the vendor? Is Cadmium’s mobile event app also being utilized?

	+ This consideration is intended to give vendors an opportunity to demonstrate features or capabilities that our team may be unaware of. ICMA is in the process of procuring the mobile app.
* What kind of training or implementation services are expected of the vendor to the ICMA team?

	+ The vendor is expected to train 2-3 ICMA staff on using their systems.