

1. What is your budget for AV? Please exclude rigging and internet services since the in-house vendor will be required to provide those. **On average we have spent between \$450,000-500,000.**
2. In addition to digital signage, would you be interested in an overall brand treatment for the conference? **Thank you for your question. At this time, we would like to see what ideas companies have to offer.**
3. How many companies are part of this process?
The RFP is open and posted on our website.
4. Roughly, how many presentations do you expect so we can accurately design the presentation management system? **For the Annual Conference we expect 100+ presentations**

Who is your hotel in Toronto? Which meetings for the conference are held in the hotel? **There is no host hotel for Toronto. All meetings will be held in the Metro Toronto Convention Centre.**

- What room in the convention will the general session be held in?
The general session will be held in Exhibit Hall F&G.

- What kind of entertainment did you have in mind for the pre-show entertainment for the 4 general sessions? (pg. 5 of RFP) **ICMA wants to see what you recommend.**

- What is your projected budget range per year for the term of the contract? **On average we have spent between \$450,000-500,000.**

- To understand your staging preferences, can you please share photos from past keynote & mini keynote sessions? **We appreciate your question however we are moving away from the staging preferences we have used in the past. We are interested in new and fresh ideas.**

- When choosing an AV partner, what qualities are most important to you and your organization?
- Capacity to handle complexity of ICMA Annual Conference.
 - How well a company's internal team works together.
 - Customer service.
 - Company's ability to handle Annual Conference growth
 - Resources (equipment)
 - Flexibility.

- Have there been any pain points/ areas of concern in previous events from former AV partners?

N/A

- What experience/ feeling do you want the attendees to walk away from this event? What is ICMA's goal for the event? We want attendees to feel like the ICMA Annual Conference is the Industry's must attend event each year. We want to offer them an experience they feel is designed specifically for them, an experience that is both cutting edge and innovative.

-Is there anything else important that needs to be addressed that is not listed in the RFP? No.