



Association of Municipalities of Ontario

REQUEST FOR PROPOSAL:

AMO AGM AND ANNUAL CONFERENCE

2028, 2029, 2030 & 2031

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Invitation to Bid

The Association of Municipalities of Ontario (AMO) is now accepting bids for our 2028, 2029, 2030 and 2031 AMO Annual Conference. The Request for Proposals (RFP) is open to all AMO members in good standing able to best fulfill/meet the criteria as laid out in the following document. Copies of this bid document were sent to the Head of Council and head of administration of a number of AMO members known to have the required capacity as detailed below. Also included in this outreach were the local convention/tourism bureau contact. Please note, the RFP/bid is also posted to Cvents' ConferenceDirect sourcing site. Details on accessing this site are included in this RFP.

The requirements for this bid can be found on page 12. If your municipality is interested in bidding, please complete an offer based on hosting 1) all four years of conferences and/or 2) a combination of years, 2028/2030 & 2029/2031. We will entertain bids from proponents that provide a proposal from the options below, or a combination of options:

- 4 year bid 2028-2031
- 2 year bid of 2028/2030 and/or:
- 2 year bid of 2029/2031

Event Overview and Objectives

A. Organizational Overview

AMO is the most influential municipal public policy and advocacy organization in the province. AMO is non-partisan and we play a critical role in the policy and democratic landscape of Ontario. Our mission is to support and enhance strong and effective municipal government in Ontario and to promote the value of the municipal order of government as a vital and essential component of Canada's political system as well as the social and economic sustainability of Ontario.

AMO works to make municipal governments stronger and more effective. With AMO's leadership, Ontario's 444 municipalities work together to achieve shared goals and meet common challenges.

AMO is governed by a 47-member board providing equitable provincial representation through seven caucuses that represent the different regions, population sizes, and governing structures of Ontario's municipalities.

The AMO Conference is the premier event for Ontario's municipal sector and is the largest municipal conference held in Ontario. The Conference is an important aspect of the work we do for Ontario's municipalities. The conference mobilizes members to help shape public policy and provides a platform for over 3,000 participants to network and plan for their municipalities' future and sustainability. The annual conference is also a key revenue source for AMO.

The requirements set out in this RFP ensure that the annual conference will meet the expectations of AMO's membership as well as AMO's fiscal requirements.

The conference is held in August and runs from Sunday through to Wednesday. Based on registration over the past number of years, we expect between 3,000 and 3,500 attendees, including municipal and sector leaders, provincial and federal elected officials and senior staff, partners, exhibitors, sponsors, special guests, speakers and media.

The success of the AMO conference depends, in large part, on the conference location, venue and accommodations and the contributions of the host community. When selecting the conference Host Municipality and venue, primary consideration is given to the availability of appropriate accommodations, accessibility, meeting and trade show space. These requirements are outlined below.

B. Event History

The AMO Conference has been hosted by a number of municipalities over the years. The five-year history below provides a by-the-numbers snapshot and insight into the requirements:

Year: 2025	Location: Ottawa	Dates: August 17-20, 2025
Meeting Space Venue(s)	Rogers Centre Ottawa, and The Westin Ottawa	
Official Conference Hotel	The Westin Ottawa	
Secondary Hotel(s)	10 hotels- Fairmont Chateau Laurier, Les Suites Hotel Ottawa, Doubletree by Hilton Ottawa Downtown, Lord Elgin Hotel, Sheraton Ottawa Hotel, Delta Hotel by Marriott Ottawa City Centre, Ottawa Marriott Hotel, Arc The Hotel, The Metcalfe Hotel by Grey Collection, Andaz Ottawa Byward Market.	
Final Participant Count*	3400	
Trade Show Details	Participating Organizations: - 134 organizations and 144 booths Approximate square footage of show: 35,686 Booth size: 10' x 10'	
Total Pick up of Guestrooms	5786 - 1747 on Peak	
Year: 2024	Location: Ottawa	Dates: August 18-21, 2024
Meeting Space Venue(s)	Shaw Centre Ottawa (now Rogers), and The Westin Ottawa	
Official Conference Hotel	The Westin Ottawa	

Secondary Hotel(s)	8 hotels- Fairmont Chateau Laurier, Les Suites Hotel Ottawa, Doubletree by Hilton Ottawa Downtown, Lord Elgin Hotel, Sheraton Ottawa Hotel, Ottawa Marriott Hotel, Arc The Hotel, Andaz Ottawa Byward Market	
Final Participant Count*	3300	
Trade Show Details	Participating Organizations: 134 organizations and 144 booths Total square footage of show: 35,686 Booth Size: 10' x 10'	
Total Pickup of Guestrooms	5573 – 1634 on peak night	
Year: 2023	Location: City of London	Dates: August 15-18. 2023
Meeting Space Venue(s)	RBC Place London, Doubletree by Hilton London	
Official Conference Hotel	Doubletree by Hilton London	
Secondary Hotel(s)	9 hotels- Delta Hotels London Armouries, Allure Hotel and Suites, The Park Hotel, Ivey Spencer Leadership Centre, Four Points by Sheraton, Residence Inn by Marriott London, TownePlace Suites by Marriott London, Holiday Inn Express and Suites, Best Western Plus, Lamplighter Inn and Conference Centre	
Final Participant Count*	3000	
Trade Show Details	Participating Organizations: 121 organizations and 131 booths Total square footage of show: 16,445 Booth Size: 10' x 8'	
Total Pickup of Guestrooms	3672- 1140 on peak night	
Year: 2022	Location: Ottawa	Dates: August 13-17, 2022
Meeting Space Venue(s)	Shaw Centre Ottawa and The Westin Ottawa	
Official Conference Hotel	The Westin Ottawa	
Secondary Hotel(s)	8 hotels- Fairmont Chateau Laurier, Les Suites Hotel Ottawa, Novotel Ottawa, Lord Elgin Hotel, Sheraton Ottawa Hotel, Delta Hotel by Marriott Ottawa City Centre, Ottawa Marriott Hotel, Andaz Ottawa Byward Market	

Final Participant Count*	2500	
Trade Show Details	Participating Organizations: 109 organizations and 142 booths Total square footage of show: 35,686 Booth Size: 10' x 10'	
Total pickup of Guestrooms	4282- 1368 peak night	
Year: 2019**	Location: Ottawa	Dates: August 18-22, 2019
Meeting Space Venue(s)	Shaw Convention Centre and The Westin Ottawa	
Official Conference Hotel	The Westin Ottawa	
Secondary Hotel(s)	8 hotels- Fairmont Chateau Laurier, Les Suites Hotel Ottawa, Novotel Ottawa, Lord Elgin Hotel, Sheraton Ottawa Hotel, Delta Hotel by Marriott Ottawa City Centre, Ottawa Marriott Hotel, Andaz Ottawa Byward Market	
Final Participant Count*	2400	
Trade Show Details	Participating Organizations: 122 Approximate square footage of show: 35,686 Booth size: 10'x10'	
Total Pickup of Guestrooms	4650- 1419 Peak night	

* **2020-2021 AMO delivered virtual conferences due to COVID-19

Process Details

A. Event Dates

The AMO Conference is held annually in August. Below, we have identified the dates for the conference out to 2031. Listed are both the first choice (preferred) and second choice dates to help with your bid planning. The conference typically runs from a Sunday to a Wednesday, with main meeting room setups and guestrooms starting on Saturday as well as preconference workshops and meetings.

Year	First Choice	Second Choice
2028	August 19 - 23	August 12 - 16
2029	August 18 - 22	August 11 - 15
2030	August 17 - 21	August 10 - 14
2031	August 16 - 20	August 9 - 13

AMO reserves the right to deny a proposal should another large conference be scheduled at the same time as the AMO Conference. Given the scale and number of dignitaries and security requirements, the AMO Conference is held as a single event in host venues.

Based on availability of preferred dates, AMO reserves the right to re-issue the bid on a year-to-year basis if submissions do not meet minimum requirements.

B. Submission Instructions

To submit a bid to host the AMO Annual Conference, the Municipal Cover Sheet and checklist must be completed, See **Appendix A**, along with detailed individual venue proposal submissions in Cvent. As local Tourism plays a significant role in the development and delivery of the AMO Conference, all Tourism offices have been copied in Cvent to assist in gathering detailed venue bid information. Your local Tourism contact will be familiar with this process.

The following should be considered in your submission:

- All information related to the proposed venue(s) for meeting space, including requirements outlined in **Appendix C and attached AMO Conference Meeting Space Requirements: Mandatory Meeting Space Requirements** must be submitted in the final municipal bid via Cvent.
- All information related to the proposed host hotel(s), including requirements in **Appendix D: Host hotel(s)**. An outline of the preferred concessions and any additional concessions offered by the hotel must be submitted in Cvent.
- All information related to the proposed overflow hotel(s), including requirements in **Appendix E: Overflow Hotels**. An outline of the preferred concessions and any additional concessions offered by the hotel(s) should be submitted in Cvent.
- A description of the proposed space and/or venue(s) recommended for the AMO social event as outlined in **AMO Conference Meeting Space Requirements**.
- A description of the proposed Host Welcome Reception(s) and Invitation to Attend Reception(s), as outlined in Host Municipality Requirements.
- A detailed outline of how the Host Municipality will manage and fund the host responsibilities as outlined in **Host Municipality Requirements**.

Key areas required as outlined in **Host Municipality Responsibilities**.

- Details on incentives, values and concessions offered by the Municipality, Convention Centre, Hotels and Convention/Tourism Bureaus above the minimum set out in this document and responded to in Cvent.

- Optional or additional information the bid municipality believes enhances the bid.
- Submissions must be signed by the CAO or Clerk of the Municipality and must accompany a certified letter of Council endorsement of the submission.
- The bid coordinator either at the Municipality or at the Convention/Tourism Bureau must ensure that all bid materials are comprehensive and that dates and years bid by venues, hotels and Conference Centre are consistent and date aligned.

C. Contacts and Communication

This RFP acts as a guide for bid municipalities. AMO has contracted **ConferenceDirect** as the AMO bid representative. Our bid representative will assist in the collection and evaluation of the RFP responses, as well as managing contracting for venues once locations have been selected. They will be responsible for all communications regarding the RFP, as well as ensuring that all the required information for the bids is received. All final contracts will be signed by an authorized party of AMO.

Should you require clarification regarding any section of this document during the bid period, please address all questions to AMO's bid representative **Kelly Cyr, Director of Global Accounts, ConferenceDirect**, in writing to Kelly.Cyr@ConferenceDirect.com. Should a question require a direct answer from AMO, Kelly will provide the question in writing to the Association and clear instruction will be provided by AMO on the answer. Questions that are relevant to all municipalities will be answered and shared with all municipalities in advance of the submission deadline; indications of the origin of the question will be removed to ensure confidentiality and anonymity.

Final submissions are to be sent in electronic format only to AMO's bid representative, Kelly Cyr via email at Kelly.cyr@conferencedirect.com, **no later than January 30th, 2026**.

D. Decision Making Process

RFP Guiding Principles:

The selection process will be conducted in a fair and transparent manner through a committee process that consists of internal and external senior representatives of AMO. Preference will be given to:

- An effective four-year bid
- A biennial event hosted by two municipalities

Single-year bids will not be entertained.

AMO's selection committee will evaluate the submissions in accordance to the *Evaluation Criteria* set out in this document. The panel will provide a recommendation to the AMO Board of Directors. If necessary, the panel may require bid proponents to attend an interview should clarification be required. The selection process may include an onsite visit if deemed necessary.

E. Scoring

Mandatory Requirements: Pass/Fail

- Membership in good standing – Pass/Fail
- Event dates: preferred and/or second choice – Pass/Fail
- Bid submission entered by deadline - – Pass/Fail

All bids will first be reviewed to ensure the above mandatory criteria are met on a pass/fail basis. If any one of these requirements are not met, the bid will not be considered.

Selection Scoring	Points
Conference Venue (inclusive of accessibility)	25
Conference Accommodations (inclusive of accessibility)	25
Host Requirements	25
Security	10
AMO Member Capacity Considerations: affordability, travel, accommodations	10
Social Event	5

F. Key Dates

- Release of RFP - October 29, 2025
- Clarifying questions to be submitted by November 15, 2025 (questions to be submitted directly to Kelly Cyr)
- Responses to questions to be posted by November 30, 2025
- Tourism RFP Acceptance form due – December 5th, 2025
- Full RFP submissions due – January 30th, 2026
- Evaluation and recommendation period including interviews/sites if necessary – March 2026
- Recommendation presented to AMO Board – Spring 2026
- Municipalities notified of results –Summer 2026
- Contracting- Fall 2026

Evaluation Criteria

The following base criteria must be met prior to evaluation.

Membership

- The Host Municipality must be a member in good standing with AMO at time of bid and during host years.

Date Alignment

- The Host Municipality must be able to hold the Conference on the dates provided. Either as a biennial or for all four years

Deadlines

- All required submissions and material must be submitted by the deadline(s) outlined in this document.

Conference Venue(s)

The space requirements outlined in **Appendix C: Mandatory Meeting Space Requirements** must be met. Creative solutions used to meet these criteria may be given consideration when evaluating whether or not a member municipality has the ability to host this event. No outdoor venues will be accepted as options for meeting venues.

Trade Show

The space requirements outlined in **Appendix C: Mandatory Meeting Space Requirements** must be met. Creative solutions used to meet these criteria may be given consideration when evaluating whether or not a member municipality has the ability to host this event. The experience in the AMO Trade Show is vital to the success of the Conference. Exhibitors must be guaranteed a comfortable and productive interaction with the delegates. The Host Municipality must demonstrate how the flow of delegates can be achieved through the Trade Show.

Conference Venue/Hotel Locations Accessibility

If the suggested conference venue meeting space is proposed to be split between two locations or more, they must be within 0.25 km door-to-door with distances clearly noted.

Security

Security is an important component of the AMO Conference. It is vital that our delegates and speakers are protected from any potentially disruptive behaviours such as protests, etc. The Host Municipality must demonstrate that security measures are available for the duration of the conference and to the extent that may be required in an emergency.

Hotel Requirements

The Host Municipality must demonstrate that they meet the requirements outlined in **Appendix D and E**.

Accessibility

It is important that all facilities used during the Conference are barrier free, and that venue staff have been trained in accessibility awareness. The Host Municipality must demonstrate that the accommodation/Conference venue(s) can accommodate the needs of people with disabilities.

Social Event

Venue, location and offerings to delegates for the Tuesday evening social.

Host Requirements

The Host Municipality must accept the responsibilities for expenses, as demonstrated by a resolution by council, which includes all elements outlined under Host Requirements.

If you believe your municipality can meet the requirements as outlined above, we look forward to your bid. Please submit the RFP Acceptance Form in Appendix E via e-mail to kelly.cyr@conferencedirect.com by no later than December 5, 2025.

Requirements

A. Host Municipality Responsibilities

Following are the minimum requirements that must be met by the conference Host Municipality:

Pre Conference:

Pre-Conference is defined as the time-period from the date of acceptance of the letter of intent to the Friday before the start of the Conference.

- **Local Coordination:**

- Designate a Host Coordinator who will work directly with AMO staff on roles and responsibilities as the Host Municipality Project Manager (HMPM) throughout the planning process.
- Develop an internal project management team to oversee the welcome reception, volunteers', sponsorship for the Host Municipality welcome reception and other key areas.
- Source and prepare a roster of onsite volunteers for the duration of the conference based on the duty descriptions provided by AMO.
- Participate in monthly meetings with AMO staff in lead up to the annual conference.

- **Event Planning:**

- **Plan and manage the Sunday Evening Welcome Reception:** There are two receptions held on the Sunday of the conference. One is onsite in the Trade Show to draw delegates into the Exhibit Hall and to engage with exhibitors. The other is an offsite event where the host can showcase a local venue, food and entertainment. The Host Municipality will manage

the full cost of this event. AMO recommends a minimum budget allocation of \$50,000 for the reception. The date and time of this reception is dependent on AMO's Sunday programming including the Opening Reception held in the Exhibit Hall generally between 5:00pm-7:00pm. The location, programming and entertainment of the Host Sunday Evening Reception are at the discretion of the Host Municipality. The Host Municipality may consider procuring sponsorships to help offset the cost.

- **Host the Incoming Host Reception.** This event is held on Monday evening of the Conference as part of the closing of the Trade Show. If the Conference is remaining in the current year's Host Municipality the incoming host reception will be renamed to the AMO Power Down Reception. The Incoming Host is responsible for providing funding for this event in the amount of \$30,000. The incoming host may procure sponsorships to help offset the cost of the event. AMO will work with the HMPM to ensure that the event meets programming and the Host's needs.
- In past years, host communities have offered delegates study tours if there were limitations to space. This was as a compliment to or in place of concurrent session programming. If inclined or required, prepare study tour content for either Monday or Tuesday of the Conference, dependent on the Conference Schedule for the year. Study tours must be educational and may have a food and beverage component. Use of study tours are at AMO's discretion and are generally offered based on venue space.
- **Transportation:**
 - Prepare, manage and finance a shuttle bus plan between main venue and secondary hotels, if required.
 - Prepare, manage and finance study tour bussing.
 - Provide discounts and costing for additional shuttle bus or transportation services for the AMO Tuesday Evening Social if required.
- **Conference Greetings and Invitation to Following Year Conference:**
 - Coordinate greetings in the plenary hall Monday morning of the conference. This tends to include the Mayor, local Indigenous leaders and others who welcome delegates to the municipality and conference.
 - As a wrap up and in advance of next year's event, provide remarks inviting delegates to the next years event. These remarks are made in the plenary hall Wednesday morning of the conference.
- **Local Initiatives and Tourism:**
 - Assist AMO staff in liaising with local suppliers and vendors, if required on aspects of delivering the conference.
 - Work with AMO staff to profile local events and initiatives such as celebrations, galleries, Flash Your Badge, Dine Around, or tourism discount programs.
 - Support AMO staff in promoting other events etc.

During the Conference:

The Conference period is defined as the Saturday prior to the Conference until the Conference concludes on Wednesday.

- **Coordination:**
 - Provide an onsite Volunteer Coordinator to schedule, organize and manage all volunteers throughout the conference.
- **Event Management:**
 - Host the Sunday Evening Welcome Reception as outlined in the planning process above.
 - Host the Incoming Host Reception as outlined in the planning process above.
 - Manage on-site logistics of study tours and provide volunteers to accompany delegates, as necessary.
- **Transportation:**
 - If required, manage all shuttle bus and transportation services as outlined above.
- **Greetings and Other Programming Elements:**
 - Ensure/manage local dignitaries and representatives in providing greetings at the Incoming Host Reception.
 - Ensure/manage local dignitaries and representatives in providing greetings for the Official Welcome Remarks as scheduled on the program.

Post Conference:

Post-Conference is defined as thirty days after the Conference concludes.

- Set up a debrief meeting between AMO's main points of contact and Host Municipality leads.
- Remit any funding payments to AMO as per final hosting agreement.

B. Meeting Space Requirements

In 2025, the AMO Conference hosted approximately 3400 delegates over the 3 days of the Conference. The section below provides an overview of meeting space requirements and types of events/sessions that generally take place over the course of the conference. Due to the size and scope of meeting space required, conference programming may be shared and accommodated between a convention centre venue, and the one and/or two closest venues/Host Hotel(s) nearby.

Appendix D attachment/AMO Conference Meeting Space Requirements (excel doc): For your guidance, full meeting space requirements have been attached and is in Cvent, including a detailed day by day agenda of all meeting rooms required, preferred tradeshow space requirements, and food and beverage needs. Please have all conference venues complete the

meeting space requirements form with meeting room allocations indicated, all capacity charts attached, and any sample floor plans on how best the event programming could be accommodated.

Use of meeting space outside of the main conference hotel, specifically at a Convention/Conference Centre must be able to meet, or address with best offer, the following value-added incentives:

- Storage facility for AMO conference materials from Thursday to Wednesday.
- Complimentary Wi-Fi in common areas, breakout meeting space and plenary for duration of Conference, should AMO not proceed with the in-house AV supplier.
- Complimentary Wi-Fi in common areas, breakout meeting space and plenary for duration of Conference, should AMO proceed with the in-house AV supplier.
- Discounted rigging fees for Plenary and Trade Show, should AMO not proceed with the in-house AV or Show Services supplier.
- Complimentary or deeply discounted rigging fees for Plenary and Trade Show, should AMO proceed with the in-house AV or Show Services supplier.
- Waived AV patch fees should AMO not proceed with the in-house AV supplier.
- Complimentary or discounted self-parking for delegates.
- Exclusive or priority access to loading dock on Saturday and Sunday for AV and Exhibit Hall move-in.
- Where firm rates are not able to be offered for Food and Beverage menus, AMO will accept 2025/2026 menu rates with a preferred guaranteed rate increase of no more than 3-5% increase year over year. If not able to be guaranteed, a percentage discount off of contracted year menus would also be considered.
- Complimentary continuous coffee and tea service in designated AMO staff room for Saturday, Sunday, Monday and Tuesday.
- Details on facilities inclusions in a “standard set-up” for a meeting room
- Details on current costs for basic AV: including but not limited to – microphones (podium wired or wireless), podiums, tables and skirting, water set up in rooms and public access spaces, electrical, chairs for use in tradeshow, registration and/or election areas. On costing sheet please state if any of these items may be offered complimentary or at a discount.

Meeting space in conference venue and/or host hotel must be placed on 24-hour hold prior to contracting, AMO agrees to work with meeting facilities 18 months prior to event date on space requirements.

Below we have outlined the discrete events held over the 4 days of the conference. This information is to help you understand the scale and number of requirements to meet the deliverables of the conference. The earlier reference to the **AMO Conference Meeting Space Requirements**, is an excel overview of all the details to set up/deliver an event in the various spaces.

Plenary

- The AMO Plenary is the main stage area of the Conference. In this space AMO will showcase a number of keynote speakers; the Premier and the leaders of the three political parties; a Ministers' Q&A session, panel presentations and more. This event should be able to hold 1200-1800 delegates in theatre style seating with room for a full size raised stage, a media area with risers for cameras, an area for AV to set up and manage the stage and appropriate backstage set up and access.
 - No food and beverage requirements.
 - Stage size: 24' x 72' x 32", inclusive of backstage space, with accessibility ramp
 - Additional media riser at back of the room: 48' x 8' x 32"

Concurrent Sessions

- Concurrent sessions are generally 75-minute sessions. Traditionally concurrent sessions are held over 3 time periods during the conference: one block on Monday, two on Tuesday. Each block consists of 5-7 meeting rooms set in half rounds or theatre-style if space is not available, for a capacity range of 150-400. The average room should hold 200 delegates, a stage or head table for presenters, and space for AV equipment.
 - No food and beverage requirements.
 - Standard stage size 8' x 18' x 24" (should accommodate at least a podium and head table for 4)

Conference Receptions

- **AMO's Opening Reception** is hosted by AMO in the Trade Show area and should be able to accommodate at minimum 500+ attendees in addition to the exhibit booths. This event is traditionally held Sunday from 5:00 pm to 7:00 pm.
 - **Food and beverage requirement:** Cash bar with two-hour passed food service with accompanying food stations. Traditionally, attendees have received one complimentary drink ticket.
- **The Welcome Reception** which is hosted, managed and financed by the Host Municipality may be on-site at the main Conference venue(s), AMO, however, encourages the Host Municipality to showcase a venue of their choosing as an opportunity for delegates to experience the community. This reception typically attracts around 500+ delegates and their partners. This event is traditionally held on Sunday from 7:00 pm to 9:00 pm following the Welcome Reception.
 - Food and beverage requirements are at the discretion of the Host Municipality.
- **The Incoming Host Reception** is hosted and financed by the incoming Host Municipality. In the event that the Conference remains in the current year's Host Municipality the incoming host reception will be renamed to the **AMO Power Down Reception**. This event is traditionally held in the Trade Show area on Monday from 4:30 pm to 6:00 pm.

- Food and beverage requirement: Cash bar with 90 minutes passed food service with accompanying food stations.
- **The Provincial Reception** is hosted and paid for by the Province of Ontario. Normally held in a space adjacent to the Plenary to allow delegates and Ministers quick access to the space following the Minister's Forum on Tuesday afternoon. This event is traditionally held on Tuesday from 4:30 pm to 6:00 pm.
 - Food and beverage requirement: Cash bar with 90-minute passed food service with accompanying food stations.
- The Presidents' VIP Reception is hosted, managed and financed by AMO. This invitation-only reception overlaps with the Provincial Reception. This event is traditionally held on Tuesday from 5:00 pm to 6:30 pm.
 - Food and beverage requirement: Host bar with one-hour passed food service.
- **The Tuesday Evening Social** is hosted, managed and financed by AMO. This reception is held off-site from the main Conference venue in a gallery, museum or other interesting local venue. This event is traditionally held on Tuesday from 6:30 pm to 8:30 pm.
 - Food and beverage requirement: Cash bar with two-hour passed food service with accompanying food stations. Drink tickets may be provided to delegates.

Delegate Breakfasts

There are two types of delegate breakfasts held during the Conference.

- **Two key networking breakfasts are held on the Monday** of the Conference prior to the start of the Plenary. In the recent past, these have been the Women's Networking Breakfast hosted by Ontario's Lieutenant Governor and the Youth Networking Breakfast and an AMO Youth Fellows Networking breakfast. These breakfasts accommodate 200+ delegates in each session and will require space for a riser/stage/podium/av etc.
 - Food and beverage requirement: Hot buffet breakfast.
- **Insight breakfasts on Tuesday and Wednesday mornings.** These sponsored breakfasts occur prior to the start of educational programming. Each set of breakfasts consists of 4-6 meeting rooms set in half rounds or full rounds of 8 for a capacity range of 90 - 200. The average room should hold 120 delegates, a stage or head table for presenters, space for AV equipment and a buffet breakfast.
 - Food and beverage requirement: Continental plus breakfast.

Delegate Lunches

There are three types of delegate lunches held during the Conference.

Monday:

- **Caucus Lunches** are traditionally held on Monday from 12:00 pm to 1:15 pm. These lunches are by pre-registration for the 7 AMO caucuses ranging in size

from 100 – 300 delegates. The average room should include a stage and head table for presenters and space for AV equipment.

- Food and beverage requirement: Hot plated lunch for all caucuses, typically the same lunch for all rooms.
- Delegates not eligible (non-members, exhibitors, sponsors etc.) for a caucus lunch are typically placed in **the Non-Voting lunch** that runs concurrently to the caucus Lunches on Monday. The Non-Voting lunch could have up to 450 delegates in the room and would require a stage or head table for presenters, space for AV equipment.
 - Food and beverage requirement: Hot plated lunch same as Caucus lunch.
- **The Exhibitor lunch**, also held on Monday, is typically a buffet style drop-in lunch for approximately 150 and requires no staging or AV.
 - Food and beverage requirement: Cold buffet lunch.

Tuesday:

- **Sponsored Learning Lunches** are typically held on Tuesday from 12:00 pm to 1:00 pm. These 6 lunches do not require pre-registration and are set in half rounds or full rounds of 8 for a capacity range of 150-250, space for a stage or head table for presenters, space for AV equipment and a plated lunch.
 - Food and beverage requirement: Hot plated lunch for all rooms, typically the same lunch for all rooms.

Other:

- Special Invitation or VIP lunches could occur on either Monday or Tuesday and could require space allocations from 10 – 100 depending on that year's programming.
 - Food and beverage requirement: Hot plated lunch.

Delegation Rooms

- The Province of Ontario hosts 800+ delegation meetings requiring up to 34 delegation rooms on Monday and Tuesday, and 10 delegation rooms on Sunday and Wednesday of the Conference. These rooms are generally set up as boardroom style to allow for Ministers and their staff to meet with delegations from Ontario's municipalities.
 - Food and beverage requirement: Minimal, to be arranged directly by MMAH.
- The Ministry of Municipal Affairs and Housing requires office space for their onsite staff who organize the Minister's Forum and delegation meetings
- Three additional delegation meetings for the Official Opposition and other provincial parties will be required.

Board and Side Meetings

- The AMO Board will meet twice during the Conference period. These meetings require rooms with a capacity to hold 80 people in half rounds and may be used to host Board lunches and a reception.

- Food and beverage requirement: AMO Board lunch – plated lunch. AMO Board Reception: Host bar with one-hour passed food service. Cash bar.
- AMO's caucuses and other affiliate groups will typically meet Sunday afternoon. These 7 rooms may be set up in a number of ways with a variety of capacity needs ranging from 20 to 100: Hollow Square, Boardroom or half rounds.
 - Food and beverage requirement: Afternoon coffee breaks in room.

Pre-Conference Clinics/Workshops

- AMO may choose to host pre-Conference workshops on the Saturday and Sunday of the Conference. These events can be as short as 2-hours or a full day event for up to 100+ people. The room set up will be in half-rounds with space for AV and a stage or head table for presenters.
 - Food and beverage requirement: For full day sessions: Continental breakfast, buffet lunch, AM and PM coffee breaks. For 2-hour sessions: Coffee breaks.

Media Room

- AMO's Media Relations are key to the success of the Conference. The media room should be at minimum 30'x60' with a ceiling height of minimum 10' factoring in lighting fixtures or other that may obstruct sightlines. The room should accommodate:
 - 6 tables (4 worktables for reporter, 1 media registration table, and 1 table for the AV operators).
 - 2 10'x10' backdrops,
 - pipe and drape on one wall
 - Lighting,
 - Flags, and
 - A podium
- Additionally, the space must have wireless access, electrical outlets and be able to accommodate the AV equipment that supports press Conferences, live feeds, and media scrums, etc. The space should be a practical distance from the plenary stage, to facilitate efficient and secure travel for prominent speakers and should have at least two entrances (for security purposes).

Registration Area

- This area referred to in the function sheet as Registration must be close to the exhibit hall and Plenary room. It must be able to accommodate up to six registration counters, materials pick up stations, a tourism booth, a 600 sq ft election area, a delegates' lounge (dimensions are flexible for this area but should be able to hold 30 people with full furniture), and basic signage. It will be important that this area allows for space to accommodate heavy foot traffic
 - Food and beverage requirement: coffee and water station.

Speaker Ready Room

- This space accommodates the presentation management system or acts as the AV/Technical staging area for presentations. It is also used as a speaker lounge with tabletops and access to computers for speakers to finish or upload their presentations.

Speaker Green Room

- This space must be located as close to the plenary hall backstage entrance as possible. It must be located in a secure area and accommodate up to 8 people at a time.

AMO Staff Rooms

AMO Staff require the use of 5-6 rooms:

- AMO Staff will require one meeting/meal area for the duration of the Conference. This room can be set up in full rounds for up to 70 people.
 - Food and beverage requirement: Hot buffets for breakfast, lunch and dinner. Continuous coffee/tea supply.
- Office space is required for AMO staff. This space should be private and allow for confidential meetings.
- AMO requires storage spaces in all Conference venues and in the host hotel. The Conference venue storage space must be close to the Registration area.

Exhibit Hall

- The Trade Show is a key element of the conference. The Exhibit Hall will require a minimum of 35,000 square feet of space. The trade show is open to delegates Sunday and Monday of the Conference and as indicated, houses a number of receptions and other activities. The ideal exhibit hall format would allow AMO to easily and freely move delegates through the exhibit hall into the Plenary Hall. If meeting space is not conducive to this flow, it is required that the exhibit hall be in close proximity to the Plenary.
 - Food and beverage requirement: Coffee/water station. Additional requirements are included in events held in the exhibit hall space.

Coffee Breaks

- Coffee breaks are provided Monday (AM and PM breaks in the exhibit hall) and Tuesday (AM break in area(s) hosting the Concurrent sessions and PM break adjacent to the Plenary).
 - Food and beverage requirement: AM and PM breaks.

C. Accommodations

Ideally, AMO would require a minimum of peak night guestrooms based on proven history of most recent actualized pickup, as well as an increase to accommodate for future years growth, located in the immediate/nearby vicinity (2km) of the Conference venue for delegates, VIP and

staff accommodation needs. The preferred peak night requirements for the room block are expected as follows:

- Friday (prior to Conference): 125 rooms (7% of peak)
- Saturday: 695 rooms (33% of peak)
- Sunday: 2080 rooms (99% of peak)
- Monday: 2096 rooms (100% of peak)
- Tuesday: 1848 rooms (88% of peak)

You will need to advise your largest block to be accommodated on peak night, if not able to meet the numbers as above.

Please note that based on an excellent historical average of 90% pickup for hotels contracted, and a strict full pre-deposit payment and full cancellation guidelines in hotel contracts for all conference delegates, AMO has been operating this conference very successfully with NO ATTRITION PENALTY clauses in all hotel contracts. Moving forward in future years, AMO will prioritize partnering with municipalities whose majority of hotels will adhere to these same booking terms.

All hotels must include their full address and specific website address, exact distance, in meters, door to door from hotel to conference venue. All hotels must hold the largest peak night block for Sunday, Monday and Tuesday that they will offer to AMO under a preferred no attrition basis. Sample full pre-payment booking and cancellation policy for delegates is below for your guidance to ensure hotel room blocks and inventories are protected from any slippage. Past pickup history and attendance increases support block request.

AMO recognizes that community design, walkability etc. differs. Bids accommodating a majority of hotel rooms within up to 2 km of the main conference venue are preferred. If a bid includes a majority of rooms farther than 2km, regular shuttle buses will need to be considered to and from the conference venue for the duration of the Conference. The cost of any required shuttle service is the responsibility of the Host Municipality or hotel in order to be deemed a Host or Overflow Hotel. If bidding under this premise, please indicate in proposal.

AMO requires from all contracted conference hotels that no sub blocks or contracts, or allocation of any part of the block to any party affiliated with AMOs event, will occur prior to reservation release date.

For hotels honouring no attrition penalty clauses, rooms outside the block audits will be required and requested on a complimentary basis post event date to ensure any rooms that may have been booked outside the block are pulled back in and tracked under the AMO group. Room audits may be requested by AMO and or ConferenceDirect. For hotels not participating in no attrition penalty clauses, an additional complimentary pre audit may be required.

Host Hotel(s) Preferred Requirements

- The conference main hotel(s) is generally preferred to be the closest 1 or 2 facilities to the Conference venue. (less than .25 km away)

- AMO requests a minimum of 80% or more of total hotel inventory of all guestrooms over the peak dates of /Sun/Mon/Tues of the Conference to be in these facilities.
- The main conference hotel(s) must include the AMO VIP/Staff room block with a minimum 140 rooms Saturday – Wednesday departure.
- A 24 hour all hold space must be placed on the entire hotel meeting facilities, including all possible hospitality suites from the Saturday to Wednesday at noon. Space may be released prior to contracting if deemed enough suitable space is available at the conference facility.
- Main conference hotels will be identified as such on the conference website and through promotions of the event.
- Where firm rates are not able to be offered, AMO will accept a minimum 2026-2028 room rate as a base rate with a preferred guaranteed no more than 3-5% increase year over year given average ROI in Canada last 6 years is 3.1%
- No attrition clause per standard booking policy details provided below. These rules have been established to protect blocks.
- Complimentary meeting space with sliding scale based on room pickups or food and beverage minimum, but not both.
- Details on facilities inclusions in a “standard set-up”.
- Details on current costs for basic AV: including but not limited to – microphones (podium wired or wireless), podiums, tables and skirting, water set up in rooms and public access spaces, electrical, chairs for use in tradeshow, registration and/or election areas. On costing sheet please state if any of these items may be offered complimentary or at a discount.
- Up to 35% discount on group rate offered for 30 staff rooms.
- 15 – 30 upgrades and welcome amenities for VIPs.
- Percentage discount off conference year contracted food and beverage menus.
- Guaranteed no patch or surcharge fee for outside AV supplier.
- 1 complimentary room per 35 on a cumulative basis. Cumulative is defined as all room pre and post and above block.
- Group rate extended up to three nights pre and post conference dates, based on availability.
- All hospitality suites must be reserved with best group rates submitted for each type in inventory.
- A per night or percentage rebate back to AMO master account, based on overall total room night revenue production.
- Complimentary wireless in meeting space and guestrooms.
- A minimum of 50% of accessible inventory rooms must be included in the AMO VIP/Staff block above and beyond the 140 rooms booked above.
- Complimentary pre (if requested) and post room audit. Any room found outside of block, regardless of rate, to be pulled back into block and counted towards complimentary room allotment, sliding scale or any concessions with room thresholds.

- Host hotels must include a meeting and convention floorplan/layout with capacity and size charts, as well as current menus.
- Provide details on participation in municipality-wide event initiatives such as galleries, museums, special events, Flash Your Badge, Dine Around, or tourism discount programs.
- Complimentary and/or discounted rates for self-parking. Ten (10) complimentary valet parking passes for designated VIPs.
- Group rates to be extended past cutoff date based on availability, until contracted block is full.
- All accessible rooms on hold for group.
- Willingness to use the ConferenceDirect/AMO template contract as a base agreement for contracting.

Overflow Hotel Preferred Requirements

“Overflow” hotels are all other hotels contracted for the annual conference outside of the main conference hotel.

- Preferred hotels are to be within 2km walking distance to Conference location.
- Require highest room block (80% or more) that hotel will provide for peak nights of Sunday, Monday & Tuesday nights.
- Group rates made available three nights pre and post peak, based on availability.
- No attrition clause per standard booking policy details below. These rules have been established to protect blocks.
- Overflow hotels will be identified as such on the conference website.
- Where firm rates are not able to be offered, AMO will accept 2026-2028 room rate as a base rate with a preferred guaranteed no more than 3-5% increase year over year given average ROI in Canada last 6 years is 3.1%
- 1 complimentary room per 35 on a cumulative basis. Cumulative is defined as all room pre and post and above block.
- A Per Night or percentage rebate back to AMO, based on overall total room night production, to assist in payment of convention costs.
- All accessible rooms must be included in the block.
- Complimentary pre and post room audits. Any room found outside of the block, regardless of rate, is to be pulled back into block and counted towards complimentary room allotment, sliding scale or any concessions with room thresholds.
- Provide details on participation in municipality-wide event initiatives such as galleries, museums, special events, Flash Your Badge, Dine Around, or tourism discount programs.
- Complimentary or discounted rates for self-parking.
- Group rates to be extended past cutoff date based on availability, until contracted block is full.
- Willingness to use the ConferenceDirect/AMO template contract as a base agreement for contracting

AMO's Standard Booking Policy

All the hotels included in the AMO blocks have a deposit policy in place to reserve delegates rooms.

- Delegates are required to provide a valid credit card at time of booking.
- Hotel staff are responsible for ensuring payment. AMO will not assume costs or responsibility for non-payment.
- Name changes on a reservation can be made up to the date of arrival at all hotels.
- Any reservations made into an AMO room block prior to the chosen date in January will not be honoured.
- A unique name must be attached to each reservation. Any reservations with duplicate names will not be honoured unless a full deposit has been received on all reservations.
- All reservations can be made via individual call-in or through a dedicated hotel site. These details will be posted to the AMO website in January prior to the guestroom release day.
- **Deposit Policy:** The hotel will charge a maximum of a three-night deposit on each reservation via credit card, to hold any reservation of three nights or more. If a reservation is made for one or two nights only the nights reserved will be charged as a deposit.

Cancellation Policy:

- Should a reservation be cancelled more than 45 days prior to arrival, a one-night non-refundable cancellation fee will be applied, with the remainder of payment to be credited to the attendee. Deposits for reservations cancelled or shortened within 44 days prior to arrival are non-refundable.

Appendices

- Appendix A: Municipal Cover Sheet and Check List
- Appendix B: TOURISM RFP Acceptance Form
- Appendix C Convention Centre/Main Conference Facility – Intent to Bid
- Appendix D: Bidding Host/Main Conference Hotel – Intent to Bid
- Appendix E: Overflow Hotel Form- Intent to Bid.

Appendix A – Municipal Cover Sheet and Checklist

AMO 2028, 2029, 2030 & 2031 Annual Conference RFP Cover Sheet

Municipality: _____

Primary Contact for Proposal: _____

Title: _____

Phone: _____

Email: _____

Secondary Contact for Proposal: _____

Title: _____

Phone: _____

Email: _____

I am hereby authorized to submit this submission,

Signature: _____

Title: Municipal CAO or Clerk

Please Print Full Name: _____

Date: _____

AMO 2028, 2029, 2030 & 2031 Annual Conference RFP Checklist

The final submission must include:

- ☐ Municipal Cover Sheet and completed Checklist
- ☐ Certified Letter of Council Endorsement
- ☐ Detailed proposal from Host Municipality on how it will meet Host Municipality Responsibilities as outlined in Section A Requirements page 12/13.
- ☐ Additional details as outlined for Host Municipality, including funding, added incentives, values and concession details.
- ☐ Completed AMO Planner Schedule of Meeting Space Requirements form
- ☐ Additional details as outlined for Meeting Space
- ☐ Completed Host/main conference Hotel form, and concession and custom questions, details responded and posted to Cvent by Host Hotel
- ☐ Additional details as outlined for Host Hotel
- ☐ Completed Overflow Hotel form(s), and concession and custom question details posted to Cvent by Overflow Hotel(s)
- ☐ (Optional) Other information deemed appropriate by Host for bid

Appendix B – TOURISM RFP Acceptance Form

We the undersigned acknowledge receipt of the Invitation to Bid. Furthermore, we will be presenting a bid for the AMO AGM and Annual Conference.

Please send completed form via e-mail to kelly.cyr@ConferenceDirect.com by no later than **December 5th, 2025**. Based on this form and city availability, AMO reserves the right to re-issue the bid on a year-to-year basis.

Municipality: _____

Primary Contact for Proposal: _____

Title: _____

Phone: _____

Email: _____

We plan to present a bid for: please select one or both

- ☐ All four years
- ☐ Biennial, please indicate which years and dates you are able to host. AMO's preferred two-year bids are:

Year	First Choice	Second Choice
2028	☐ August 20 - 23	☐ August 13 - 16
2029	☐ August 19 - 22	☐ August 12 - 15
2030	☐ August 18 - 21	☐ August 11 - 14
2031	☐ August 17 - 20	☐ August 10 - 13

Appendix C – Convention Centre/Main Conference Facility- Intent to bid

Full meeting space proposals are to be presented in Cvent, with outline of space and dates being bid on being included in Municipal Bid using this form.

Main Conference Facility Name: _____

Primary Contact/Title: _____ Phone/Email: _____

Full proposal and outline of suggested meeting space provided in Cvent?

YES: _____ NO: _____

Venue able to hold space all dates being bid on tentative first option right of refusal, all dates bid, until August 4, 2026 for chosen location? YES: _____ NO: _____

Year	First Choice	Second Choice
2028	☐ August 20 - 23	☐ August 13 - 16
2029	☐ August 19 - 22	☐ August 12 - 15
2030	☐ August 18 - 21	☐ August 11 - 14
2031	☐ August 17 - 20	☐ August 10 - 13

In final proposal from Main Conference Facility, please indicate:

- Inventory of rooms available and capacity.
- Storage facility for AMO from Thursday to Wednesday.
- Overview of all amenities on property.
- Full description and details and best offer towards value-added concessions.
- Details on facilities inclusions in a “standard set-up”.
- Details on current costs for basic AV: including but not limited to – microphones (podium wired or wireless), podiums, tables and skirting, water set up in rooms and public access spaces, electrical, chairs for use in tradeshow, registration and/or election areas. On costing sheet please state if any of these items may be offered complimentary or at a discount.
- All gratuities, levies, fees, service charges, taxes etc. that may be applied to any Conference Centre charges including but not limited to meeting room rentals, equipment rentals, food and beverage, etc.
- Please refer to preferred AMO client concessions and Incentives on Page 11 when bidding.

Appendix D – Bidding Host/Main Conference Hotel Form- Intent to bid

Hotel bids must be presented in Municipal Bid using this form with concessions and custom questions responded to in Cvent.

Host Hotel Name: _____

Primary Contact/Title: _____ Phone/Email: _____

AMO host/main conference hotel is generally preferred to be the closest 1-2 MAX hotels(s) to the Conference venue. Indicate exact KM distance from Convention Centre venue: _____

Total number of rooms in hotel inventory: _____

Total Peak night number of rooms being offered in Block: _____

*Please note there will be Staff/VIP pre blocks starting Thursday prior- c/o Wednesday at host hotel(s)

Full proposal and outline of space and concessions offered provided in Cvent?

YES _____ NO _____

Suggested Base rate for 2028 \$ _____ 2029 \$ _____ 2030 \$ _____ 2031 \$ _____
(could consider base rate for 2026 with set percentage increase/year)

Rate Notes:

Willing to offer all hold space and rates tentative first option from Thursday to Wednesday all years bid until August 4, 2026 for chosen location? Yes _____ No _____

Year	First Choice	Second Choice
2028	☐ August 20 - 23	☐ August 13 - 16
2029	☐ August 19 - 22	☐ August 12 - 15
2030	☐ August 18 - 21	☐ August 11 - 14
2031	☐ August 17 - 20	☐ August 10 - 13

Appendix E – Overflow Hotel Form- Intent to Bid

Hotel bids must be presented in Municipal Bid using this form with concessions and custom questions responded to in Cvent.

Host Hotel Name: _____

Primary Contact/Title: _____ Phone/Email: _____

Preferred hotels are to be within 10-12 minutes walking distance to Conference location.
Indicate exact KM distance from Conference venue: _____

Total number of rooms in hotel inventory: _____

Total Peak night number of rooms being offered in Block: _____

Full proposal and outline of space and concessions offered provided in Cvent?

YES _____ NO _____

Suggested Base rate for 2028 \$ _____ 2029 \$ _____ 2030 \$ _____ 2031 \$ _____

(could consider base rate for 2026 with set percentage increase/year)

Rate Notes:

Willing to offer all hold Space and Rates tentative first option from Saturday to Wednesday all years bid until August 4, 2026 for chosen location? Yes _____ No _____

Year	First Choice	Second Choice
2028	☐ August 20 - 23	☐ August 13 - 16
2029	☐ August 19 - 22	☐ August 12 - 15
2030	☐ August 18 - 21	☐ August 11 - 14
2031	☐ August 17 - 20	☐ August 10 - 13