



## eRFP Best Practices

Love them or hate them eRFP's are here to stay.

This interactive workshop will focus on sharing ideas on how to get the most out of our eRFP's by reviewing trends dealing with response times, availability and contracting.

We will discuss the industry standards that have been defined by the Convention Industry Council (CIC) for preparing and tracking eRFP's as well as the proper formatting of the information you are providing.

Understanding the value of your meetings, the factors impacting the industry, and how suppliers evaluate your eRFP's will provide you with a better chance of getting your eRFP reviewed and considered by the suppliers you have selected.

Using the historical information about your events and presenting that as part of your eRFP will help the supplier understand the total value of your submitted events and the potential value to them in the future.

By the end of the day we will have discussed the best practices that can be used to submit better eRFP's based upon industry standards.

### Learner outcomes

- Understand the industry standards as defined by the Convention Industry Council (CIC)
- Better sense of the planner's perspective on eRFP's
- Better sense of the supplier perspective on eRFP's
- Learn the best practices for developing and submitting eRFP's
- Identify solutions on how planners and suppliers can work together using eRFP's to find venues for events.

### Presenter

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