

TO QUALIFY FOR ASSISTANCE, THE EVENT MUST MEET THE FOLLOWING REQUIREMENTS:

- ☒ This event meets Monona Terrace's definition of a convention.
☒ This event has not yet been contracted.
☒ This event has a minimum of 75% programmed events at the Monona Terrace.
☒ This event uses a minimum of two hotels within the Madison Room Tax District.
☒ This event has an overflow hotel with a minimum room block of 50.

PLUS ONE OF THE FOLLOWING:

- ☒ This event has a minimum direct spending impact of \$100,000
☒ This event has a minimum out of town attendance of 400.

Date of Request 06/27/2021

Sales Manager Keola Shimooka

Group Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services

Event Name IPBES Plenary 10

Lead # 119178

Event Dates 04/29/2023 – 05/07/2023

Amount Requested \$44,550

Verify this does not conflict with major annual events.

Fund Use Facility Rental

Peak Room Nights (total peak) 400 (RFP request 700)

Total Room Nights 2,970 (Based on 400 Peak)

HOTEL BLOCK

	1	2	3	4
Hotel and	Hilton / 150 peak rms	Concourse / 250	Park / 125	AC Marriott / 50
Peak Room Block Bid	Hyatt Place / 50	Double Tree / 50	Hampton Inn / 50	Sheraton / 150
	Hotel Indigo / 50	Holiday Inn Expr / 50	Hilton Garden / 50	

Lead Status Pending

Direct Spending Impact \$1,215,744.00

Competition Undisclosed Countries

Attendance 600 - 800

Decision Date 10/01/2021

Expected Contract Revenue \$98,331.00

HISTORY

	1	2	3
Month & Year	2019	2018	2017
City	Paris, France	Medellin, Colombia	Bonn, Germany
Facility / RN			

Comments We are unable to get accurate history on sleeping room nights from previous years. This event has not been held in the US before. Typically, international hotels work on a courtesy block basis for event hotel sleeping rooms. Additional funding may be required during the next MTBEAAC meeting, based on further negotiations of meeting room rental, and sleeping room requirements.

Other None
Funding
(external & internal)

Email form or Print and give (with any attachments) to Senior Convention Sales Coordinator – Who will route to VP and CEO for Approval.

VP Approval John Leinen

Date 7/1/21

Internal Use Only:

Committee Meeting
Approval Date
& Amount

CEO Approval 

Date 7.2.21