



## **2027 Rowing Canada Aviron National Conference Host City and Venue Requests for Proposals**

### **Overview**

Rowing Canada Aviron welcomes the Canadian rowing community to our annual National Conference at the end of January each year. Approximately 160-200 conference delegates join us for 3-4 days for learning and collaboration opportunities and to celebrate the previous year's achievements.

The RCA National Conference offers plenary and breakout-style sessions (3-4 educational and development streams each day), and every evening, a social event is organized for delegates. The Annual RCA Excellence Awards evening (2-3 hour awards event) is hosted on the Saturday evening of the conference. Additionally, approximately 10 vendors join us for the duration of the conference.

Delegates enjoy conference locations that offer the following;

- easily accessible with low transportation costs from the closest international airport
- multiple local restaurants and pub options close-by
- exercise/activities onsite or close by
- guestroom rates that are considerate of our typical delegate profile (volunteer, non-profit sport organizations)
- healthy and appetizing food and beverage offerings during the conference program

The 2027 RCA National Conference will be held January 29-31, 2027, with the potential for additional meetings scheduled for February 1, 2027.

We are currently accepting proposals from venues and municipal tourism organizations from within British Columbia to be the host venue of the 2027 RCA National Conference.

*Please note that we plan on hosting in-person RCA conferences biannually and currently anticipate hosting an equivalent conference in January 2029 in Ontario.*

*Venues and municipal tourism organizations in Ontario may also express early interest in this opportunity for 2029.*

## **Proposal Information**

Proposals are required to include the following information:

- Hotel guestroom information, including all pricing details
- Hotel concessions/Event enhancements
- Transportation details:
  - Shuttle or other similar services to/from the closest International Airport
  - Typical taxi or ride share costs from the closest International Airport
- Meeting room details, including:
  - Floor plans, Area (square footage), and maximum capacity based on room set-up
  - Complimentary meeting room offers based on minimum food and beverage spend
- Hotel Food and Beverage Meeting Packages and alternative options if applicable
- Meeting incentive funding offers and event hosting grants
- Local experiences/attractions, social activities, on-site/nearby exercise facilities and dining options
- On-site childcare services
- Audiovisual/IT services/set-up requirements

Proposals should also include details related to barrier-free access for meeting and guest rooms and gender-neutral bathrooms in communal spaces.

## **Submission Process**

Please submit your proposal via email to Jennifer Fitzpatrick, RCA Director of Partnerships and Sport Development ([jfitzpatrick@rowingcanada.org](mailto:jfitzpatrick@rowingcanada.org)), no later than **March 19, 2026**.

## RCA National Conference - Detailed Information

Delegate #s: ~ 150-180

Total room nights: ~ 260

### Guest Room Block Estimates

Wed, Jan 22	Thurs, Jan 23	Fri, Jan 24	Sat, Jan 25	Sun, Jan 26	Mon, Jan 27	TOTAL
10	70	80	80	10	10	260

The above are estimates. Please include barrier-free options and a combination of single (e.g. King) and double (e.g. 2 Queen/Double) rooms.

### Food and Beverage

~ \$40,000-\$50,000 spend, depending on # of social events hosted at the conference program location.

### Meeting Rooms

Room	Description	Thurs, Jan 28	Fri, Jan 29	Sat, Jan 30	Sun, Jan 31	Mon, Feb 1
Office	~ 500 sq ft. board room set-up w/ 7-8 Chairs	X	X	X	X	
Registration	~ 12 ft tables for delegate registration, near power source. Close to office	X	X	X	X	
Vendors	~12-14 6ft tables w/ 2 chairs each.	Set-up	X	X	Take-down	
Plenary	~ 200 ppl  Ballroom  Half rounds preferred		X	X	X	
Reception	~ 150ppl Standing			X		
Breakout 1	~60-100 ppl	X	X	X	X	

	Half rounds preferred					
Breakout 2	~60-100 ppl Half rounds preferred		X	X	X	
Breakout 3	~60-100 ppl Half rounds preferred		X	X		
Breakout 4	~60-100 ppl Half rounds preferred		X	X		
Classroom	~ 1000 sq. ft ~ 25 people  Half rounds preferred  <i>Need extra sq footage for equipment</i>	X	X	X		
Board meeting	Board meeting or U-shaped Set-up for 25	X	X	X	X	X

- All rooms should have an AV hookup
- Breakout room 4 is often not required if the ballroom can convert to breakouts during schedule breaks
- Vendors
  - Preference is to be located near the food and beverage
  - Vendor area needs to be placed so that Sunday take-down is not disruptive to ongoing sessions
  - Need access to power hook-ups for ~10 vendor stations
  - Vendor space set-up may need to accommodate the placement of a rowing shell (30 ft long, 4ft wide)
- Plenary/Ballroom needs to be set-up for Saturday Excellence Awards Banquet (~ 150 ppl). Should include a stage and an accessible ramp.
- Podiums for Plenary/Ballroom and breakouts are required
- Additional evening social events could be hosted at the same location as the conference program, room requirements TBD
- If childcare set-up does not already exist, another room may be required to serve as the childcare area.