

RFP for Professional Conference Logistics Team

Overview

The African Studies Association (ASA) is seeking proposals from experienced and professional conference logistics teams to manage our Annual Meeting in 2026. This is a one-year contract with an option for a 3-year renewable extension. The selected team will be responsible for key aspects of our Annual Meeting's logistics including but not limited to hotel, vendor, and exhibit management, VIP travel coordination, and onsite support.

ASA Mission and Annual Meeting Summary

Established in 1957, the [African Studies Association](#) encourages the production and dissemination of historical and contemporary knowledge about Africa. The ASA is based in the United States and aims to cultivate a better understanding of the continent, taking a holistic approach to its areas of focus. The [ASA Annual Meeting](#) is the largest gathering of Africanist scholars in the world and is the flagship event of the Association. Attendees include scholars, students, teachers, activists, business owners, publishers, development professionals, policymakers, and donors.

ASA Secretariat Role

The ASA Secretariat will work closely with the selected team to bring the Annual Meeting to fruition. The Secretariat will handle the budget, registration, abstract submission, scheduling, programming, and facilitation with the Program Committee and Local Arrangements Committee. The Secretariat maintains a Dropbox for document sharing and will meet with the team regularly to ensure consistent communication.

Conference Details

Estimated Attendance: ±1600-2200 participants

2026 Meeting: New Orleans Marriott, December 3-6, Preconference Workshop December 2

Approximately 30% of attendees are students.

The potential 3-year renewal will include the following:

2027 Meeting: Detroit Marriott Renaissance Center, December 9-11, Preconference Workshop December 8

2028 Meeting: San Francisco Marriott Marquis, November 16-18, Preconference Workshop November 15

2029 Meeting: JW Marriott Austin, November 15-17, Preconference Workshop November 14

Timeline

RFP Release Date: October 15, 2025

Proposal Submission Deadline: November 15, 2025

Decision: December 8, 2025

Key Responsibilities

1. Logistics Coordination
 - a. Liaise with Marriott hotel regarding contract terms and monitor room block.
 - b. Execute AV RFP and manage AV needs.
 - c. Support F&B arrangements and manage BEOs .
 - d. Manage exhibits and sponsors including coordinating the Exhibit Hall.



- e. Coordinate drayage and shipping needs.
 - f. Oversee event setup, execution, and teardown.
 - g. Reconcile final invoice post-event.
2. VIP Travel
 - a. Support VIP travel for up to 70 directors, fellows, speakers, and others.
 - b. Track VIP itineraries.
 - c. Arrange up to 20 African Fellows travel insurance.
 - d. Arrange ground transportation for Fellows and up to 8 VIPs.
3. Conference Materials
 - a. Coordinate and execute badge printing, tent cards, and award certificates.
 - b. Manage signage design, printing, and shipping.
 - c. Facilitate program book design and printing.
4. Onsite Support
 - a. Provide onsite meeting support for duration of event.
 - b. Manage temporary staff at registration.
5. Design Work
 - a. Propose conference event branding.
 - b. Execute branded web banners and program cover.

Proposal Requirements

1. Company Profile
 - a. Background information including experience organizing similar events.
 - b. Key personnel who will be engaged in the meeting including short profiles with qualifications.
2. Logistics Approach
 - a. Strategy for all key responsibilities above.
 - b. Partners or vendors you may wish to work with.
3. Budget Estimate
 - a. Detailed budget including payment schedule.
4. Case Study with References
 - a. At least two examples with references showcasing similar events your team successfully managed.

Submission Instructions

Proposals must be submitted via emailed PDF no later than November 15, 2025, 11:59pm eastern. Late proposals will not be considered.

Please send proposals to:

Email: asaed@africanstudies.org

Subject: Meeting RFP [Your Company Name]

ASA welcomes questions via email regarding this RFP until November 7. 30-minute meetings may be scheduled upon request.

We look forward to receiving proposals from teams that are excited to deliver exceptional meeting experiences to ASA members and the broader Africanist community.

Enhancing the Exchange of Information About Africa Since 1957