

Request for Proposal



**Society for Nutrition Education & Behavior (SNEB)
2024 International Conference**

Meeting Details

Meeting Name: Society of Nutrition Education & Behavior International Conference
Attendees: 500
Meeting Dates: No earlier than last week of June and no later than first week of August
Pattern: Wednesday - Tuesday Pattern
No holiday overlaps

Deadlines: RFP returned by March 31, 2023 with location decision in May 2023.

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For over 50 years the SNEB International Conference has gathered nutrition educators from around the world to discuss research, practice and policy with the vision of people worldwide empowered by food and nutrition education to change behavior, food systems, and policy.

The Society is looking to partner with a non-traditional location such as a university campus or retreat center for the 2024 conference. Key considerations for a successful proposal would be:

- Convenient transportation options from nearest airport to conference venue
- Walkable distance between overnight rooms and meeting rooms
- Fully accessible meeting rooms with high speed internet access
- Healthy food options through catering service of dining locations

Since this is the inaugural experience for the Society to plan a conference in a non-traditional venue, we appreciate open, ongoing dialogue with facility planners.

Sleeping Rooms

- Room rate to not exceed \$199
- Availability of room sharing options appreciated so room blocks with double rooms encouraged
- Requesting discounted room rate for five staff members
- If possible, group rate honored before and after event dates
- Complimentary internet in guest rooms

Day	Wed	Thurs	Fri	Sat	Sun	Mon	Tues
Run of House		22	163	333	338	338	213
Presidential Suite		1	1	1	1	1	1
Executive Suites		20	20	15	15	15	15
Staff	4	4	10	10	10	10	10
Total	4	47	199	364	369	369	244

Total Room Nights: 1,227

Meeting Rooms:

- Complimentary or cost negotiable meeting space
- 24 hour hold on all meeting space

Meeting Rooms	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed
Office	x	x	x	x	x	x	x	Until noon
Registration Desk		x	x	x	x	x	x	
General Session (750 ppl)			Set up	x	x	x	x	
Exhibit Hall (10 booths with 6 foot tables plus 30 4x8 poster board viewable from both sides/ some breaks)				Set up	x	x	x	
Board of Directors Meeting (25 ppl U Shape)		x						
Small Meeting Rooms (1 room 100 pl Rounds, 3 rooms 150 ppl rounds)					x	x	x	
Breakout Rooms (3 rooms up to 300 ppl rounds)					x	x	x	
Food and Beverage Functions								
Breakfast and Coffee			25 ppl	200 ppl	350 ppl	350 ppl	350 ppl	
Lunch		25 ppl		200 ppl				
Nutrition Break			25 ppl		350 ppl	350 ppl	350 ppl	
Opening Reception				400 ppl				

SNEB Healthy Meeting Guidelines

The following Healthy Meeting Guidelines were adopted via resolution by the SNEB membership in September 2014 and by the Board of Directors in October 2015. . SNEB’s goal is to fulfill at least 80% of the guidelines for each meeting. To the extent that funding and staff resources are available and the item is logistically feasible, SNEB will incorporate these guidelines into its meetings.

General Recommendations

1. Support healthier choices, provide leadership and role modeling, and help to create a social norm around healthier choices and behaviors.
2. Place healthier foods and beverages in prominent positions, where they are most likely to be seen and more likely to be chosen.
3. Offer nutritious food and beverage options.
4. Provide reasonable portions of foods and beverages (i.e., avoid large portions).
5. Ensure healthier options are attractively presented, appealing, and taste good.
6. If appropriate/possible, post calories at conferences and meetings.
7. Offer physical activity opportunities that are relevant to the audience and environment to help people achieve at least 30 minutes of physical activity each day.

8. Prioritize sustainable practices when possible, by minimizing waste, encouraging recycling, and sourcing products from sustainable producers.
9. Evaluate efforts to hold healthy meetings and conferences and make adjustments over time to continue to improve the acceptability and healthfulness of choices.

Beverages

10. Make water the default beverage.
11. Do not offer full-calorie sugar-sweetened beverages. Choose healthier alternatives such as, 100% juice, 100% juice diluted with water, low-fat or non-fat milk, calcium and vitamin D-fortified soymilk, or beverages with 40 calories per container or less.
12. Offer low-fat or non-fat milk with coffee and tea service in addition to half and half.

Food

13. Offer fruits and/or vegetables every time food is served.
14. Offer reasonable portion sizes in buffet lines or self-service, support sensible portions by offering reasonably-sized entrees and appropriately-sized serving utensils and plates.
15. Use whole grains whenever possible (100% whole grain or whole grain as the first ingredient).
16. Serve healthier condiments and dressings and offer them on the side.
17. Look for and try to offer lower-sodium options.
18. Make the majority of the meat options poultry, fish, shellfish, or lean (unprocessed) meat.
19. Provide a vegetarian option.
20. For special occasions and dinner, cut desserts in half or serve small portions. For lunches, breaks, or regular meetings serve fruit as dessert.
21. Do not place candy or candy bowls in the meeting space.
22. Whenever possible, offer foods prepared in a healthier way (grilled, baked, poached, roasted, braised, or broiled). Avoid fried foods.

Physical Activity

23. Mention to attendees (through announcements or in written materials) that it is fine to move within the meeting space (standing, stretching); periodically break up sitting time.
24. Integrate exercise equipment if possible within the space (exercise balls in place of some chairs, raised tables for standing).
25. For conferences or all-day meetings, support physical activity before, during, and after the work of the day (e.g. start and end meetings at times that allow opportunities for physical activity; disseminate materials about physical opportunities in the surrounding area).
26. Provide adapted programming or alternative activities for those with physical disabilities.
27. Identify someone to facilitate a short physical activity break(s).

Sustainability

28. Reduce waste and packaging whenever possible.
29. For conference give-aways, consider appeal to meeting attendees, sustainability, and usefulness
30. Have recycling bins available.
31. Provide handouts on a flash drive or make them available online to reduce paper.

Determining the Menu

32. When determining a menu for your meeting or conference, think of the initial menu provided to you by the caterer, restaurant, or hotel as a starting place for customization.

33. Modify the soups, salads, entrees, snack, etc. to fit your meeting's needs.
34. Make sure that you, the catering manager, and/or chef are in agreement about portion sizes.
35. Ask for fruits and/or vegetables to be served whenever food is provided.
36. Ask for larger portions of fruits and vegetables to work toward offering half the plate as fruits or vegetables.
37. Offer more than one variety of fruits and vegetables so that people can find choices they like.
38. Specify that free drinking water should be provided at all times.
39. Request whole grain cereals, breads, rice, and pasta be used whenever possible.
40. Ask about using lower-sodium options and cooking techniques.

During the Event

41. Monitor implementation with constant vigilance. Every time a meal or break is being set up, have someone on site cross-check that all the food and beverage options are consistent with your approved banquet event orders.
42. If you see something that should not have been served, request that it be taken back and replaced with the proper food item that you did order.
43. Assess how attendees like the food by looking at which options people choose, eat, or leave uneaten.

After the Event

44. Get feedback about which food options and physical activity opportunities meeting attendees liked and ideas for future events.

In addition to the above recommendations, SNEB is also providing a list of requests to the facility during the contracting process. Some of these requests include:

- Place healthier foods (like fruits, vegetables, and nuts) and beverages (water, seltzer, unsweetened iced tea) in prominent positions, where they are most likely to be seen and more likely to be chosen.
- Ensure healthier options are attractively presented, appealing, and taste good.
- Skim milk and 1% milk served at all functions with beverages (including coffee). Majority should be skim.
- Whole grain breads; wheat breads; no croissants. This also applies to bagels, tortillas and especially sandwich breads.
- Provide lots of salad options –both with and without meat.
- Darker green leafy vegetables in salads.
- Not a lot of mayonnaise, etc. in sandwiches and salads. Have mustard available for sandwiches instead of mayonnaise. Offer condiments on the side when possible.
- Vegetarian options- please make these are substantial options.
- Pop – do not offer full-calorie pop, instead offer 100% juice, 100% juice diluted with water, low-fat or non-fat milk, calcium and vitamin D-fortified soymilk, or beverages with 40 calories per container or less (like diet pop, unsweetened iced tea, seltzer, bottled water, etc.). Caffeine free diet options are the most popular; diet pop and bottled water.
- Wherever coffee is served, have low-fat or skim milk as well as half and half available.
- Have peanut butter available with bagels at breakfast times.
- Use light cream cheese, low sugar jams and jellies, on appropriate meals.
- Where desserts are served, please cut desserts in smaller portions and have fresh fruit, seasonal berries, etc., available. Please suggest healthful options, especially low sugar alternatives.
- Need a healthier substitute for cookies served at breaks.
- Have “veggie breaks” as refreshment breaks – carrots, cucumbers, etc.

- Offer fruits or vegetables whenever food is served.
- For sides to sandwiches, salad buffets, etc., do not have heavily oiled vegetables or pastas.
- Please provide vendor list to SNEB staff to promote locally grown/raised products to the SNEB membership.