

**2026 TRANSFORMING LOCAL  
GOVERNMENT (TLG)  
CONFERENCE HOST COMMUNITIES**

**REQUEST FOR PROPOSAL**

**DEADLINE TO SUBMIT A PROPOSAL IS DECEMBER 31, 2024**

This document is designed to help potential host cities evaluate the commitments and major responsibilities involved in partnering with the Alliance for Innovation (AFI) to host the Transforming Local Government Conference (TLG). It also outlines the information to be included in proposals to host the conference.

Proposals to host TLG are submitted by prospective conference host committees that are formed by local government organizations from the prospective site city and surrounding communities. The prospective host committee should assemble information demonstrating the appeal of the site city to AFI as a potential host and provide proposals or information for eligible conference venues and hotels. Venue proposals should include a contracted booking discount via the site city (site city acting as liaison to receive booking discount with venue).

We are confident that your community will benefit from this opportunity to host TLG. Please review the content of this guide in its entirety. If your organization has the capabilities to perform the hosting commitments, please submit the following information per the instructions below:

1. Primary point of contact for host committee (site city)
2. Preliminary list of host committee members (commitment from site city and surrounding communities, if applicable)
3. Preliminary list of vendors who are doing business with local governments that could be potential conference sponsors
4. Information on the attractiveness of the community as an innovative city/county and include examples of innovative techniques used within the government that could act as the local innovation tours
5. Proposals or information from eligible conference venues and hotels (referred to starting on page 6)

***Deadline to submit a proposal is December 31, 2024***

Submit your proposal

**HERE!**

For questions, please contact:

**Kristin DeArmond**  
**Events Manager, SGR**

Ph: 254.254.4698

[kristindearmond@governmentresource.com](mailto:kristindearmond@governmentresource.com)

Strategic Government Resources (SGR), in partnership with the Alliance for Innovation (AFI), is an international network of progressive governments and partners committed to transforming local government by accelerating the development and dissemination of innovations. We seek out innovative practices, challenge existing business models, exchange knowledge, and provide products and services that help our members perform at their best. Together with our partners, we promote excellence in local government and build a community of practice in local government innovation.

TLG is the flagship annual conference for AFI. TLG highlights the leaders of innovation in local government that have deliberately chosen to create new kinds of solutions.

TLG is a uniquely different learning experience. The format encourages team building; it allows for cross pollination of ideas and offers something for diverse members within a local government staff. Attendees will be exposed to new concepts and practices in collaboration, leadership and technology to enhance operations and build stronger communities. Attendees from across the U.S. will gather to learn from each other, have new conversations, and be rejuvenated in the call to public service.

## ***WHO WILL ATTEND***

TLG will attract up to 300 key professionals in local government from across the US. Decision makers such as department heads, city/county managers and administrators, elected/appointed officials, innovation professionals, representatives from nonprofit organizations, and industry partners/solution providers typically attend this conference.

## ***HOST COMMUNITY BENEFIT***

Partnering with AFI to host TLG will bring a national spotlight to your jurisdiction. Local government professionals from across the US will travel to attend TLG and experience your city/county during the conference. You will have the opportunity to display innovative programs and initiatives during the innovation tours and present your jurisdiction as a progressive government.

Hosting TLG also brings significant financial benefit to your community. At least 50% of conference attendees will purchase hotel room nights, food, and shop in your jurisdiction over the course of the three-day conference.

# HOST COMMITTEE COMMITMENTS

## *HOST COMMITTEE*

The Host: Should formulate a committee made up of 5 -10 representatives from the site community and surrounding communities. The committee should prepare and submit a hosting bid to AFI no later than the due date on the front cover. If selected, the committee will then take the lead on executing the host responsibilities.

AFI: Will assist the committee as necessary throughout the conference planning process and provide a platform for the committee to reference for tasks, deadlines, contacts, etc. AFI will also provide all necessary submission forms for sessions, innovation tours, social/activities, and volunteers.

## *FUNDRAISING*

The Host: Will provide a preliminary list of vendors who are doing business with local governments that could be potential conference sponsors for TLG. This is an excellent way to connect local business to the economic gains of the conference.

AFI: Will work to secure sponsorships from the list of companies provided by the Host. AFI will also operate national fundraising for the conference by working directly with private sector companies in the innovation space. AFI will fulfill all sponsor benefits and will be responsible for all sponsor recognition.

## *SPECIAL EVENTS*

### 1. Tours

The Host: Should be prepared to provide up to 5 community innovation tours scheduled for day two (Tuesday) of the conference. Community tours should be designed to showcase area innovation and community uniqueness. The committee should be prepared to provide transportation and staff to facilitate each tour.

AFI: Will handle all reservations for the tours via registration and coordinate transportation logistics (transportation provided by host) with the venue. AFI will continuously promote the tour and the city hosting the tour as a co-host of the conference throughout the conference marketing year. AFI will provide additional assistance with innovation tours per the host committee's request.

## 2. Social Activities/Events

The Host: Should provide ideas for social activities and/or events for conference attendees to join on their own, at no cost to AFI. (i.e. nearby locations for networking happy hours, group exercise activities, sporting events, etc.). These social activities/events are to provide conference attendees with opportunities to network with each other. A welcome happy hour at the conference venue is included for all conference attendees. Any other full conference off-site happy hours will be contingent upon securing a sponsor to off-set the cost.

AFI: Will handle all reservations for social activities/events via registration, as well as provide logistical assistance per the host committee's request.

## ***PUBLICITY & COMMUNICATIONS***

The Host: Should promote the conference both regionally and statewide. The target audience should include (but not be limited to) regional and statewide cities, counties, townships, and associations. A successful TLG will have at least 30 attendees from the host region.

AFI: Will provide copies of the conference promotional collateral as necessary. Feature the host community on the promotional materials, the AFI website, the TLG registration website, conference mobile app, and in the AFI newsletter.

## ***VOLUNTEERS***

The Host: Should provide a minimum of 5 volunteers for the conference registration, innovation tour transportation, and onsite duties to include presentation room monitoring / Q&A mic running. The host is responsible for soliciting volunteers.

AFI: Will work with the host on identifying the volume and roles of volunteers. Provide a volunteer sign-up form, coordinate directly with volunteers on their duty as well as provide additional assistance per the host committee's request.

# CONFERENCE LOGISTICS

## ***MEETING AND SPACE REQUIREMENTS***

Site selection is very important, as the venue will strongly influence conference participation. Venue proposals should include a contracted booking discount via the site city (site city acting as liaison to receive booking discount with venue). Please review the following specifications to determine potential venue locations and/or work with the convention and visitor's bureau of the prospective site city.

## ***CONTRACT PROVISIONS***

- Complimentary meeting space
- Complimentary wi-fi in meeting space
- Discount on food and beverage fees
- Discount on AV fees
- Waived fees for shipping and receiving

## ***MEETING NAME***

2026 Transforming Local Government Conference

## ***DATE***

TLG is a 3-day conference, running Monday - Wednesday.  
Our preferred option is April (excluding the week of Easter).

## ***MEETING SPACE & REQUIREMENTS***

All meeting rooms, registration, and vendor tables should be located on the same floor.

# SUNDAY

## *PM show management move in/set-up*

- **Staff Office**
  - Conference for 10 in middle of room
  - (4) 6ft skirted tables around the perimeter of room
- **Storage**
  - Existing empty room for conference storage
- **Conference Registration**
  - Adjacent to all meeting rooms in foyer space
  - (4) 6ft skirted tables
  - (2) skirted classroom tables behind above 6fts
  - (5) chairs
  - AV: access to power
- **Vendor Table Displays**
  - Foyer space for up to 20 vendor tables on flow
  - (1) 6ft skirted table, (2) chairs
  - AV: access to power for each vendor
- **Breakout Room 1**
  - Crescent rounds for 100
  - (2) skirted 6ft tables and (2) chairs set in left rear of room for AV staff
  - AV: Sage/riser, podium with mic, (1) dressed screen, sound, (1) projector, slide advancer, confidence monitor, speaker timer, (4) lav mic, (3) Q&A mic, (1) AV tech
- **Breakout Room 2**
  - Classroom for 100
  - (2) skirted 6ft tables and (2) chairs set in left rear of room for AV staff
  - AV: Sage/riser, podium with mic, (1) dressed screen, sound, (1) projector, slide advancer, confidence monitor, speaker timer, (4) lav mic, (3) Q&A mic, (1) AV tech
- **Breakout Room 3**
  - Classroom for 100
  - (2) skirted 6ft tables and (2) chairs set in left rear of room for AV staff
  - AV: Sage/riser, podium with mic, (1) dressed screen, sound, (1) projector, slide advancer, confidence monitor, speaker timer, (4) lav mic, (3) Q&A mic, (1) AV tech

# MONDAY

*Conference Registration 8am – 6pm*

*Vision Council Pre-Conference Meeting 9am – 12pm*

*Conference Sessions 2pm – 4pm*

*Welcome Happy Hour 4pm – 6pm*

- **Staff Office**
  - Conference for 10 in middle of room
  - (4) 6ft skirted tables around the perimeter of room
- **Storage**
  - Existing empty room for conference storage
- **Conference Registration**
  - Adjacent to all meeting rooms in foyer space
  - (4) 6ft skirted tables
  - (2) skirted classroom tables behind above 6fts
  - (5) chairs
  - AV: access to power
- **Vendor Table Displays**
  - Foyer space for up to 20 vendor tables on flow
  - (1) 6ft skirted table, (2) chairs
  - AV: access to power for each vendor
- **Breakout Room 1**
  - Crescent rounds for 100
  - (2) skirted 6ft tables and (2) chairs set in left rear of room for AV staff
  - AV: Sage/riser, podium with mic, (1) dressed screen, sound, (1) projector, slide advancer, confidence monitor, speaker timer, (4) lav mic, (3) Q&A mic, (1) AV tech
- **Breakout Room 2**
  - Classroom for 100
  - (2) skirted 6ft tables and (2) chairs set in left rear of room for AV staff
  - AV: Sage/riser, podium with mic, (1) dressed screen, sound, (1) projector, slide advancer, confidence monitor, speaker timer, (4) lav mic, (3) Q&A mic, (1) AV tech
- **Breakout Room 3**
  - Classroom for 100
  - (2) skirted 6ft tables and (2) chairs set in left rear of room for AV staff
  - AV: Sage/riser, podium with mic, (1) dressed screen, sound, (1) projector, slide advancer, confidence monitor, speaker timer, (4) lav mic, (3) Q&A mic, (1) AV tech



- **Welcome Happy Hour**
  - (2) bars, scattered cocktail rounds and cabs with chairs on flow
- **Meal Room (set-up PM)**
  - Banquet rounds for 300
  - (2) double-sided buffets set either in room or in foyer space outside of room
- **Innovation Professionals / AFI Ambassador Breakfast**
  - Banquet rounds for 40
  - (1) breakfast beverage station in room or in foyer space outside of room
  - Attendees will grab food off existing breakfast buffet

## TUESDAY

*Breakfast 8am – 9am*

*Conference Sessions 9am – 12:30pm*

*Lunch 12:30pm – 1:30pm*

*SF Workshop 1:30pm – 5:00pm*

*Off-Site Innovation Tours 1:30 pm – 5:00 pm*

- **Staff Office**
  - Conference for 10 in middle of room
  - (4) 6ft skirted tables around the perimeter of room
- **Storage**
  - Existing empty room for conference storage
- **Conference Registration**
  - Adjacent to all meeting rooms in foyer space
  - (4) 6ft skirted tables
  - (2) skirted classroom tables behind above 6fts
  - (5) chairs
  - AV: access to power
- **Vendor Table Displays**
  - Foyer space for up to 20 vendor tables on flow
  - (1) 6ft skirted table, (2) chairs
  - AV: access to power for each vendor
- **Meal Room**
  - Banquet rounds for 300
  - (2) double-sided buffets set either in room or in foyer space outside of room

- **Innovation Professional**
  - Banquet rounds for 40
  - (1) breakfast beverage station in room or in foyer space outside of room
  - Attendees will grab food off existing breakfast buffet
- **Breakout Room 1**
  - Crescent rounds for 100
  - (2) skirted 6ft tables and (2) chairs set in left rear of room for AV staff
  - AV: Sage/riser, podium with mic, (1) dressed screen, sound, (1) projector, slide advancer, confidence monitor, speaker timer, (4) lav mic, (3) Q&A mic, (1) AV tech
- **Breakout Room 2**
  - Classroom for 100
  - (2) skirted 6ft tables and (2) chairs set in left rear of room for AV staff
  - AV: Sage/riser, podium with mic, (1) dressed screen, sound, (1) projector, slide advancer, confidence monitor, speaker timer, (4) lav mic, (3) Q&A mic, (1) AV tech
- **Breakout Room 3**
  - Classroom for 100
  - (2) skirted 6ft tables and (2) chairs set in left rear of room for AV staff
  - AV: Sage/riser, podium with mic, (1) dressed screen, sound, (1) projector, slide advancer, confidence monitor, speaker timer, (4) lav mic, (3) Q&A mic, (1) AV tech

## WEDNESDAY

*Breakfast 8am – 9am*

*Conference Sessions 9am – 5:30pm*

- **Staff Office**
  - Conference for 10 in middle of room
  - (4) 6ft skirted tables around the perimeter of room
- **Storage**
  - Existing empty room for conference storage
- **Conference Registration**
  - Adjacent to all meeting rooms in foyer space
  - (4) 6ft skirted tables
  - (2) skirted classroom tables behind above 6fts
  - (5) chairs
  - AV: access to power

- **Vendor Table Displays**
  - Foyer space for up to 20 vendor tables on flow
  - (1) 6ft skirted table, (2) chairs
  - AV: access to power for each vendor
- **Meal Room**
  - Banquet rounds for 300
  - (2) double-sided buffets set either in room or in foyer space outside of room
- **Innovation Professionals**
  - Banquet rounds for 40
  - (1) breakfast beverage station in room or in foyer space outside of room
  - Attendees will grab food off existing breakfast buffet
- **Breakout Room 1**
  - Crescent rounds for 100
  - (2) skirted 6ft tables and (2) chairs set in left rear of room for AV staff
  - AV: Sage/riser, podium with mic, (1) dressed screen, sound, (1) projector, slide advancer, confidence monitor, speaker timer, (4) lav mic, (3) Q&A mic, (1) AV tech
- **Breakout Room 2**
  - Classroom for 100
  - (2) skirted 6ft tables and (2) chairs set in left rear of room for AV staff
  - AV: Sage/riser, podium with mic, (1) dressed screen, sound, (1) projector, slide advancer, confidence monitor, speaker timer, (4) lav mic, (3) Q&A mic, (1) AV tech
- **Breakout Room 3**
  - Classroom for 100
  - (2) skirted 6ft tables and (2) chairs set in left rear of room for AV staff
  - AV: Sage/riser, podium with mic, (1) dressed screen, sound, (1) projector, slide advancer, confidence monitor, speaker timer, (4) lav mic, (3) Q&A mic, (1) AV tech

## **FOOD AND BEVERAGE EXPECTATION**

We provide all-day beverage service (coffee, hot tea, water), (1) happy hour reception, breakfast and lunch Tuesday – Wednesday, morning and afternoon breaks Tuesday – Wednesday. Historical F&B expense is \$70,000 plus service fees.

## **HOTEL SLEEPING ROOM BLOCK**

Sunday	Monday	Tuesday	Wednesday
80	150	150	150

Average historical ROH hotel room rate is \$185.00

A minimum of 150 sleeping rooms (peak night) available located adjacent to the meeting space. Preferred: at least 70% of the total room block housed at one hotel.

## **OVERFLOW HOTELS (NO MORE THAN 30% OF THE TOTAL ROOM BLOCK)**

Located within a 5 mile radius of the meeting space. If overflow hotels are used over .25 miles from the meeting venue, the host community is expected to provide transportation between the hotel and meeting space.

Contract Provisions:

- Complimentary wi-fi in sleeping rooms
- 8 rooms for staff at 50% off of the group rate
- 1 complimentary room per 40 utilized on a cumulative basis, including early arrivals and stay overs
- 2 rooms for 1 night for pre-planning
- 70% attrition based on cumulative basis
- 3 week cut-off for room reservations
- Group rate to apply three days before and after the days shown in the room block above
- Group rate to apply after the cut-off date based on availability up to the group block
- No penalty for reservations canceled 72 hours prior to arrival
- Individual guest rooms are booked and guaranteed by individual's major credit card via hotel booking link
- Complimentary parking for meeting attendees

**Note:** *staff rooms must be at the headquarter hotel.*

## ***HISTORY OF VENUES***

2025 – Embassy Suites by Hilton Scottsdale Resort: Scottsdale, Arizona

2024 – Hilton Tampa Downtown: Tampa, Florida

2023 – Intercontinental Kansas City at the Plaza: Kansas City, Missouri

2022 – Austin Marriott Downtown: Austin, Texas

## ***AIRPORT AND TRANSPORTATION***

The main conference hotel should have easy access to a major airport and centrally located overflow hotels. A full range of ride-share transportation options should be available.

## ***HOW THE TLG HOST COMMUNITY WILL BE SELECTED***

Bids will be reviewed and select the host community on the following criteria:

1. Commitment level of host community leadership and staff availability to support TLG
2. Attractiveness of the conference location as a desired travel destination
3. Attractiveness of the conference location as an innovative city/county
4. Meeting and hotel venues:
  - a. Proximity of host venue and/or hotel to airport
  - b. Proximity of host venue and/or hotel to nearby restaurants/attractions
  - c. Proximity of host hotel to the meeting space (if not adjacent to venue)
  - d. Attractiveness of the meeting space and venue/hotel
  - e. Hotel room rate
  - f. Cost of F&B and AV