



USA Rugby 2020 National Development Summit

Event Overview: The NDS is USA Rugby's annual conference that brings together all of our key decision-makers and contributors to the development of rugby in the US. The weekend is designed to give them an exclusive opportunity to network with organizations from around the country, as well as support the grassroots development of the game in America. During the conference we also roll in different annual meetings from other departments of USA rugby such as our fundraising board, coach development certifications, and referee trainings.

Dates: January 24-26, 2020. Could also host the weekend before or after.

Estimated Number of Attendees: 350 for conference, 500 for Saturday Dinner

Venue Needs

Meeting Spaces: Available to set up on Thursday afternoon and finishing around 2pm on Sunday.

Thursday Space:

- 1 ballroom area of at least 3,500 sq. ft.
- 1 office space for USA Rugby staff/storage, pallets and boxes. Beginning Thursday at 8:00am

Friday Space:

- 1 ballroom area of at least 3,500 sq. ft.
- 1 office space for USA Rugby staff/storage, pallets and boxes. Beginning Thursday at 8:00am
- 1-3 breakout rooms for 30-80 people each
- 3 breakout rooms for 100-150 people (this can be the same as the 3,500 sq. ft. ballroom, meetings are at different times)
- Exhibitor space for 40-50, 10x8 exhibitor booths (including pipe and drape for each booth). Space should be in a ballroom or in a foyer centralized to main space within the space being utilized for breakouts and dinner.

Saturday Space:



- 1 office space for USA Rugby staff/storage, pallets and boxes. Beginning Thursday at 8:00am
- 1-3 breakout rooms for 30-80 people each
- 3 breakout rooms for 100-150 people (this can be the same as the 3,500 sq. ft. ballroom, meetings are at different times)
- Exhibitor space for 40-50, 10x8 exhibitor booths (including pipe and drape for each booth). Space should be in a ballroom or in a foyer centralized to main space within the space being utilized for breakouts and dinner.
- 1 Ballroom area for 550 people (Needs to fit 500 people for Saturday night dinner and then around 400 for the entire weekend) – this can be shared with other space throughout the weekend. Size/capacity is for lunch and dinner needs Saturday

Sunday Space:

- 1 office space for USA Rugby staff/storage, pallets and boxes. Beginning Thursday at 8:00am
- 1-3 breakout rooms for 30-80 people each
- 3 breakout rooms for 100-150 people (this can be the same as the 3,500 sq. ft. ballroom, meetings are at different times)
- Exhibitor space for 40-50, 10x8 exhibitor booths (including pipe and drape for each booth). Space should be in a ballroom or in a foyer centralized to main space within the space being utilized for breakouts and dinner.

Space can be re-purposed through the weekend, e.g. breakout sessions can be part of a larger ballroom that is used for dinner Saturday night.

*All rooms set up in round tables unless otherwise noted

Meeting Space Logistics:

- Full Audio/Visual included (projector, cords, screens, and microphones included)
- Wireless Internet Access for all attendees
- Catering Available, please provide menu and details on pricing options
 - We will need lunch on Saturday and Dinner on Saturday
 - Saturday night will need stage and lighting
 - Refreshments throughout duration all day (i.e. coffee, snacks, water, etc.)
 - Bar packages for Friday and Saturday night, host tickets

Hotel Needs/Preferred Options:

- 130 room block Friday through Sunday with ability add 50+ rooms if needed



- Additional 15 rooms Thursday night and 5 rooms Sunday night
- Free or discounted parking
- Free shipping and receiving (packages and pallets)
- Reception space for a welcome party on Friday night for 250 people – preferably in the exhibit space described above
- \$125 per room pricing
- Hotel shuttle from the airport
- Full hot breakfast included
- Free wireless internet for guests

Other Questions:

1. If we bring in a certain amount of people to the venue what type of discounts or deals can we receive?
2. Do you provide discounts for non-profits?
3. What are the distances from the airport and venue if the meeting spaces are in separate areas?

USA Rugby

Company Overview: USA Rugby (USAR) was established in Chicago, Illinois, in 1975. As the governing body for the sport in America, USA rugby is charged with developing the game on all levels. In 2010 USA Rugby became an official Olympic Sport Member of the United States Olympic Committee. USA Rugby is also a member of World Rugby, the sport's international governing body. USA Rugby has 32 fulltime employees, many of whom are based in the National Office in Lafayette, Colorado. The national office handles national level coaching, refereeing, player education and certification, youth development and the US national teams.