



Executive Learning Exchange
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January 18, 2010

Dear Conference Center:

The Executive Learning Exchange is **now planning for the 9th Annual Chicagoland Learning Leaders Conference to take place on Friday, November 5th, 2010** and you have an opportunity to be considered as a potential venue. Based on previous years attendance, we expect 300 participants and require a main room for all to meet, an exhibitor room able with 20 seven-foot tables, a welcome/sign- tables, 6-8 break-out rooms for various track presentations, AV, and catering. Specific requirements are below under "Event Package" below.

Solicitation Closes: 11:59pm, March 1st, 2010

Submission: Electronically in PDF form to Info@LearningExecutive.com

We are seeking a **venue interested in a unique opportunity to develop key relationships**. If you have any questions, please email Info@LearningExecutive.com

Regards,
Executive Learning Exchange

Event Package

There will be a flat fee charge of \$_____ for up to 300 day guests, which includes all taxes and service charges. For every day guest over 300, there will be a \$_____ per person charge (If the actual day guest count is less than 300, the minimum charge of \$_____ will still apply). If applicable, please include discounted room rates for overnight hotel rooms.

The package pricing includes the following for the event:

- Continental breakfast for 300 people in a common area near the meeting room
- Buffet-style lunch with dining accommodations
- Continuous refreshment breaks in a common area near the meeting rooms
- End of day reception and food for 100-150 people (everyone is provided a complimentary cocktail drink ticket with an option r to purchase additional drinks at a cash bar).
- Welcome/sign-in registration area (e.g., two, 8' skirted exhibit tables with power strip)
- General Session Meeting space:
 - 300 people, 7 Breakouts for 50 people each, exhibit space, and an office
 - AV equipment: 5 wireless microphones (all lavalieres), podium microphone, 2 LCD projectors and projection support packages (main room for all 300 attendees)
- Breakouts (7) AV equipment: two lavalieres microphones, one LCD projector two flip charts and projection support packages per room.
- An exhibtor room with twenty 7' skited tables with power strip
- Audio recording: 7digital audio recorders, 7 audio patches, and an audio engineer for up to 8 hours to monitor feeds and create recordings
- Video recording: 2 camera operators for up to 10 hours, video director, video/audio engineer, 2 professional cameras, 2 DVD recorders, video switcher, 6 recordable DVDs (videos resolution created should be 720 x 480 or higher)
- Audience Response System: ARS technician, ARS system, and 300 keypads
- Wireless internet access for exhibitors and attendees
- Two overnight guest rooms for Executive Learning Exchange's conference organizers.

Please feel view the online F.A.Q.'s with links to past conference agendas, photos, & videos www.learningexecutive.com:

- **How do I view agendas, abstracts & photos for previous annual Chicagoland Learning Leaders Conferences?**

You can view .pdf abstracts and agendas for our annual conferences using the following links:

- [2009 Agenda](#) and [Meet the 2009 Speakers](#) ([View 2009 Photos](#))
 - [2008 Agenda](#) and [Meet the 2008 Speakers](#) ([View 2008 Photos](#))
 - [2007 Agenda](#) and [Meet the 2007 Speakers](#) ([View 2007 Photos](#))
 - [2006 Agenda](#) and [Meet the 2006 Speakers](#) ([View 2006 Photos](#))
 - [2005 Agenda](#) and [Meet the 2005 Speakers](#) ([View 2005 Photos](#))
 - [2004 Agenda](#) and [Meet the 2004 Speakers](#)
- **How do I view videos for previous annual Chicagoland Learning Leaders Conferences?**
 - From www.learningexecutive.com website, click the [Speaker's Videos](#) menu item
 - Click http://www.learningexecutive.com/preview/CLLC2009Panel_Collaboration.wmv to view a short panel discussion produced at the 8th Annual Chicagoland Learning Leaders Conference (Oct. 2009)
 - **Which companies are likely to attend the Chicagoland Learning Leaders Conference?**

These companies attended our 2009 conference (you can find a [current list of enterprise members](#) on our FAQs):

