



NATIONAL GENEALOGICAL SOCIETY

3108 COLUMBIA PIKE, SUITE 300
ARLINGTON, VA 22204-4370

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MEETING SITE-REQUEST FOR PROPOSAL

Introduction

The National Genealogical Society is currently soliciting bids from hotels in the Washington, DC metro area to host the annual NGS Research Trip to Washington, DC.

About the Organization

The National Genealogical Society, a non-profit organization founded in 1903, is the premier national society for everyone from the beginner to the most advanced family historian.

Mission-To serve and grow the genealogical community by providing education and training, fostering increased quality and standards, and promoting access to and preservation of genealogical records.

Attendee demographic

Age- 40-70 years, predominantly female.

Distance between home and event location- Majority 0-500 miles

Transportation method (in order of preference)-Drive, Air, Train, Bus

Contact Information

Name: Gayathri Kher
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Preferred Method of contact: e-mail

Meeting and Exposition Specifications

General Information

Meeting Name: NGS Research Trip to Washington, DC
Meeting Year: 2012 (and then annually)
Month: June-July

FOR GENERATIONS PAST, PRESENT, AND FUTURE
WWW.NGSGENEALOGY.ORG

Pattern of Days:	Sunday–Sunday
Major Arrival	Sunday
Major Departure	Sunday
Anticipated Attendance	30
Peak room nights:	20

Hotels

Preference is for a headquarters hotel that is a block from a metro station. In addition, we require a meeting room beginning Monday and continuing through Sunday of the trip.

The entire hotel package should be as condensed as possible; preference is for the hotel to be connected via Metro to the National Archives, Library of Congress and DAR Library or within walking distance of these research resources.

Special Requests

Hotels to offer free internet access in sleeping rooms.

Hotels to offer microwaves and refrigerators in sleeping rooms.

Hotels to offer free or subsidized parking at hotels.

Please return, along with your written proposal to:

Gayathri Kher
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Arlington, VA 22204-4370
e-mail: conference@ngsgenealogy.org

Thank you for your interest in the National Genealogical Society.