

Request for Proposals
The American Academy for Oral and Systemic Health
2028 AAOSH Board Retreat

Contact Information

Event Name:	AAOSH Mid-Year Board Retreat
Event Dates:	Late January/Early February 2028
Contact:	Violet Crabb, Executive Director 615-474-0076 support@aaosh.org
Host Organization:	The American Academy for Oral and Systemic Health 2501 Chatham Road #4958 Springfield, IL 62704 www.aaosh.org
Organization Type:	501(c)3 Association Non-Profit Organization

Event Profile**Organization Overview:**

Established in 2010, the American Academy for Oral Systemic Health (AAOSH) is a dynamic 501(c)3 non-profit organization uniting forward-thinking healthcare leaders and professionals to revolutionize the understanding of the critical connection between oral health and overall well-being. AAOSH brings together a diverse network of health professionals from various disciplines, corporate innovators, passionate health educators, and visionary healthcare leaders.

Our vibrant community fosters collaboration, drives groundbreaking research, and hosts engaging events to inspire and empower members to transform healthcare practices. Through these efforts, AAOSH is committed to creating a future where integrated care improves individuals' oral and systemic health and strengthens our communities' vitality. Join us in advancing the movement toward better health for all!

Event Description:

As a non-profit organization, AAOSH is thriving in membership growth and exhibiting partner support. With over 1,100 members and growing at a rate of 25-45 a month, our leadership needs face-to-face interaction to make decisions, share information, and stay ahead of organizational needs and programming.

Prior to COVID-19, the AAOSH Board of Directors had a mid-year meeting in January to coincide with the Chicago Mid-Winter Dental Conference. Since we are no longer building or working an oral-systemic education track with this organization, AAOSH can open the doors to having a Board Retreat anywhere in the United States.

This board retreat will not be a huge event in comparison to our annual meeting, called Annual Sessions, or even our smaller Regional Summits. However, the work being conducted at this event is vital to the continued growth and stability of the organization.

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Attendee Profile:

AAOSH's Board of Directors consists of nine to fifteen members, including our Executive Director.

Board members are highly educated and, with 97% of our membership consisting of MDs, DOs, DDSs, DMDs, RDHs, BSNs, RNs, APRNs, MBAs, CSHs, PhDs, Double-Board Certified Physicians, Fellows of Various Medical/Dental Education Associations, Decision-Makers, Practice and Office Owners, and DSO Owners and Operators.

Hotel Location Preferences

- Easily accessible from major airports, major railways, and/or major highways.
- A variety of on-site and nearby off-site locations to eat and drink.
- Team-friendly venue

Hotel Date Requirements

Arrival Pattern: 1 Internal Staff check in on Thursday and check out on Sunday
1 Board of Directors Check-In on Wednesday and Check Out on Saturday
Remaining Board Members to Check In on Friday and Leave on Saturday

Preferred Dates: Mid-January to Late February

Dates to Avoid: Major National and Religious Holidays

Dates Flexible: Yes

Pattern Flexible: No. Many dental and medical offices close on Fridays at least once a month for training, cleaning etc. We try to capitalize on this for our event structure.

Guest Room Block Requirements

	RATE	SUN	MON	TUE	WED	THU	FRI	SAT
Run of House	\$179-245	0	0	0	0	0	13	6
Staff	\$159-215	0	0	0	0	0	0	0
Suite	\$225-250	1	0	0	0	2	2	1
TOTAL		1	0	0	0	2	15	7

TOTAL ROOM BLOCK: 25

Method of Reservations: AAOSH will reserve all the rooms for our board members. They will pay with their own credit cards and cover incidentals upon arrival.

Room Rates: Negotiable

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Function Space Requirements

Two functional spaces would suit our needs:

1. A suite large enough to seat the entire board and staff.
2. A small board room with enough space to seat 15.

In both cases, we would need a large screen TV as the only A/V need.

Food & Beverage Requirements

	Continental Breakfast	AM Break	Lunch	PM Break	Reception	Dinner
Thu	0	0	0	0	0	0
Fri	16	16	16	16	0	0
Sat	16	16	16	16	0	0

- We usually ask for a Food and Beverage minimum of no greater than \$15,000.
- We try to meet the dietary restrictions for dairy-free, gluten-free, and vegan members.

Proposal Specifics**Questions:**

Due to the number of proposals we receive, we do not provide direct feedback on every proposal that we receive. If you have a specific question about the proposal, contact Violet Crabb at support@aaosh.org.

Decision Timeline and How Decisions Are Made:

Our Programming and Education Committees review the RFPs during their meetings and decide which properties they wish the Executive Director to visit. The initial decision phase normally narrows the number of properties to 5 or fewer. If we decide to make a visit, we will contact your Sales Manager or the contact on your bid. If we do not decide to move forward, we will send an email with our decision as soon as possible.

Please note that we are a non-profit, and our board comprises 100% volunteers. We strive to stay within our deadlines, but we cannot always guarantee a perfect deadline. Please give us a grace period of 2-4 weeks for decision-making. Our board meets as frequently as it can, but it's not a perfect science.

We are also a fast-growing organization, and our numbers will more than likely increase. Since September 2024, our membership has increased from 546 to 1100+ members, and continues to grow at a very steady pace. As the need for dental care connected to healthcare becomes more mainstream, we will continue to grow as the leader for oral

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systemic education in the United States and soon, in the international dental and medical communities.

Review Proposals: November/December 2026

Conduct Site Inspection: January/February 2027

Final Decision: April 1, 2027

Key Decision Factors:

Primary:

- Room Rate
- Meeting Space Availability / Flexibility
- Proximity To Major Airports, Highways, and/or Railways
- Overall cost of food, beverage, and A/V
- Site Inspection

Additional:

- Hotels that boast multiple restaurants, bars, and eateries open throughout the day and night.
- Creative and competitive concessions.

Submission Requirements

When submitting your proposal, please include the following *(if applicable)*:

- Facility name, address, and primary sales contact.
- Available dates that are based on the above requirements.
- Guest room block and rates that are based on the above requirements.
- Function space maps that are based on the above requirements.
- Standard sales kit for the facility (link to an online sales kit or downloadable PDF is preferable).
- Site Visit and Inspection Options
- Price Lists, including any additional fees (gratuities, service charges, resort fees, sales tax, etc.)
- Sample menus (including specialty cocktails, heavy hors d'oeuvres for receptions, box lunches, and breakfasts with a protein option).
- Description of your facility's experience – how many events of similar size and scope has the property hosted in the past year?
- Renovation information – When was the property last renovated? What type of renovation? Are there plans for future renovations? If so, when?
- Does the property operate under union labor rules? Y/N
- Do you allow outside A/V? If yes, how much is the corkage fee?
- Does your property have an onsite business center and/or shipping provider? (e.g., FedEx). If so, include a pricing list for shipping/receiving.
- Does the property offer a shuttle to/from the airport?

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- General Area Information
 - Attractions
 - Restaurants
 - Uber/Lyft Availability and Limitations
 - Public transportation options
- Proximity of property to airport, rail station, and/or major highway

Submission Instructions

- Each respondent must include the information requested under the Submission Requirements section of this RFP.
- The hotel/CVB is solely responsible for expenses related to preparing and completing a response to this RFP.
- Incomplete and/or late responses will not be considered.
- **Deadline to submit: November 30, 2026**
- All RFPs must be submitted via our form portal: <https://tinyurl.com/AAOSHrfps2728>
- We do not accept emailed proposals.