

Request For Proposal

Mysterium Convention

Name of Event: Mysterium 2025 **Organizers:** Falling Man Group, Ltd. (“FMG”)

Dates of Event: Friday morning through Sunday early evening, July or August, 2025

Summary of Need: Meeting room, guest room block with shoulder dates, no catering, minimal a.v.

Contact: Dan Capizzi - location@mysterium.net

Event Profile:

Mysterium is an annual social gathering, currently in its 26th year. Mysterium travels to a different city every year, and will be coming to Atlanta for the first time in 2025. Recent East coast Mysterium events have drawn an average of 70-110 people, though in prior years it has drawn upwards of 250.

Arrival/Departure Pattern:

Mysterium takes place over a long weekend. Ad-hoc social gatherings occur on Thursday evening for the majority arriving that night, with additional attendees arriving on Friday. The convention itself is held all day Friday, Saturday, and will end mid-afternoon on Sunday. We expect an even split of departures between Sunday and the rest of the shoulder dates.

Summary of Requirements:

- 30-45 room block for Thursday, Friday, and Saturday nights,
- attendees should be able to book rooms at the group rate for at least 3 days before and after the event as-available,
- a meeting room of at least 2000 sqft, available from Friday morning through Sunday early evening, and
- all guest rooms and meeting space must include reliable high-speed internet.

Proposals will be evaluated on:

- completeness of proposal, including notation of any exceptions to the above summary of requirements, as well as mitigating factors or alternatives for consideration,
- sleeping room rate per night,
- meeting room cost for all days, inclusive of any service fees or other markups,
- proximity or accessibility to the national highways, regional transit, and the local airport,
- availability of parking facilities and cost (including specifics about daily in and out privileges, if applicable), and
- inclusion or availability of any of the following:
 - breakfast or other meals,
 - accessibility of dining, shopping, and leisure activities from the hotel,
 - a hotel shuttle with access to transportation centers and dining.

We will not consider proposals that:

- **do not clearly state the inclusive cost to FMG and attendees, including all taxes and service fees,**
- include non-optional “resort” or “amenity” fees or similar,
- mandate F&B minimums with meeting room use, or
- require FMG to be financially responsible for guest rooms beyond a reasonable attrition percentage and deadline.

More Details

Reservations and Guest Room Needs:

Rooms will be booked and paid for by the attendees, preferably through a hotel-provided reservation website. Attendees should be able to reserve rooms at the group rate even if our room block is filled, subject to hotel availability. We are seeking a room block of 30-45 for Thursday, Friday, and Saturday, with a subset of rooms available at the group rate for 3 or more nights on either side of the convention dates on an as-available basis. Guest rooms must include high-speed Internet access on-site as part of the room rate. We expect that rooms within the reservation block would not be released earlier than four weeks before the start of the event.

Meeting Room Needs:

Our events are very free-form, with a mix of presentations and social events. Our ideal space is between 2000 and 3000 sq ft, with long tables along some walls, rounds with chairs on one half of the room, and additional chairs in a theater setup in the remaining half. Reliable Internet access, wired or wireless, is required in the meeting room, and it should be capable of handling heavy usage from both attendees and a video stream run by the convention. A 5 Mbps symmetrical connection or higher is ideal.

There will be materials in the space at all times; at a minimum we use the space from 8am Friday through to 4pm Sunday. Extra consideration will be paid to any space willing to accommodate as-available early access on Thursday evening or a flexible end time on Sunday (specific commitments accepted, but not required at the time of proposal).

Catering and A/V Needs:

We do not anticipate any catering or A/V needs at this time, other than water service for the meeting room. However, we will consider any information and pricing that is provided. Catering has not been an option for this group in the past due to various dietary restrictions and concerns about allergen contamination in the room; our standard policy excludes food and beverage from the meeting room for these and general cleanliness concerns.

Budgetary Considerations:

The yearly gathering is funded wholly by individual registrations. Proposals contingent on attrition clauses are strongly discouraged; however, incentives in the form of meeting room cost rebates based on room night realization will be considered.

Previous Facilities:

In the past, our gatherings have been held at properties such as Comfort Inn, Embassy Suites, and Holiday Inn, in cities such as Boston, Orlando, Spokane, Montreal, and St. Louis.

Billing Instructions:

Payment for the meeting room will be handled by the Mysterium Treasurer: Dan Capizzi, treasurer@mysterium.net. Sleeping rooms will be booked and paid individually.

Proposal Timeline:

Incoming proposals should be returned to location@mysterium.net by September 24th, 2024. The committee will evaluate the proposals, make further inquiries, and finalize a decision by October 24th, 2024.