

2026 Move United Education Conference

Request for Host Site Proposals

Deadline to Submit: January 31st, 2025



www.moveunitedsport.org

Move United Education Conference

Sports make us more – more determined, more powerful, more ourselves. Sports have the power to change the world, pushing people further and bringing people closer. And sports shift the narrative to redefine disability. from disabled to this abled.

The information within this document should be used as a guide for organizations and cities interested in bidding to host the Move United Education Conference. Move United will evaluate bids with consideration for the following:

- Strong partnerships with community, including but not limited to local sport organizations, CVB, etc.
- Experience hosting adaptive sport events
- Accessible venue(s) & hotel property
- Close proximity of hotel(s), sport-session venues, and/or airport
- Affordability of the event for participants

Preferences:

- Bids submitted on behalf of multiple groups collaborating (Ex. MU Member organization, university, local tourism agency &/or sports commission)

Education Conference Bid Deadline

Bids for 2026 will be accepted until January 31st, 2025. If Move United receives a strong bid prior to the deadline, we reserve the right to move forward awarding the bid at an earlier date.

Letter from the Education Team

Dear Prospective Bid Organizations and Cities,

On behalf of Move United and our member network nationwide, we would like to thank you for your interest in hosting the Move United Education Conference. The Move United Education Conference dates back to 2009, and is becoming one of the largest gathering of adaptive sport professionals across the country. An anticipated 400 plus attendees will bring the event to life in 2025. As well as attendees bringing financial revenue to your region, the Move United Education Conference showcases your city as a welcoming venue for the more than 40 million Americans with a disability

Move United seeks progressive sport cities and organizations with enthusiasm around the adaptive sports community to host the Education Conference which occurs annually in the Spring. Historically, attendees have represented a variety of affiliations including Move United member organizations, general sport organizations, city parks & recreation departments, sport-governing bodies, military staff, general hospital therapists, disability resource groups, and more.

Please read through this document to learn about Move United, the Move United Education Conference and its history, and the Move United Education Conference bid process, next steps, and quick facts for your consideration.

Please feel free to contact us with questions about the bid process for the upcoming years or explore the possibility of hosting the event in the future. Thank you again for your interest in partnering with Move United on one of our signature events.

Sincerely,
Cayla Hammaker
Senior Education Manager



About Move United

Move United is the national leader in community adaptive sports, empowering 100,000 youth and adults with disabilities each year to live to their fullest potential. Move United's 240+ member organizations in 45 states are united by a single mission: ensuring everyone, regardless of ability, experiences the life-changing power of sport and is fully included in their community.

Move United, an Affiliate of the U.S. Olympic & Paralympic Committee, provides opportunities for individuals with disabilities to become physically and emotionally stronger through participation in more than 70 adaptive sports. Established in 1956, Move United offers community-based sports recreation, education and competition that push people further, bring people closer and leave no one on the sidelines.

Move United Education Conference Overview

The Move United Education Conference provides the tools and training to address emerging topics in the adaptive sports industry and to create recreational and competitive sport opportunities for individuals with disabilities. This conference invites sport professionals, sport providers and athletes to experience informative education and awareness sessions as well as hands-on skills-based learning workshops.

Our goal is for the majority of the conference will take place at one centralized location. Historically, this location has been hotel meeting space or a sport organization campus, although Move United is open to alternative options. Move United also strives to provide experiential sessions that may take place at off-site venues such as a bike path, local gymnasium, lake, etc. depending on the workshop needs. In addition to the venue priorities listed above, Move United seeks to provide attendees with an experience authentic to the host city.

The ideal timing of this conference is between late April and early May. Historically, the main conference days have been Monday - Wednesday or Tuesday - Thursday.

Host Site/Partner Benefits

- Economic impact
- A unique opportunity for the location to highlight their commitment to inclusion for individuals with disabilities
- Legacy of training and education around adaptive sport
- Greater public awareness of the Paralympic movement as our country prepares to host the 2028 Olympic Games and Paralympic Games in L.A.
- Local, regional, and national media exposure
- Logo on event collateral materials
- Public address announcements during event
- Exposition booth
- Premium insert into registrant goody bags

Responsibilities of the Host

- Facilitation of connections to local organizations
- Ensuring city/event venue accessibility is a priority
- Support in identifying and securing necessary event venues
- Support in identifying and coordinating transportation needs as required
- Support in securing necessary event equipment (including but not limited to tables, chairs, and/or adaptive sports equipment)
- Support in meeting access needs of participants
- Market and promote event to local community members and organizations

Preferred:

- In-kind of discounted access to event venues
- In-kind or discounted access to venue equipment such as tables, chair, and/or audio/visual equipment
- Financial support of a social and/or venue-dependent needs such as transportation

Quick Facts



Event Structure

- Day 1: Set-up and preparation
- Day 2: Set-up & preparation, pre-con. workshops
- Day 3: Pre-conference workshops continue
- Day 4: Main arrival day, Pre-conference workshops end, evening opening reception
- Day 5: Conference sessions, exhibitor hall, social
- Day 6: Conference sessions, exhibitor hall, social
- Day 7: Departure day
- **Event structure may change with growth of event



Venues

- Accessible venues desired
- Meeting space needs include:
 - General session space to accommodate 450 in rounds (Days 4-6)
 - 4 break-out rooms to accommodate 125 theatre (Days 5-6)
 - 3 rooms to accommodate 30 rounds (Days 1-7)
 - Space for 20 exhibitors (Days 5-6)
- Meeting/session space preferences include:
 - Indoor and/or outdoor sport court(s)
 - Pool
 - Rock wall
 - Track
 - Trail(s)
 - Archery range
 - Ice rink

Note that need of specific venues will depend on the conference agenda. In your application, please note availability of additional sport facilities nearby (i.e. equestrian center, curling center, etc.). It is preferable for the venue(s) used at this event to be walking/rolling distance to each other. If that is not possible, short driving distance (under 10 min.) is preferred.

Quick Facts



Attendance

- 2024 included 350 attendees as well as 15+ staff and volunteers
- Anticipate 10% growth in 2025, 10% growth in 2026



Room Nights/Hotel Needs

- Host hotel room nights exceeds 425
- Example of room needs below:
 - Day 1 - 10
 - Day 2 - 20
 - Day 3 - 60
 - Day 4 - 130
 - Day 5 - 130
 - Day 6 - 80
 - Day 7 - 5
- Hotel utilized for attendee check-in, pre-conference workshops, some conference sessions, networking events, and nerve center
- Meeting space needs include:
 - General session space to accommodate 450 in rounds
 - 3 Rooms to accommodate 30 rounds
- Food & beverage needs include:
 - Coffee 2 mornings
 - Possibility of reception &/or networking sessions

**Preference for breakfast to be included in room rate & for transportation to/from airport to be provided*

Note that Move United will be working with Helmsbricoe to contract with a local host hotel. When submitting this application, please recommend 2 local host hotels and we will reach out for more information pending your application status.

Quick Facts



Exhibitor Hall

- Space needed for 25-30 exhibitors, each with 1 - 6 ft x 18 inch table and 2 chairs, for the 2-day exhibitor hall
- Access to electricity preferred (not all exhibitors will need electricity)
- Space that is secure during non-exhibitor hours



Transportation

- Location near to major airport desired
- If hotel and session location(s) are not walking/rolling distance, transportation solution desired



Dates

- Prefer late April/early May
- Prefer a Monday - Wednesday or Tuesday - Thursday for main conference

Deadline and Contact Info

If your organization is interested in hosting the Move United Education Conference in 2026, please submit your bid application by January 31st, 2024.

For an example of a past Move United Education Conference agenda, please visit [2024 Move United Education Conference](#).

Questions?

Cayla Hammaker

Move United Senior Education Manager

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