



Request For Proposal

Move United uses sports to push what's possible so everyone, regardless of ability, has equal access to sports and recreation in their community. Established in 1956, Move United is proud to serve wounded warfighters, youth and adults with disabilities.

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

- Commitment to accessibility, inclusion, and opportunity for all
- Strong community partnerships (sports organizations, CVBs, and local stakeholders)
- Proven experience hosting adaptive sports events
- Accessible, high-quality venues and accommodations
- Strong local community support and engagement
- Convenient access between hotels, venues, and transportation hubs
- Capacity to lead a strong Local Organizing Committee (LOC) and secure sponsorships, resources, and media support
- Participant affordability and overall event value

*Preference for collaborative bids (MU member organization, university and/or CVB/Sports Commission)

Conference Cycles & Bid Deadlines

The Move United Education Conference operates on a 1-year cycle for the host city and Local Organizing Committee. It is our goal to move the event around the country each year to increase access to the event.

Bids for 2028 are being accepted through August 31, 2026. 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.

Dear Prospective Bid Organizations,

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 gatherings of adaptive sport professionals across the United States. An anticipated 600+ attendees will bring the event to life in 2028. The Move United Education Conference showcases your organization and your city as a welcoming venue for more than 40 million Americans with a disability, in addition to bringing financial revenue to your region.

Move United seeks organizations with a passion for adaptive sports and with strong local partnerships to host the annual Move United Education Conference each spring. The conference brings together a diverse community of leaders and practitioners, creating a dynamic environment for learning, networking, and collaboration. Attendees include adaptive sports professionals from across the country, national governing bodies, strategic partners, Paralympians, and other industry leaders.

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, Move United



About Move United

Move United is the national leader in community adaptive sports. Since 1956, Move United has been redefining disability by providing year-round sports and recreation opportunities to people with a wide range of disabilities offering more than 70 different adaptive sports. Through our national network of more than 240 community Member Organizations, Move United serves over 100,000 individuals with disabilities of all ages each year.

Move United is an official Affiliate of the U.S. Olympic & Paralympic Committee and a recognized partner with numerous sports organizations including the Professional Ski Instructors of America, USA Archery, Adaptive Track & Field USA and TrueSport. Recognition of Move United includes the U.S. Olympic & Paralympic Committee's Amazing Leader Award and 2019 and 2024 Rings of Gold Award, as well as the 2021 Robert Wood Johnson Foundation Sports Award.

With hundreds of internal and external partners, from member organizations, to hospitals, to disability organizations and sports organizations, Move United is leading a movement so that no one is left on the sidelines and everyone gets in the game.

Move United Education Conference Overview

The Move United Education Conference equips attendees with the tools, training, and connections needed to advance adaptive sports and expand inclusive recreational and competitive opportunities for individuals with disabilities.

The conference features classroom and hands-on education sessions, workshops, an exhibitor hall, and networking events, all centered in one host location. Experiential sessions may take place at local venues such as bike paths, gyms, lakes, or other community spaces, creating an experience that reflects the host organization and city.

The conference is typically held in late April or early May, with main programming running Monday–Wednesday or Tuesday–Thursday.



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

Attendance

- 2026 included ~500 attendees
- Anticipate 10% growth annually

Room Nights/Hotel Information

- Host hotel room night needs - 470+
- 140 rooms per night minimum on peak nights, accessible rooms prioritized
 - Example of room needs
 - Day 1 - 15
 - Day 2 - 30
 - Day 3 - 70
 - Day 4 - 140
 - Day 5 - 140
 - Day 6 - 70
 - Day 7 - 5

**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.*

Hotel utilized for attendee check-in, pre-conference workshops, some conference sessions, networking events, and nerve center. Meeting space needs outlined on next page.

Food & beverage needs include (pending budget and conference structure):

- Coffee 2 mornings
- Possibility of reception &/or networking sessions

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

Quick Facts

Session Venues

- Accessible venues desired (consider doorways, floorsurface, ramps, restrooms, parking, etc.)
- Meeting space needs include:
- General session space to accommodate 450 in rounds (Days 4-6)
- 8 break-out rooms to accommodate 50-100 in theatre (Days 5-6)
- 3 rooms to accommodate 30 rounds (Days 1-7)
- Space for 40 exhibitors (Days 5-6)

Meeting/session space preferences include:

- Indoor and/or outdoor sport court(s)
- Pool
- Rock wall
- Track
- Trail(s)
- Ice rink

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, archery range etc.). It is preferable for the venue(s) to be walking/rolling distance to each other. If that is not possible, short driving distance (under 10 min.) is preferred.

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, accessible transportation solution desired

Dates

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

Host Partner/Site Benefits

- Economic impact - 1 in 4 Americans have a disability yet are underserved by products and services. This equates to over \$5 trillion of untapped market potential nationally.
- A unique opportunity for the location to highlight their commitment to diversity, equity, and 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 Paralympic Games and Olympic Games in L.A.
- Local, regional, and national media exposure
- Designated complimentary conference registrations
- Logo on event collateral materials
- Public address announcements during event
- Exposition booth
- Premium insert into registrant goody bags

Host Partner Responsibilities

- 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 or 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
- Willingness to advertise the conference/your destination in Move United magazine

Host Partner Promotion

The Host Agency (or Partner) is strongly encouraged to place at least one ad in the Move United magazine to highlight the event and their destination as a means to encourage those in the adaptive sports field to attend the event. The ad should be placed in the issue prior to the event's registration deadline. Move United magazine is the leading adaptive sports publication and is printed three times a year and offered free of charge to individuals with disabilities and others involved in adaptive sports. The current circulation is over 40,000.

Local Investment

- Conference budget exceeds \$200,000 annually. Preference is for host city to support with \$15,000 - \$20,000 contribution.
- Connections or introductions to local sponsors and in-kind partners.

Deadline and Contact Info

If If your organization is interested in hosting the Move United Education Conference in 2028, please submit your bid application by August 31, 2026.

For an example of a past Move United Education Conference agenda, please visit [2026 Move United Education Conference](#)

Questions?

Cayla Hammaker

Senior Education Manager

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