

Complete all fields marked with an asterisk (*). Save this PDF after entering your responses and submit electronically per the instructions in the RFP.

1. Organizational Overview

Institution Name *

Institution Type (University / Academic Medical Center / Hospital) *

Primary Contact Name and Title *

Contact Email *

Contact Phone *

Relevant Programs (e.g., O&P, PT, OT, engineering, medicine) *

Experience Hosting Educational or Scientific Meetings *

2. Venue Description

Photographs and floor plans may be attached as a separate file with your submission.

Meeting Spaces (capacity, layout, location on campus/site) *



OPTech Host Institution Proposal

The American Academy of Orthotists and Prosthetists

Exhibit Areas (approx. 15 exhibitors/sponsors; electrical and internet access) *

Registration Space *

Available Technology (AV, screens/projectors, sound, computers, internet) *

Catering

Accessibility *

Parking

Nearby Hotels *

☐ Submitting Photographs

☐ Submitting Floor Plans

3. Local Support

Available Volunteers

Faculty Involvement *

Clinical Participation

Allied Health Programs

Related Engineering Programs

Resident/Student Engagement Opportunities *

4. Proposed Value-Added Opportunities

Laboratory/Facility Tours



OPTech Host Institution Proposal

The American Academy of Orthotists and Prosthetists

Industry Collaborations

Other Opportunities to Enhance the Conference Experience

Certification and Submission

*By submitting this form, the undersigned confirms the information provided is accurate
and that the institution named above is prepared to serve as a collaborative OPTech host partner.*

Submitted By (Name) *

Title *

Date *

Submit the completed form electronically in PDF format, along with any photographs or floor plans, to Charity Quick, Academy Executive Director, at cquick@oandp.org.
Questions regarding this RFP may be directed to the same address or (202) 380-3663.

You may also complete and submit this proposal online at oandp.org/optech-submissions.