



AFRICAN SOCIETY
OF ASSOCIATION
EXECUTIVES

REQUEST FOR PROPOSALS

7th Africa Associations Summit (AAS7)

Host City Invitation | Africa | November 2026

Issued by the African Society of Association Executives (AfSAE)

1. About AfSAE and AAS7

The African Society of Association Executives (AfSAE) is Africa’s leading membership body for association management professionals. Through knowledge sharing, professional development, and continental advocacy, AfSAE strengthens the capacity of associations to serve their members and communities across Africa.

The Africa Associations Summit (AAS) is AfSAE’s flagship annual event—Africa’s premier gathering for association management professionals. Now in its seventh edition, AAS7 will bring together 150–200 delegates from across the continent and beyond for two days of insight, networking, and collaboration.

AfSAE invites proposals from cities across Africa to serve as the host of AAS7. The selected city will partner with AfSAE to deliver a world-class summit that showcases African hospitality, infrastructure, and cultural richness.

2. Key Event Details

Event	7th Africa Associations Summit (AAS7)
Dates	November 2026 (specific dates TBD)
Duration	2 days
Expected Attendance	150-200 participants
Audience	Association executives, government officials, industry leaders, media
Organiser	African Society of Association Executives (AfSAE)

3. Scope of Work

The selected host city is expected to provide or facilitate the following:

3.1 Conference Venue

- A single main plenary hall accommodating 150-200 attendees with comfortable theatre or classroom-style seating.
- Exhibition/networking space for sponsors, partners, and exhibitors.
- State-of-the-art audiovisual equipment, including projection, microphones, and stage lighting.
- High-speed, reliable Wi-Fi accessible throughout the venue.
- Dedicated registration/welcome area at the entrance.
- On-site catering facilities or approved catering services for meals and refreshments.

3.2 Accommodation

- Preferred hotel partners offering a range of 3– to 5-star accommodation options.
- Negotiated room block rates for AAS7 delegates.
- Proximity to the conference venue (within a reasonable distance or complimentary shuttle provided).

3.3 Transportation & Accessibility

- Accessibility via major international airports with direct or connecting flights from key African hubs.
- Arrangements for airport transfers (shuttle services or coordinated transportation).
- Local transportation options for delegates, including shuttles between the venue, hotels, and any off-site events.

3.4 City Support & Hospitality

- Active promotion of AAS7 locally and internationally, including through the city's tourism and convention bureau.
- Logistical support, including assistance with permits, security arrangements, and government liaison where required.
- Organisation of cultural programming or site visits that reflect the city's heritage and character.
- A welcome reception or social event for delegates, ideally sponsored or co-sponsored by the host city.

3.5 Financial Considerations

- A comprehensive cost breakdown covering venue rental, accommodation, catering, AV/technical equipment, and support services.
- Details of any subvention, grant, or in-kind contribution available from the city, convention bureau, or government.
- A commitment to actively facilitate local sponsorships to offset event costs, including venue, AV, catering, and the welcome reception.

4. Proposal Requirements

Proposals must address each of the following sections. Clear, concise responses supported by evidence, images, or data are strongly encouraged.

4.1 City Overview

- A brief description of the city's appeal, accessibility, and relevance to AAS7.
- A summary of comparable international or regional events previously hosted (including scale and year).

4.2 Venue Details

- Name and description of the proposed venue, including capacity and layout options.
- Images, floor plans, or virtual tour links.
- Written confirmation of availability in October/November 2026.

4.3 Accommodation Options

- A list of recommended hotels with star ratings, distance from the venue, and estimated room rates.
- Confirmation of ability to offer a room block arrangement for AAS7 delegates.

4.4 Transportation Plan

- Details of international airport connectivity, including key African routes served.
- Proposed local transportation plan for delegates during the event.

4.5 Financial Proposal & Support

- An itemised budget estimate covering all costs under the host city's scope.
- Subvention amount or in-kind support offered (if any).
- Strategy for securing local sponsorships to reduce costs for AfSAE.

4.6 Sustainability Commitment

- A description of the city's or venue's approach to sustainable event practices.
- Any relevant certifications, green initiatives, or environmental commitments.

4.7 Proposed Preparation Timeline

- A high-level timeline from contract signing through to post-event wrap-up.

5. Submission & Selection Timeline

Milestone	Date
RFP Release Date	3 February 2026
Submission Deadline	31 March 2026
Review Period	1 – 6 April 2026
Host City Announcement	20 April 2026
Event Dates	November 2026

6. Evaluation Criteria

Proposals will be assessed by an AfSAE selection panel against the following criteria:

Criterion	What We Are Looking For
Venue Quality & Capacity	Suitability, capacity, AV/tech infrastructure, layout
City Accessibility	International airport access, local transportation options
Accommodation	Hotel quality, room block availability, proximity to venue
Subvention & Financial Support	Financial contribution from city/convention bureau
Local Sponsorship Facilitation	Ability to secure sponsors for venue, AV, catering, reception
Sustainability Commitment	Environmentally responsible event practices
Strategic Alignment	City's relevance to AfSAE's mission and AAS7 goals

7. Submission Instructions

Proposals must be submitted electronically by 16 January 2026 to:

Mr. Jeffers Miruka

Executive Director, African Society of Association Executives (AfSAE)

Millennium Business Park, Langata Road, Karen, Nairobi – Kenya

Email: jeffers@afsae.org (CC: info@afsae.org)

Mobile/WhatsApp: +254 735 001016

AfSAE looks forward to partnering with a city that shares our vision of advancing the association management profession across Africa. We welcome your proposal and are happy to answer any questions prior to the submission deadline.
