



# INTERNATIONAL SCHOOL OF LEADERSHIP & DIPLOMACY

## REQUEST FOR PROPOSAL

The Leaders Summit – Washington

International School of Leadership and Diplomacy (ISLD)

Event Date: December 08-10, 2025

### 1. Overview

The International School of Leadership and Diplomacy (ISLD) is seeking proposals from qualified venues and vendors for hosting The Leaders Summit – Washington D.C. The summit will bring together youth from over 40 countries to engage in sessions focused on leadership, diplomacy, and social impact.

### 2. About ISLD and The Leaders Summit

ISLD is a global leadership development platform. Following the success of our past events, the Washington edition aims to continue our tradition of empowering young leaders through experiential learning and global networking.

### Past Events Highlights:

- Over 10,000 active learners globally
- Events hosted at prestigious institutions such as the Diplomatic Academy of Vienna

### 3. Event Requirements

#### A. Venue Requirements

- Capacity: 40-100 attendees
- Venue Type: University auditorium, training facility, or modern conference center
- Room Requirements:
  - Main conference hall (seating 50+)
  - AV capabilities (projectors, microphones, speakers)
  - Wi-Fi access
  - Catering area or food vendor access
- Accessibility for international delegates



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## **B. Dates and Duration**

- Tentative Dates: December 08-09, 2025
- Setup and breakdown included
- Time: 9:00 am – 6:00 PM

## **C. Services Requested**

- Venue rental
- AV setup and on-site technical support
- Light catering (optional but preferred)
- Security support (if provided)

## **4. Proposal Submission Instructions**

Submit To: Mina A.

Email: [mina@isldofficial.com](mailto:mina@isldofficial.com)

Subject Line: RFP – The Leaders Summit Washington

Proposal must include:

- Detailed pricing (including all taxes/fees)
- Venue layout/floor plan
- Photos of the venue
- List of AV equipment included
- Catering options and pricing (if applicable)
- Terms and cancellation policy