



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



INTERNATIONAL SCHOOL OF LEADERSHIP & DIPLOMACY

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

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