

# **MAPPA**

**Midwest Association of Higher Education Facilities Officers**

## **Annual Meeting Host Guidelines**

April 24, 2008

On behalf of the MAPPA Board of Directors, thank you for agreeing to host the annual MAPPA meeting in your state. You have our full support, and we will do everything possible to ensure the success of the event.

This document has been prepared to assist you with the planning and execution of the annual MAPPA meeting. Based upon past experiences, it is designed to give you specific requirements and planning guidelines. This document will supplement the final report from the previous host and should provide you with a framework for success.

## **Fiscal Accountability**

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The Annual MAPPA Conference should be, at minimum, revenue neutral, although a modest profit for the MAPPA treasury is certainly welcome. The Chairs of the Host and Program Committees shall present to the MAPPA President a budget for the annual meeting, to include the proposed registration fees, early in the year of the annual meeting. The President will distribute this information to the Board for approval. The Host and Program Committees will provide regular updates to the MAPPA Board as the planning progresses, identifying any concerns so they may be addressed early in the planning process.

The Host Committee Chair will make arrangements with the MAPPA Treasurer to establish an account for the meeting. The finances may be run through the host school's accounting system (if permitted), or a separate checking account may be established. The Treasurer will provide seed money up to \$3,000 for the Host Committee to begin making arrangements. The seed money is expected to be returned to MAPPA at the end of the meeting.

Typically, the hotel will provide contracts for signature, which will be signed by the Institutional Representative at the host school.

## **Host Committee**

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The Host Committee is responsible for planning the physical arrangements for the Annual Meeting, including housing, meals, receptions, special transportation requirements, meeting rooms, and vendor displays. Normally this committee is comprised of representatives from member institutions in the same geographic location as the Annual Meeting site. The Chair of the Host Committee is a member of the MAPPA Board.

## **Program Committee**

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The Program Committee is responsible for developing the educational programs for the Annual Meeting. This Committee is comprised of the MAPPA Education Committee and two at-large members chosen by the Chair. The Chair of this Committee is the President Elect.

## **General Information**

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The purpose of the annual meeting is to provide an education forum for the exchange of information amongst the members of the Association. This meeting is also the site of the annual membership business meeting of the Association.

Once the site and date have been selected, the Host Committee will provide that information to the newsletter editor so it may be included in the list of upcoming activities in the newsletter and posted to the MAPPA web site. The Host Committee will promote the conference by submitting articles to the newsletter and establishing a web site on the MAPPA web page through the newsletter editor.

The Host Committee will work closely with the Program Committee to provide on-site support and plan a Spouse/Guest program and entertainment that will complement the educational program.

MAPPA will fund up to 20 “first time” scholarships for each Annual Meeting. MAPPA will waive the registration fee and reimburse travel expenses for non-APPA presenters, if requested.

### **Annual Meeting Final Report**

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The Host and Program Committees provide the Board of Directors with a complete financial statement of the Annual Meeting by the first scheduled Board Meeting following the Annual Meeting, usually held in late November or early December. The Committee Chairs will present the information at the Board Meeting.

The Host Committee will also provide to the Board of Directors a detailed report of the Annual Meeting to be used as a guide by the next Host Committee. The report shall include but is not limited to the following information:

- Copies of all final program materials (invitation and registration packets, etc.)
- Final attendance and registration figures (grouped by participants, spouse/guests, retirees, APPA guests, etc.)
- Database of vendors (including those contacted and those participating): address, e-mail, phone, fax
- Copies of all correspondence to participants, sponsors and vendors
- Calendar of planning activities
- Comments regarding successes and failures of activities that would be useful to subsequent Host and Program Committees
- Explanation of processes or activities specific to the host institution (i.e., payment of staff working at conference, policies for host school employees attending the conference, etc.). While it is recognized that each institution has its own set of guidelines for handling such activities, it is helpful in planning to know what has been done previously at other schools.

The MAPPA Board of Directors is available at any time throughout the planning process to answer questions or to provide direction.

## Annual Meeting Planning Calendar

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In Advance	Tasks
2+ years	<ul style="list-style-type: none"> <li>• Reserve hotel meeting space</li> <li>• Report to Board on arrangements</li> <li>• Assemble Host committee</li> </ul>
1 year	<ul style="list-style-type: none"> <li>• Report to Board at annual meeting</li> <li>• Arrange for November/December board meeting at hotel</li> </ul>
10+ months	<ul style="list-style-type: none"> <li>• Host MAPPA Board meeting at hotel</li> <li>• Tour hotel and facilities</li> </ul>
9 months	<ul style="list-style-type: none"> <li>• Send out “save the date” postcards and e-mails</li> </ul>
8 months	<ul style="list-style-type: none"> <li>• Send planning budget to MAPPA Board for approval</li> <li>• Send invitations to business partners</li> </ul>
7 months	<ul style="list-style-type: none"> <li>• Go live with annual meeting web site</li> <li>• Write article for MAPPA newsletter</li> </ul>
6+ months	<ul style="list-style-type: none"> <li>• Open business partner registration</li> </ul>
5+ months	<ul style="list-style-type: none"> <li>• Business partner registrations due</li> <li>• Arrange for photographer</li> <li>• Make contacts for tours</li> <li>• Begin to gather information for registration and welcome packets</li> <li>• Obtain mailing list of non-APPA schools in the area and send invitations</li> </ul>
4+ months	<ul style="list-style-type: none"> <li>• Open attendee registration</li> </ul>
4 months	<ul style="list-style-type: none"> <li>• Assign tradeshow booths</li> <li>• Meet with pipe &amp; drape providers</li> <li>• Order ribbons for nametags</li> </ul>
3 months	<ul style="list-style-type: none"> <li>• Business partner fees due</li> <li>• Order &amp; reserve transportation (buses, vans, etc.)</li> <li>• Select charity</li> <li>• Gather speaker audiovisual needs</li> </ul>
2+ months	<ul style="list-style-type: none"> <li>• Solicit unfilled sponsorships</li> <li>• Registration deadline without penalty</li> <li>• Compare hotel registrations for conference registrations and make necessary contacts</li> </ul>
2 months	<ul style="list-style-type: none"> <li>• Release booth wait list</li> <li>• Order welcome bag items</li> <li>• Reserve guest room(s) for speaker(s)</li> <li>• Send confirmations in a group or as they come in – include travel information</li> </ul>
6 weeks	<ul style="list-style-type: none"> <li>• Purchase prizes</li> <li>• Create signage</li> <li>• Check reservations with rooms held</li> <li>• Compare hotel registrations to conference registrations and make necessary contacts</li> <li>• Confirm speaker audiovisual needs</li> <li>• Confirm photographer</li> </ul>

<b>In Advance</b>	<b>Tasks</b>
1 month	<ul style="list-style-type: none"> <li>• Finalize host employee participation</li> <li>• Confirm transportation and other reservations</li> <li>• Order gifts and supplies (name tags, sign boards, etc.)</li> <li>• Create special tickets (i.e., drink, meals, events)</li> <li>• Finalize details for programs</li> </ul>
2 weeks	<ul style="list-style-type: none"> <li>• Print name tags, packet materials, sign boards, final programs</li> <li>• Confirm audiovisual needs</li> <li>• Confirm meal counts</li> <li>• Assemble registration packets and welcome bags</li> <li>• Check and recheck all details</li> <li>• Walk through hotel and locations of everything – try to think of all the “what if’s” and plan for everything possible</li> <li>• Arrange for message board at registration desk</li> </ul>
Event	<ul style="list-style-type: none"> <li>• Enjoy!</li> </ul>
2 days after	<ul style="list-style-type: none"> <li>• Clean up</li> </ul>
1 week after	<ul style="list-style-type: none"> <li>• Write thank you notes</li> <li>• Post presentations and photos to web</li> </ul>
2 weeks after	<ul style="list-style-type: none"> <li>• Prepare final report for MAPPA Board</li> </ul>
2 months after	<ul style="list-style-type: none"> <li>• Attend MAPPA Board meeting and present final report</li> </ul>

## Suggested Format for Annual Meeting - Members

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<b>Sunday</b>	
Morning	<ul style="list-style-type: none"> <li>• Golf Outing (can also be on Saturday)</li> </ul>
Afternoon	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Campus Tour (optional)</li> </ul>
Evening	<ul style="list-style-type: none"> <li>• Vendor Exhibits</li> <li>• Reception &amp; buffet dinner in Exhibit Hall</li> <li>• Reception for first-time attendees (to include Past Presidents &amp; MAPPA Board Members)</li> <li>• Board Meeting</li> </ul>
<b>Monday</b>	
Morning	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Breakfast</li> <li>• Welcome Address (host)</li> <li>• Keynote Address</li> <li>• Educational Programs</li> </ul>
Noon	<ul style="list-style-type: none"> <li>• Lunch in Exhibit Hall</li> </ul>
Afternoon	<ul style="list-style-type: none"> <li>• Experience Exchange</li> <li>• Table Talk (small group discussion)</li> <li>• Exhibit Hall closes</li> </ul>
Evening	<ul style="list-style-type: none"> <li>• Social function</li> </ul>
<b>Tuesday</b>	
Morning	<ul style="list-style-type: none"> <li>• Breakfast</li> <li>• Business Meeting</li> <li>• Educational Programs</li> <li>• Large- and Small-school Exchange</li> </ul>
Noon	<ul style="list-style-type: none"> <li>• Lunch</li> </ul>
Afternoon	<ul style="list-style-type: none"> <li>• Educational Programs</li> </ul>
Evening	<ul style="list-style-type: none"> <li>• Social Hour</li> <li>• Annual Banquet</li> </ul>
<b>Wednesday</b>	
Morning	<ul style="list-style-type: none"> <li>• Breakfast</li> <li>• Optional Tours</li> </ul>
Noon	<ul style="list-style-type: none"> <li>• Meeting Concludes</li> </ul>

## Suggested Format for Annual Meeting - Members

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<b>Sunday</b>	
Morning	• Golf Outing (can also be on Saturday)
Afternoon	• Campus Tour (optional)
Evening	• Reception & buffet dinner in Exhibit Hall
<b>Monday</b>	
Morning	• Breakfast (with regular program) • Special Program of general interest
Noon	• Lunch in Exhibit Hall
Afternoon	• Tour (local special-interest places)
Evening	• Social function
<b>Tuesday</b>	
Morning	• Breakfast • Local Activities (tour, shopping, etc., to include lunch)
Evening	• Social Hour • Annual Banquet
<b>Wednesday</b>	
Morning	• Breakfast • Optional Tours

## **Suggested Agenda for the Annual Business Meeting**

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- Minutes of Previous Annual Meeting
- Minutes of Other Membership Meetings
- Treasurer's Report
- Report of the MAPPA President
- Reports of MAPPA Committees
  - Nominating Committee
  - Next Annual Meeting Host Committee
  - Education Committee
  - Membership Committee
  - Scholarship Committee
  - Site Selection Committee
  
- Report of MAPPA Newsletter Editor
- Reports of MAPPA Representatives to APPA Committees
- Report of Senior Representative to APPA Board
- Remarks by any APPA Officers Present
- Old Business
- New Business
- Remarks by Incoming President
- Adjournment

## **Suggested Order of Business for the Annual Banquet**

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The Master of Ceremonies will be the Annual Meeting Host. Official ceremonies begin at the conclusion of the dinner.

- Recognition of Special Guests
  - Head Table
  - APPA Officers Present
  - New MAPPa Board
  - Dignitaries or Special Guests
- Presentation of any Special Awards
- Recognition of Outgoing Board Members
- Installation of Officers
- Remarks by the Outgoing President
- Exchange of the Gavel
- Remarks by Incoming President
- Entertainment
- Adjournment