

WISCONSIN ASSOCIATION OF PUBLIC PURCHASERS

MEETING GUIDELINES For The Host

These guidelines are offered as suggestions and should be used to provide attendees with a somewhat consistent experience from one quarterly meeting to the next. Create a checklist for yourself using these guidelines. A checklist will minimize oversights and help you provide a meeting experience that all attendees will appreciate.

The registration fees you must charge have been set by policy. Although you should aim for a "break even" financial result, please contact the Program Advisor if you anticipate a presentation that will prevent a "break even" result. If you encounter unusual problems, do not hesitate to request assistance from any of the officers or past hosts. The Program advisor is the current Vice President of WAPP.

Meeting Dates and Location:

- Meeting dates - In consultation with the Program Advisor, determine the meeting dates. Since meetings are regarded as "quarterly," they should be held near the end of each calendar year quarter. Meetings are normally held on or near the first Thursday and Friday of March, June, September and December. They normally begin around noon on Thursday and end around noon on Friday. This allows attendees who must travel from a distant point to do that traveling on Thursday morning and Friday afternoon. Programming and certain types of training may require deviation from this format.
- Geographic location - Consider how easy/difficult it will be for out-of-town attendees to find the site. Driving directions and/or a map may be helpful. These aids may be included in the Registration Form and on the WAPP Website.

Conference Facility/Hotel Accommodations:

- Negotiate (unless you have previously solicited bids) for needed meeting room(s), supplies, and if the meeting is to be conducted at a lodging facility, guest rooms once the facility has been selected. Normally, a "block" of rooms is reserved for Thursday evening and a smaller number for Wednesday evening if the meeting will commence Thursday morning. Consult with the Program Advisor to determine the number of rooms to be "blocked." Pricing should be at government rates or less. Check to see if the hotel honors the State of Wisconsin rates for their employees. Inform the hotel personnel that all attendees are government employees and are exempt from taxes. The hotel will likely want to set a hotel registration deadline beyond which, the favorable rates will not be available. This may be different from and earlier than the meeting registration deadline. Make a list of all the meeting room amenities (room size, tables, chairs, public address system, Internet access, overhead projection system, lighting, etc.) that will be needed by WAPP or speakers. Sometimes, the meeting facilities can be gotten for a very inexpensively if you can guarantee a specified number of guest rooms for Wednesday or Thursday evening. Include one regular hotel room for WAPP use in the package - try to get this at no additional charge.
- Negotiate transportation if the meeting site is away from the hotel and it is necessary. Try to get free parking for attendees and guests who are making presentations.

- Consider "freebies" for attendees. Your local chamber of commerce may have items for a gift bag for everyone. Some malls will donate gift certificates for you to distribute. Not everyone has been to your area before, so try to do something to make them feel welcome. Merchants are happy to help attract customers with tokens or promotional materials.

Meals and Breaks: Meals can be costly. Ask for options and look for ways to cut costs. Attendees may be asked on the registration form to make selections and to indicate whether or not they will attend. But even with all that, it is difficult to get an accurate count prior to the event. So, be prepared for this. (Negotiate for the following)

- Breakfast - Except in unusual situations, you need consider breakfast only on Friday morning. Consider a "Continental Breakfast" consisting of coffee, tea, juice, rolls, bagels, breads, fruit, etc. Full meals are expensive and not everyone eats breakfast.
- Lunches - Lunch on Thursday is not necessary unless there is a Thursday morning agenda. For Friday lunch, negotiate a choice of two or three menu items for a served meal or provide a buffet, sometimes the least expensive option. Make provision for a vegetarian option if it is a served meal. Make sure the meals are served in a different room from which you're meeting. No one likes to shuffle their seminar materials and notes to make room for a plate and beverage.
- Breaks - Sodas, coffee, tea, cookies etc., should be made available.
- Group Dinner - Arrange a Thursday evening group dinner, usually at a restaurant away from the meeting site but fairly close to it. Attempt to arrange for ordering from the regular menu or have a selection of three different entrees. You may charge a set amount in advance (with the registration fee) or arrange for each attendee to pay their own bill - whichever works best for the situation. If the amount is paid in advance with the registration fee, be sure it includes taxes and tip.

Program:

- Set up the programs and speaker(s) in consultation with the Program Advisor (Chapter Vice President). This may be the hardest part of organizing the conference. Review the list of topic ideas or use your own. It is important for programs to be beneficial, educational and relevant to the purchasing profession in order to attract as many attendees as possible. You can offer one full-day seminar or several smaller ones.
- Arrange for Speakers. WAPP operates on a restricted budget, so try to find speakers who will make presentations without charge or for reimbursement of expenses. A common concern is compensation for speakers. Most speakers at WAPP meetings are unpaid volunteers, but some professional speakers are compensated. If you have a speaker or program for which there is a charge, work with the Program Advisor. Many professional speakers will give a deep discount or work for a nominal charge for a not-for-profit organization.
- Contact the local speaker's bureau and colleges and universities in your area for speakers' lists. Your colleagues and other WAPP members have many experts among their ranks and are a very good source of speakers.
- Ask your speakers if they need any supplies or presentation equipment, like a public address system or a projector.
- Get biographical information from speakers if it is available and send it in electronic form to the WAPP Website Manager (jfering@charter.net) via email.
- Give Speakers the WAPP Website address (www.wapp.org/meetings.htm) so they can look at the agenda and other information for themselves.
- Advise speakers that they are welcome to join us for lunch at no charge. Be sure they make meal selections if appropriate and are given meal tickets if applicable.

- Make all arrangements with speakers in writing. Confirm that supplies requested will be available. Tell them how many attendees are expected and in what capacity they are typically affiliated with government.
- Send a Letter of Appreciation within one week after their presentation.

Agenda: To view a typical agenda go to the WAPP Website at www.wapp.org/meetings.htm and look at the past couple of agendas. Then create your agenda using Word or Excel (or whatever programs you normally use) and after reviewing it with the Program Advisor, send it to the Website Manager (jfering@charter.net) and the Newsletter Editor.

Registration:

- Registration Form. Create a registration form similar to one found by reviewing a previous meeting newsletter. Go to www.wapp.org/archives.htm and open a newsletter for the same quarter you are hosting but from the previous year. In the newsletter, you will find the agenda and registration form for that quarter. Send the form you prepare for the meeting you are hosting to the Website Manager via email (jfering@charter.net) along with the email address of the individual who will be receiving and recording the registration forms and fees. The Website Manager will be in touch with that individual to explain the electronic registration process.
- Registration fee. The registration fee has been set by WAPP and should cover all costs for the meeting, including breakfast, lunches and breaks, and meeting room charges. If you determine that the set fees are inadequate to cover the anticipated costs for the meeting you are hosting, consult with the Program Advisor. It is possible to change them if necessary. The established fees are as follows:

	WAPP Members	Non-Members*	Retirees
Both Days	\$40	\$55	\$20
Thursday Only	\$25	\$30	\$10
Friday Only	\$25	\$30	\$10

* First time attendance by non-members are free

- Registration Process All attendees will register in one of the following ways:
 1. **Electronically on the Website.** The Website Manager will develop an electronic form that resembles the printable form in all material respects. When that form is completed by a registrant, the data will automatically be transmitted to the individual receiving and processing registration information for the host. The fee will be sent to that same individual, by the registrant, via the USPS.
 2. **By mail.** The registrant will print a copy of the registration form from the website, complete it and mail it along with payment via the USPS to the individual receiving and processing registration information for the host.
 3. **By FAX.** The registrant will print a copy of the registration form from the website, complete it, and FAX it to the individual receiving and processing registration information for the host and mail the payment via the USPS to the same individual.

Meeting Days:

- ***YOU are the Meeting Host*** and as such, are responsible to welcome the attendees and guests when the meeting starts. You may wish to invite your local elected official or head appointed official to welcome the attendees to your jurisdiction (always a good thing to do). You will also be responsible for introducing speakers and making any special announcements during the meeting. You are responsible for watching the clock to make sure things happen when they are supposed to.
- ***Check beforehand*** to see if you have nametags for all attendees and speakers. If not, print them in advance of the meeting. Check with the Program Advisor if you need help printing nametags in the format previously used.
- ***Staff the registration table***, and ask for volunteers, if necessary. Check off attendees on the registration list and collect any payments that are due.
- ***Arrange for the US flag*** to be in the meeting room somewhere. The meetings usually begin with a Pledge of Allegiance.
- ***Check out the room*** to make sure it is furnished, arranged and supplied as it should be.
- ***Check out the PA system*** to make sure it works and is loud enough – better too loud than too soft.
- Set up and staff a table at the entrance to the meeting room where attendees may complete their registration by checking in so you can give them meeting materials and their identity tags. You may also be collecting cash or checks from those who have not yet paid, issuing receipts if asked, and registering anyone, who has not yet registered. So have a receipt book, markers, pens, scratch pads and some change on hand. All of these materials (except the change) are available in a box passed to you from the previous meeting host. If you're missing any of these needed supplies, purchase a small replacement quantity and ask the treasurer for reimbursement.

Miscellaneous:

- The agenda and registration form (which includes meal and hotel/motel information) must be sent to the Website Manager and Newsletter Editor by Newsletter cut-off date – usually 42 days prior to the meeting.
- Keep track of all registrations, including days of attendance, amounts paid, dinner reservation, etc. You will be required to provide this information (as well as the payments) to the treasurer at the end of the conference. A form will be sent to you in MS Excel and MS Word (your choice) that you should use.

Close Conference

- ***Obtain bill(s) from conference facility***, hotel/motel, etc., note "OK to pay", sign and date and give them to the treasurer for payment. The treasurer can provide you with a copy of the tax-exempt certificate if someone requests it.
- ***Verify that all expenses have been paid.***
- ***Turn over all registration fees, checks and cash*** to treasurer ***with the form.***
- ***Pass the registrations materials box on to the next meeting host.***

----Nothing follows----