

## **Guidelines on How to Host a Successful Meeting for the Midwest Chapter AAPM**

- Please provide a picture of your facility to the MCAAPM president-elect, who serves as the program director for the meeting and will design the SAVE-THE-DATE meeting announcement (with your facility name and picture) to be sent to all the members. This should be done as soon as possible once you agree to host the meeting (typically a few months before the meeting).
- Prepare maps / directions to your institution; include parking information; it is helpful to use MS Word 97 or a PDF format so that everyone will be able to open it. Send this document to the president-elect well in advance of the meeting (at least 1 ½ months before the meeting), so that it can be sent out to the chapter membership along with the meeting agenda.
- Be sure that the meeting room / auditorium is an appropriate size for the number of attendees expected (typically 40-70). (An auditorium that can accommodate a very large number of people is strongly discouraged.).
- Be sure all necessary audio visual devices are present and are in good working order (typically computerized audio-video devices that allow the projection of presentation materials from jump drives are required). Also, it is important to let the president-elect know at least one month before the meeting what version of power-point will be used, so that this information can be passed on to the speakers.
- Arrange for a space for the vendors who will sponsor the meeting; be sure there are enough tables to allow display of their products, portfolios, etc (typically 12 tables are sufficient). This space should be outside of the conference room so that visiting and communicating with the vendors during the meeting will not interfere with the presentations in progress. Be sure that this room is well-marked and easy for attendees to locate.
- Alert your facility's public safety department about the meeting well in advance, so that they are not surprised by questions from attendees and can help direct people on the day of the meeting.
- On the day of the meeting, be sure to open the door early (i.e. 1 hour before the meeting start time, ½ hour before coffee) to allow vendors to set up their tables.
- Arrange for a registration table near the entrance to the meeting room / auditorium. It is helpful if your staff can support the MCAAPM secretary at the table in the morning, beginning ½ hour before the meeting starts. It is necessary to have someone at least let the secretary know the locations of the breakfast area, restrooms, and vendor area.
- Put up signs to help attendees find their way from the parking area to the meeting room / auditorium, and to the vendor area
- If it may be confusing for attendees to find their way, have your staff positioned along the route to serve as guides.
- Arrange for breakfast (including silverware and napkins, coffee, decaf coffee, teas, juices, hot & cold water, and things like bagels, rolls, fruit, etc.). These items should be available approximately ½ hour before the meeting starts. The breakfast menu is up to the host and need not be fancy but should be enough to feed 60 people. Please arrange for enough coffee to last throughout the whole meeting,

including the afternoon session.

- It can be beneficial to have the breakfast and coffee break items located on a table in the vendor area, to encourage traffic in the vendor area.
- Be prepared to welcome the attendees at the start of the first session; include information on restroom locations and parking vouchers (if vouchers are applicable).
- Arrange for mid-morning coffee break beverages and possibly snacks. (Left-over breakfast items can often be used as additional snacks.)
- Arrange for lunch (including beverages and dessert, silverware and napkins). The lunch menu is up to the host and need not be fancy but should be enough to feed 60 people. If possible, please include items for members who have dietary restrictions, such as vegetarians or those on low salt or low carb diets. Be sure there is a room with tables and chairs where people can socialize over lunch. Please have your staff available to guide the attendees to and from the lunch area.
- During the course of the day, give the receipts for breakfast and lunch to the MCAAPM treasurer for payment or reimbursement.
- Arrange for your staff to serve as guides to provide a tour of your facility at the end of the meeting.
- Reserve a room that can be used for the MCAAPM board meeting at the end of the day, after the tour. It is desirable to have internet connectivity in the room that will be used for the board meeting. The board meeting may take 2 hours.

**THANK YOU FOR HOSTING A SUCCESSFUL MEETING FOR THE MCAAPM!!!!**