**Credit Union/Vendor Hosting an ACUARP Region In-Person Meeting**

**Responsibilities**

* Conference/meeting room
	+ Space based on expected # of attendees
	+ Projector/technology capabilities
	+ Space to setup & serve food
	+ Power for charging phones/laptops/notepads
	+ Restrooms close
	+ Security
* Agenda – speakers/topics
	+ Host CU member supports Director/Chapter Coordinators with agenda/speakers/topics
* Organize food – order/deliver/pay (reimbursed by ACUARP) $25pp for each day
	+ Continental Breakfast $10pp – not a lot as some eat before they come
		- Fruits, bagels, breads
		- Coffee, hot & cold water (all day)
	+ Lunch $15pp
		- Have delivered or CU Admin pickup
		- Pop/coffee/water throughout afternoon
	+ Afternoon Snack (not always done)
		- Granola bars
		- Cheese/crackers
		- Mini candy bars
		- Nuts
* Room set-up/down
	+ Extra pens/note pads for those that forget
	+ Table/chairs shaped with attention towards speaker area
	+ Members need to be able to see/hear each other as well
	+ Sign-in table
		- Agenda, sign-in sheets
	+ Drink table – coffee/water/pop
	+ Food table
	+ Garbage receptacles

**Region Meeting Host Timeline**

**Five Months**

* Confirm meeting date/time

**Three Months**

* Items to Region Director
	+ Hotel options
	+ Directions to meeting location
	+ Parking options
	+ Instructions to attendees on arrival, security issues/procedures

**Two Months**

* Speaker needs confirmed
	+ Projectors
	+ PC access or own laptop

**One Month**

* Dinner options for attendees
	+ Some members like to do a group dinner – before/after meeting
* Notify your IS/T department, presenters may need assistance on meeting day

**Day Before**

* Set up room
* Have supplies available
	+ Pens & Pads of paper
	+ Check with your Marketing team
	+ Power cords to reach outlets
* Remind IS/T about the meeting

**Meeting Day**

* Arrive early to ensure room is set-up
* Drinks & breakfast ready
* Meeting signs/directions posted at CU
* Greet speakers as they arrive through-out the day
	+ Assist with speaker set-up - alert IS in case their help is needed
* Keep coffee/water supplied
* Meet lunch caterer & set-up
* Clean-up room

**Post Meeting Day**

* Complete ACUARP expense reimbursement request for any expenses, give to Region Director