**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