

MPAC MEETING PLANNING & RESPONSIBILITIES:

- The Planning Committee meets during the program year from 4:00-4:45pm, prior to the regular program, and as needed at 7:00 am breakfast meetings (Blue Star Café) in June, July and August to complete planning the programs for the coming year.
- The “Program” Year is September through May. Programs are scheduled for monthly with the exception of the months preceding or of the Fall and Spring Conferences (decided based on proximity of conference dates to meeting dates).
- We typically meet the 4th Wednesday of the month at Rock Salt Steak House. Meeting dates may be adjusted if they fall during a holiday week.
- Annual program publishes first of September. Meeting notices are printed to distribute at the meeting the month prior to the meeting date, and are published on line no later than the end of the month preceding the meeting.
- A program planning chart is used to help us track program topics and facilitators for each month.
- Each key committee member is e-mailed a copy of the meal choices for the coming program year late in August. They should file that document where they can easily find it to refer to as they are preparing meeting announcements.
- Meeting announcements are in a standard format – you can edit as needed from the prior month’s meeting announcement.

Meeting format is as follows:

REGULAR MEETING SCHEDULE:

- 4:45 – 5:30 – Registration, No Host Bar, Hors D’Oeuvres
- 5:30 – 6:45 - Program
- 6:45-7:00-Break
- 7:00 – 7:45 - Dinner & Adjourn

MPAC MEETING PLANNING REFERENCE

FACILITATOR: _____ **DATE:** _____

PROGRAM: _____

SPEAKER	FIRM	MEAL CHOICE		

ROOM SET UP:

- _____ Registration Table
- _____ Podium with microphone
- _____ Panel table/s for _____, with _____ microphones
- _____ Screen
- _____ Overhead
- _____ Laptop/Computer & In Focus (*speaker or...*)
- _____ Table for Hors D’Oeuvres
- _____ extra table for handouts
- _____ Table for projector
- _____ Slide Projector

REGISTRATION: _____

GREETER/S: _____

MPAC MEETINGS – PLANNING INFORMATION

032309

MPAC MEETING PLANNING CALENDAR

DUE DATE	WHAT	DUE TO	RESPONSIBILITY
<u>August 15th</u>	Program Title 2-3 sentence program description Speaker/s names (if confirmed)	Committee member compiling the Annual Program	Meeting Facilitator/s
<u>August 15th</u>	Revised Announcement for coming year with any changes to basic information Meal Planner with menus selected for coming year	Chair Planning committee members/Meeting Facilitators	Restaurant Liaison
<u>15th</u> 2 months Prior to Meeting	Speaker names & bios, Program Title Program Description (for Program Announcement)	Meeting Facilitator/s Copy to President	Meeting Facilitator/s
<u>1st</u> Month prior to meeting	Meeting Set up requirements Forward set up information to RockSalt	Restaurant Liaison RockSalt/Dawna	Meeting Facilitator/s Restaurant Liaison
<u>15th</u> OneMonth Prior to Meeting	Completed Program Announcement Edit from a prior announcement - *Program title, speakers, description and speaker bios *Registration Deadline (Wed. prior to meeting *Meal Choices for that meeting *Meeting Date *Contact for information about program (to meeting facilitator)	Chair Email/MRSC Liaison Restaurant Liaison	Meeting Facilitator/s
<u>25th-30th</u> Month prior to meeting	Send completed announcement to MRSC to post to website & open registration Send out announcement to our email distribution list	MRSC/Holly	Email/MRSC Liaison
<u>5th</u> Month of Meeting	Re-confirm with speakers & Register Speakers Online with meal choices (indicate “speaker/no charge” on registration information), print invoice to give to registration at meeting	Restaurant Liaison & Registration	Meeting Facilitator
<u>Wednesday</u> <u>Prior to</u> <u>meeting</u>	Meeting count by meal choices	Rock Salt/Dawna	Restaurant Liaison
<u>Monday</u> <u>Prior to</u> <u>Meeting</u>	Update meeting headcount as needed	Rock Salt/Dawna	Restaurant Liaison
<u>Tuesday</u> <u>prior to</u> <u>meeting</u>	Registration Spreadsheet for Meeting	Registration Restaurant Liaison Name Tags	MRSC