Event Check List for a WEFMAX held Thursday - Friday

Thursday Morning – **House of Delegates Meeting** *(8:00 – 10:00 am)*
[ ] Delegate's Meeting held in room _____
[ ] Provide coffee and beverages and danishes/muffins/fresh fruit
[ ] Room set for 25
[ ] Table set-up - "U" shape or square
[ ] No AV equipment required
[ ] HOD Meeting from 8:00 – 10:00 am

Thursday WEFMAX Day 1 *(10:30 am – 5:15 pm)*
[ ] WEFMAX begins at 10:30 am held in room _____
[ ] Room set in half rounds of 5 (based on 45ppl)
[ ] 8' X 8' screen
[ ] Small table to set the LCD on
[ ] 2 – 6' draped tables to be placed in the back of the room
[ ] Microphone – lavaliere and 1 portable wireless microphone
[ ] LCD – MA to provide *(WEF will bring only if the MA is not able to obtain at no cost)*
[ ] Laptop – MA to provide for the whole meeting *(WEF to bring if MA is not able)*
[ ] Lunch from 12:00 – 1:00 pm held in room _____
[ ] Afternoon break from 3:00 – 3:15 pm
- o Cookie snack / Refresh beverages

[ ] Wrap Up with Closing comments – Adjourned at 5:15 pm

Thursday Evening - WEFMAX Reception
[ ] Reception held at _____
[ ] Event begins at _____ pm; ends at _____ pm
[ ] Cash bar policy
[ ] Event Name/location: _____
- o In hotel ____ Within walking distance _____

Friday – WEFMAX Day 2 *(7:30 – 12:15 Noon)*
[ ] WEFMAX held in room _____
[ ] Room and equipment set the same as the Thursday WEFMAX Day 1
[ ] Continental Breakfast at 7:30 am
[ ] 2 Flip Charts with markers
[ ] Review meal requirements *(breakfast and lunch)*
[ ] Meeting begins at 8:00 am
[ ] Morning Break from 9:15 – 9:30 am
- o Refresh room and replenish beverages only

[ ] Meeting ends at 12:15 pm

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Host Meeting Responsibilities

- **[ ]** Host to select city and hotel location for WEFMAX
- **[ ]** Host to negotiate with hotel
- **[ ]** Host to provide hotel contract to WEF for review
- **[ ]** Host to sign contract with hotel
- **[ ]** Host to identify location, coordinate, and contract for Thursday evening reception
- **[ ]** Host to monitor expenses are within the WEF budget based on 45 attendees
- **[ ]** Host to bring LCD and laptop for use at WEFMAX
- **[ ]** Confirm Host is receiving WEFMAX Weekly and can open registration reports
- **[ ]** Host to Communication to attendees
  - Send welcome email message to attendees *(4 weeks out)*
  - Send final email message of any changes to the program *(1 week out)*
- **[ ]** Host MA will moderate the MA Host Dialog Discussion
- **[ ]** Host MA will identify scribes for the MA Dialog Discussion session
- **[ ]** Host MA Event Coordinator will:
  - Schedule a Pre-Con walkthrough with Facility Staff, WEF Staff, and one person from the Host MA *(late Wed afternoon or for early Thursday morning between 7:30 – 9:30 am*
  - Be present to greet attendees for the Delegate's meeting on Thursday
  - Provide opening attendee Welcome message on Thursday morning (10:30 am)
  - Provide closing remarks on Friday along with WEF Vice President, and WEF Executive Director.
- **[ ]** Host MA Coordinator to work with WEF Staff for reimbursement of expenses

Event Wrap Up

- **[ ]** Host to keep all expense receipts and provide copies to WEF
- **[ ]** Host to pay for event
- **[ ]** Host to provide WEF copies of receipts and an invoice for reimbursement
- **[ ]** Let WEF know if Host needs cash advance to cover expenses
- **[ ]** Host to submit Invoice/receipts to WEF as soon as *2 weeks after meeting*
- **[ ]** WEF must receive invoice **<u>by August 1, 2012</u>** in order for payment to be processed by WEF's year end of August 31, 2012
- **[ ]** Invoices submitted late *will not be paid*

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