

WEFMAX - WEF/MA Exchange Meetings

(Wednesday-Friday WEFMAX meetings)

This document provides a guideline for Host Member Associations (MAs) in planning a WEFMAX meeting. A WEFMAX meeting is to be a stand alone meeting and should not occur simultaneously with the MA's annual meeting.

BUDGET

Per each meeting, a **maximum** of **\$12,700.00** is available to cover all meeting and social function expenses based on 60 attendees per meeting. When planning a WEFMAX meeting, factor in ALL event costs in order to stay within the \$12,700.00 budget. IF the Host MA exceeds the \$12,700 budget based on 60 attendees, then the MA will be responsible for payment of expenses over the budget.

Sample Budget Based on 60 Attendees:

Facility Rental	600.00
A/V Equipment	1,600.00
Thursday Social (60 attendees / \$50.00 per person)	3,900.00
2 Breakfast, 1 Lunch & Breaks	<u>6,600.00</u>
TOTAL	\$12,700.00

Budget Includes the Following Items:

- Hotel Catering – Include ALL taxes (hotel, federal, state, local) and gratuity
- MA Leaders Summit – Wednesday afternoon (can be held in the same room as the HOD meeting)
- Wednesday HOD Meeting – Afternoon snack and Beverage Service
- Thursday WEFMAX – Continental breakfast and refresh beverages
- Thursday Lunch - for all attendees
- Thursday evening group reception – preferred no site down dinner, make it fun with networking time
- Friday morning breakfast
- Facility Room Rental for HOD meeting and WEFMAX on Thursday and Friday
 - HOD meeting requires AV
 - WEFMAX meeting requires AV equipment i.e. 2 portable microphones, one lavalier, screen, speakers + taxes
 - Host MA to provide LCD for both HOD meeting and WEFMAX if able to at no cost

Budget Does Not Include the following:

- Entertainment
- Alcohol – WEF does not pay for alcohol
- Social Event Transportation such as a bus, taxi or shuttle
- Social Events Facility Rental Charges
- Gifts
- Spouse/guest food and beverage

Additional WEFMAX expense items that will be covered by WEF

- **Attendance over 60** - Food/Beverage expenses incurred due to increased attendance.
- **HOD Meeting** – WEF will pay for beverages (coffee/tea/soda/water) a snack and room rental. Budget for this meeting is not to exceed **\$250.00**.
- **Canadian Meeting** – The Canadian MAs hold their annual meeting in conjunction with a WEFMAX. They select which WEFMAX. They are to arrange for a meeting room through the MA host to be held prior to the start of WEFMAX or immediately following WEFMAX. WEF will cover room rental only. Any lunch needs will be coordinated and paid by the Canadian MAs. MA Host to work directly with the Canadian group for invoicing.

Steps to Planning a WEFMAX Meeting

SELECTING a CITY - Help minimize expenses for attendee by choosing a city that:

- Has an airport with major airline service ideally within 30 minutes of the meeting location
- There is availability to an airport shuttle or reasonable transportation service versus the need to rent a car

SELECTING a HOTEL - In looking for a Hotel, consider selecting one that:

- Is close to the airport (ideally no more than 30 minutes from airport)
- Is a "Smoke Free" facility
- Hotel room rates should be below US \$200.00 per night to include ALL taxes
- Has in-house catering service; Ideally has in-house AV equipment and support
- Meeting room – no rooms with pillars, select meeting room that is not long and narrow
- Available parking
- Negotiate Hotel fee to be honored two days prior and two days after scheduled meeting
- Prior to Host MA signing contract, WEF must review contract

HOTEL ROOM BLOCK –

Tuesday – 15 | Wednesday – 50 | Thursday – 50

- Negotiate with the hotel to honor room block rate 2 days prior to and 2 days after event
- Avoid attrition fees. Keep in mind that not meeting a room block can result in hefty fees

MEETING ROOM SPACE – Negotiate "at no cost" for meeting room(s) based on having met the room block

- **MA Leaders Summit** – Set room for 30 | Meeting from 2:30 – 4:00 pm
 - No AV; just comfortable conversation style setting; offer healthy snack & beverages
- **HOD Meeting** – Set room for 30 | Meeting from 4:00 – 6:00 pm
 - Arrange meeting tables in rectangle or U shape
 - Provide beverages i.e. coffee/tea/soda/water and afternoon snack
- **WEFMAX Meeting** – Set room for 60
 - Tables -12 half rounds of 5
 - Podium at front of room; Beverage at opposite end
 - 2 skirted 8 ft tables in back of room for MA/WEF materials
 - Reserve meeting room on Thursday from 7:00 am – 5:00 pm; Friday 7:00 am– 12:00 pm
 - MA Host to provide LCD; WEF to provide laptop

FOOD and BEVERAGE REQUIREMENTS – Provide menus to WEF.

Lunch on Thursday –

- Set in rounds of 6
- Ideally should be located in a nearby room from the meeting
- Offer a light afternoon snack

Wednesday Evening Social

- Host to be creative with making the evening icebreaker social fun.
- Choose a location within the Hotel or within walking distance of the Hotel
- This event is held outside of the WEF budget... *plan for cash bar; if the host holds a Wednesday afternoon MA Leader Summit, then WEF has a budget of \$1,250 to put towards the Wednesday social & the Summit combined. Beyond that, the attendees may order additional food on their own or the host may opt to cover the costs through their own budget or through reach out to local sponsors.*

Thursday Evening Social - Estimate 60 to attend

- Host to be creative with making the evening social fun. Offer a casual atmosphere, and provide a diverse menu of heavy appetizers. Cash bar to be offered.
- Choose a location within the Hotel or within walking distance of the Hotel (*WEF does not pay for transportation*).
- WEF does not pay for restaurant room rental
- Alcohol on a per person cash basis. WEF does not pay for alcohol
- Plan social from 6:30 – 9:00 pm

Breakfast on Thursday and Friday – Keep it simple. Select a "Continental" menu.

- Set buffet style inside meeting room or immediately outside of the room.
- Refresh beverage service at morning and afternoon break; offer sodas to include diet soda