

WEF & Member Association (MA) WEFMAX Responsibilities and Budget Agreement

The Water Environment Federation (WEF) and Member Associations (MAs) hereby agree to the following terms and conditions to jointly sponsor a WEFMAX meeting.

WEF Responsibilities

- **Budget** – Not-to-exceed budget of **\$12,700** which is broken out as \$10,500.00 for food, \$1,600.00 for AV, and \$600 for room rental. This budget is provided by WEF to each MA Host for authorized expenses for each meeting.
 - **Authorized Expenses:**
 - All meeting and food and beverage expenses, including service fees and taxes, based on 60 meeting attendees to include:
 - HOD meeting – chips or cookies, coffee, tea, water, sodas; AV-Screen/chord only
 - Reception food; non-alcoholic beverages; bartender on Thursday evening; cash bar
 - Continental Breakfast (two days) and Deli lunch (one day)
 - Audio Visual equipment – Lavaliers, 2 wireless microphones, screen and podium, AV extension cord/power strip, projection cart, and maybe 2 flip charts
 - **Unauthorized expenses:**
 - Alcoholic beverages
 - Social event transportation i.e. shuttles, bus or taxi
 - Gifts and entertainment
 - Social events facility rental charges
- **Promotion** – distribute information on WEFMAX Meetings via the WEF Web site, mailings to MA Leaders and through WEFLeader (**December**)
- **Registration** – Manage registration for all WEFMAX meetings. Provide weekly registration reports to MA hosts via WEFMAX Weekly, an electronic WEFMAX update for hosts. WEF to supply name badges on site for all meeting and attendees. (**Registration opens December**)
- **Program** – Develop the WEF business portion of the program. Create and distribute program to registered attendees. (**January**)
- **Meeting Materials** – Gather meeting materials and ship to hotel. Distribute final program electronically to all registered meeting attendees two weeks prior to each meeting.
- **Meeting Evaluation Form** – Develop and distribute to attendees at WEFMAX.
- **Post WEFMAX** – Post presentations, summary and fact sheets on web within two weeks after each WEFMAX meeting.
- **WEFMAX Reimbursement of Expenses to MA Host** – Within four weeks after WEFMAX, MA to provide WEF an itemized invoice of amount due along with copies of expense receipts.

Host MA Responsibilities

- **Budget** – MA to keep expenses within the \$12,700 budget factoring in all service charges, Federal, State and local taxes to fit within the budget. The MA will pay for all expenses and bill WEF for reimbursement. Arrangements can be made should the MA need advance money to pay for hotel/facility deposit requirements. Based on 60 attendees, expenses over the allowed \$12,700 budget will be incurred by the MA.
- **WEFMAX Contact** – MA to identify who from the MA will be the WEFMAX Host coordinator (*the Spring prior to WEFMAX*)
- **Hotel Selection and Contract** – Conduct site visits and select appropriate hotel. Sign meeting contract for specifications, following a review of contract by WEF. Send a final copy of the signed hotel contract to WEF. (*Spring/early Summer prior to WEFMAX*)
- **Hotel and City Information** – Submit hotel & city information to WEF for website promotion. (*October/November*)
- **Meeting Rooms** – Negotiate and reserve appropriate meeting space.
- **Food/Beverage/AV** – Coordinate with hotel to select food/beverage to meet budget and provide food count based on final registration report from WEF. MA to bring a LCD for the HOD and WEFMAX meeting, coordinate with hotel for AV needs i.e. screen speaker, podium, projection cart, AV extension cord and power strip, wireless lavalier, wireless microphone and maybe two flip charts with markers as needed for each WEFMAX day.
- **Wednesday Icebreaker** – Host to locate a facility where attendees can meet for 1-2 hours in a casual venue; cash bar. WEF will provide up to an additional \$1,000 outside of the WEFMAX budget to put towards expenses related to the MA Leaders Summit & the icebreaker.
- **Thursday Reception** – Plan the reception and communicate with WEF (*6 weeks prior to WEFMAX*)
- **Pre Con Site Visit** – MA to coordinate with hotel and WEF Staff for a walk through time to be held early Wednesday afternoon
- **Host Welcome Message to Attendees** – Host to send attendee welcome message including pertinent information on weather, social functions and a reminder to send their presentations and fact sheets to WEF. (*2 weeks prior to WEFMAX*)
- **MA Exchange Session** - Host to provide the Welcome and participate in the closing, scribes, microphone helpers, time keepers for all sessions, and one moderator for the Host session
- **Meeting Expense Receipts** – Provide WEF an invoice for payment and forward receipts for all covered meeting expenses incurred. (*No later than 4 weeks after event*)

The MA agrees to the responsibilities and budget terms as outlined above, and understands that a WEFMAX meeting is to be a stand along meeting and should not occur simultaneously with the MA's annual meeting. Additionally, the MA agrees that all expenses incurred for "excluded" items and expenses for the budgeted 60 attendees that exceed the \$12,700 budget are responsibility of the MA and will be paid in full by the MA.

In the event that there is an unforeseen problem and the MA is unable to fulfill its commitment to host the WEFMAX meeting, WEF must be given one year's notice to allow arrangements for an alternative location. If for any reason, WEF must cancel, the MA will be given a minimum of one year's notice as well. On behalf of the MA, I understand and agree to the responsibilities and budget terms for hosting a WEFMAX meeting as outlined herein.

MA: _____
[MA Contact Name and Position]

Date: _____

WEF: _____
[WEF Contact Name and Position]

Date: _____