

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 **\$20,000.00** 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 to stay within the \$20,000.00 budget. IF the Host MA exceeds the budget based on 60 attendees, then the MA will be responsible for payment of expenses over the budget. Should we exceed 60 attendees, then WEF will pay for the food cost of \$225 pp related to the number of attendees over 60.

Sample Budget Based on 60 Attendees:

Meeting Room Rental	1,500.00
A/V Equipment	3,500.00
Wednesday Social	
Thursday Social	
Meeting: 2 Breakfast, 1 Lunch & Breaks	<u>15,000.00</u>
TOTAL	\$ 20,000.00 (USD)

Budget Includes the Following Items:

- Hotel Catering – Include ALL taxes (hotel, federal, state, provincial, local) and gratuity.
- Thursday WEFMAX – Continental breakfast and refresh beverages
- Thursday Lunch - for all attendees
- Thursday evening group reception – preferred no sit-down dinner, make it fun with networking time
- Friday morning breakfast
- Facilitate Rooms for CAC meeting (if applicable) on Wednesday and WEFMAX on Wednesday afternoon, Thursday, and Friday
 - The WEFMAX meeting requires AV equipment i.e., 2 portable microphones, one lavalier, laser pointer/slide advancer, internet, screen, speakers + taxes.
 - Host MA to provide LCD if able for WEFMAX or order through the hotel

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 Event 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.
- **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 if applicable. Room cost for this meeting not to exceed **\$250**. Any AV and food needs (breakfast, lunch, beverage, and snack) will be coordinated and paid by the Canadian MAs. Host hotel to work directly with the Canadian group for invoicing and payment.

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 \$225.00 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 to honor room rate two days prior and two days after scheduled meeting
- Have WEF review the hotel contract prior to the MA signing

HOTEL ROOM BLOCK –

- Wednesday – 60 | Thursday – 60
- 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

- **WEFMAX Meeting** – Set room for 60
 - Tables -12 half rounds of 5 or 6
 - 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 Wednesday from 2:00 – 5:30 pm
 - Reserve meeting room on Thursday from 7:00 am – 5:00 pm; Friday 7:00 am– 12:00 pm
 - MA Host to provide LCD if able; WEF to provide laptop; Need sound and internet.
 - Consider accessibility requirements if necessary and any special needs of attendees.

FOOD and BEVERAGE REQUIREMENTS – Provide menus to WEF (be aware of dietary restrictions).

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
- Keep food light as many like to go out to dinner

Lunch on Thursday –

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

Thursday Evening Social - Estimate 60 attendees and some guest to attend

- Host to be creative with making the evening social fun. Offer a casual atmosphere and provide a diverse menu of heavy appetizers or a dinner. 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; WEF will pay for the bartender(s).
- Plan social from 6:00 – 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 Hot beverage (Coffee, Tea) service in the morning and afternoon break; offer juices, sodas to include diet soda.
- Municipal Tap Ice Water filled jugs and glasses in the room are preferred to Bottled Water.
- Healthy Snacks in addition to "Cookies" are often appreciated by attendees.