WEFMAX

2012

DATE	LOCATION	HOSTED BY
March 8 – 9	Sedona, AZ	AZ Water
April 12 – 13	Fayetteville, AR	Arkansas WEA
April 19-20	Baltimore, MD	Chesapeake WEA
May 17 - 18	Indianapolis, IN	Indiana WEA

Water Environment Federation®
the water quality people®

Hosting WEFMAX

What to keep in mind when selecting a Host city.

Ideally we ask that you look for a city near an airport (no more than 30 minutes away from the hotel and avoid the need for the attendees to rent a car. If the location is further away from the airport, then we must be sure to identify transportation options and provide contact information in promotional pieces.

Selecting a Hotel/Facility

Look to keep the cost below US$200.00 per night. Check to see if the airport has a shuttle service available to and from the hotel. If not, what transportation options are available? The Hotel must be “smoke-free” facility and have parking facilities.

What type of food should be chosen for the reception?

The Thursday reception should offer heavy appetizers that could be considered dinner and include a cash bar. The Host can make this event as fun and as long as you want. The setting should provide a comfortable environment that will encourage conversations throughout the evening and provide lots of networking time.

What type of food should be chosen for the Breakfast menu?

Breakfast should be Continental style offering: Bagels, Danishes, Muffins, Yogurt, Fresh fruit, Cereal, Coffee and Tea (regular and decaf) and Juice. At the morning break, ask the facility staff to refresh the room and replenish beverages only…may want to add sodas.

BUDGET

Per each meeting, a ***maximum*** of **$8,000.00** is available to cover all meeting and social function expenses based on 45 attendees per meeting. When planning a WEFMAX meeting, factor in ALL event costs in order to stay within the $8,000.00 budget.

IF the Host MA exceeds the $8K budget based on 45 attendees, then the MA will be responsible for payment of expenses over the budget.

Budget Includes the Following Items:

- Hotel Catering – Include ALL taxes (hotel, federal, state, local) and gratuity

- Thursday HOD Meeting – Beverage Service and afternoon snack

- Thursday lunch and afternoon snack

- Thursday evening social reception

- Friday morning breakfast

- Friday – Adjourn at Noon

- Facility Room Rental for meetings on Thursday and Friday
  - AV equipment i.e. microphone, lavaliere, podium, speakers
  - Flip Chart and Markers for Thursday and Friday meeting

  Power point presentations presented only by MAs who are leading topic discussion

Budget <u>Does Not Include</u> 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
- LCD – MA to provide or WEF to provide

WEFMAX Program – New format for 2012

THURSDAY

8:00 – 10:00 am – House of Delegates Meeting

10:30 –12:00 pm

- Open Message – WEF Executive Director and WEF Vice President

12:00 – 1:00 pm

- Lunch

1:00 – 5:00 pm

- HOD Update
- WEF/MA Dialog Session I
  - HOD Speaker or Speaker-Elect – Introduce Dialog topic
  - WEF Speaker or Speaker-Elect - Facilitator
- WEF/MA Dialog Session I
  - HOD Speaker or Speaker-Elect – Introduce Dialog topic
  - WEF Vice President – Facilitator

6:30 – 9:30 pm – Social - Reception

- MA Host to plan an evening of social networking and fun.

FRIDAY

7:30 - 8:00 – Continental Breakfast

8:00 –9:15 am – WEF/MA Dialog Session III

- ❑HOD Speaker or Speaker-Elect – Introduce Dialog topic
- ❑MA Host - Facilitator

9:15 –9:30 Break

9:30 – 12:00 noon

- ▪WEF/MA Dialog Session III
  - ❑HOD Speaker or Speaker-Elect – Introduce Dialog topic
  - ❑WEF Executive Director – Facilitator

12:00 – Closing remarks

AZ Water hosted WEFMAX in Tucson, 2005

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