

WEFMAX

Event Check List for a WEFMAX held Thursday - Friday

Wednesday Afternoon – MA Leaders Summit (2:30 – 4:00 pm)

- MA Leaders Summit held in room _____
- Provide coffee/soda/water pitchers and light snack (cookies/chips/nuts)
- Room set for 30 in a casual setting
- No AV equipment required

Wednesday Afternoon – House of Delegates Meeting (4:00 – 6:00 pm)

- Delegate's Meeting held in room _____
- Provide coffee and beverages and cookies or chips
- Room set for 25
- Table set-up - "U" shape or square
- AV equipment required
- HOD Meeting from 4:00 – 6:00 pm
- Host to plan an icebreaker event from 6:30 – 8:00 pm

Thursday WEFMAX Day 1 (7:30 am – 5:00 pm)

- Light breakfast served at 7:30 am in room _____
- WEFMAX begins at 8:00 am held in room _____
- Room set in half rounds of 5 (based on 60 ppl)
- 8' X 8' screen
- Small table to set the LCD on
- 3 – 6' draped tables to be placed in the back of the room
- Microphone – lavalier and 2 portable wireless microphone + podium with mic
- LCD – MA to provide (*WEF will bring only if the MA is not able to obtain at no cost*)
- Laptop – *WEF to bring*
- Morning Brea from 10:00 – 10:15 am
- Lunch from 12:00 – 1:00 pm held in room _____
- Afternoon break from 2:45 – 3:30 pm
 - o Healthy snack / Refresh beverages
- Wrap Up with Closing comments – Adjourned at 5:00 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 AV equipment set the same as the Thursday WEFMAX Day 1
-] Continental Breakfast at 7:30 am
-] Meeting begins at 8:00 am
-] Morning Break from 9:30 – 10:00 am
 - o Refresh room and replenish beverages only
-] Meeting ends at 12:00 pm

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 Wednesday icebreaker and Thursday evening reception
-] Host to monitor expenses to stay within the WEF budget based on 60 attendees
-] Host to bring LCD for use at WEFMAX
-] Confirm Host is receiving WEFMAX Weekly and can open registration reports
-] Host to Communication to attendees
 - o Send welcome email message to attendees (*1 week out*)
-] Host MA to lead the MA Leaders Summit (If MA chooses to do one)
 - o Provide healthy snacks and beverages
 - o Host to identify a topic
-] Host MA to identify Topic for Host Session (55 minute session)
-] Host MA will moderate the MA Host Session
-] Host MA will identify scribes, Mic helpers & Time Keepers for all sessions
-] Host MA Event Coordinator will:
 - o Schedule a Pre-Con walkthrough with Facility Staff, WEF Staff, and one person from the Host MA (*around noon on Wednesday*)
 - o Be present to greet attendees for the Mini Leaders Summit and the Delegate's meeting on Wednesday
 - o Provide opening attendee Welcome message on Thursday morning (8:00 am)
 - o Introduce each Session Topic and Moderator and any solo presenters
 - o Provide closing remarks on Friday along with WEF Vice President, and WEF HOD Speaker or Speaker-Elect.
-] 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 **by August 1**, in order for payment to be processed by WEF's year end of August 31.