

Q&A

What to keep in mind when Selecting a Host City.

In choosing a city – look for a city near an airport (no more than 30 minutes away from the hotel) to avoid the need for the attendees to rent a car.

Selecting a Hotel/Facility

Look to keep the Hotel 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 for the House of Delegates meeting?

Provide an assortment of Danishes, Muffins and Fresh Fruit with Coffee and Tea (regular and decaf), Juice and assorted sodas/diet sodas, water/

What Type of Food should be Chosen for the Breakfast and Lunch Menu?

Breakfast should be Continental style offering: Bagels, Danishes, Muffins, Yogurt, Cereal, Fresh Fruit, Coffee and Tea (regular and decaf), Juice and sorted sodas/diet sodas. At the morning break, ask the facility staff to refresh the room and replenish beverages only. Lunch should offer diverse menu options to include non-meat items and dessert. Include ice tea/assorted sodas/water.

What Type of Food should be Chosen for the Reception?

In 2012, MA Host will look to host a reception that will provide fun, offer ongoing networking opportunities, and make for an evening that is more than a reception, but not confining in conversation as a dinner setting would offer. Plan for food that will, and a cash bar.

What is the WEF Policy on Alcohol?

WEF has a Cash Bar policy for social events at WEFMAX meetings. This decision was made in 2003 to reduce liability exposure for MAs and WEF. Things to keep in mind...

- Contract with a vendor who is responsible for serving the alcohol and to ensure all local, state and federal laws are followed.
- In no circumstance should a WEF Staff or MA volunteer be in a position to serve alcohol or purchase alcohol for the purpose of distribution.
- Free or discounted food should be available throughout the event
- Taxi service or other alternative transportation should be available and communicated to attendees
- The event should be limited to a certain period of time
- Attendees should be reminded that they should drink responsibly and exercise good judgment