

TECHNICAL MEETING PROPOSAL PROCEDURE

Meeting proposals must be approved by the Technical Council:

- **A minimum of 15-months in advance of the proposed meeting dates.**

Proposals must be submitted to VFS HQ

- **One (1) week prior to the Technical Council Meeting during which endorsement will be sought. The Technical Council meets twice a year:**
 - 1) at the VFS Annual Forum**
 - 2) in mid-October**

A. VFS Technical Meetings Sole Sponsor

The procedure for meetings where VFS is not the sole or lead sponsor is addressed in the section titled *Co-Sponsorship of Technical Meetings*.

1. To propose an VFS sponsored Technical Meeting, the Vice-President of a Region or the Chair of a Technical Committee should complete the *VFS Technical Meeting Proposal* form and forward it, with a cover message, to the VFS Technical Program Director.
2. Prior to submitting a proposal, it is critical that any proposed meeting be thoroughly coordinated with all potentially interested or affected parties. Organizers of a Technical Meeting are to coordinate with the following people/offices for the reasons stated below and accomplishment of this coordination is to be documented on the Proposal form or in attachments (e.g. emails) to the proposal:
 - **VFS Headquarters**
 - To identify potential conflicts with other VFS Meetings and/or meetings by other professional societies (e.g. AIAA, IEEE, SAE, etc.). VFS technical meetings are NOT to be scheduled in the month of May, when the VFS Annual Forum takes place.
 - To discuss initial plans with HQ and appropriate members of the Technical Council (Deputy Technical Director), Board of Directors (Regional VP) and Technical Committee Chairs.
 - For documentation: Coordination message to and response from HQ
 - **Technical Committee(s) Chairs**
 - To ensure subject matter and timing for planned meeting are appropriate given previous or planned meetings on the same or similar subjects by VFS or other societies.
 - To assure organizers have the technical committee support for the proposed meeting.
 - Documentation: Email or letter of endorsement for the meeting
 - **Deputy Technical Director(s) (Technical Council)**
 - To obtain concurrence on Technical Committee(s) with which meeting organizers plan to coordinate and provide input that subject matter and timing for planned meeting are appropriate.
 - To obtain an email or letter of endorsement for the meeting.
 - Documentation: Email or letter of endorsement for the meeting
 - **Regional VP (Board of Directors)**
 - To provide awareness of planned meeting and ensure coordination with Chapters in the region.
 - To obtain an email or letter of endorsement for the meeting.
 - Documentation: Email or letter of endorsement for the meeting

3. The Technical Director will, after consultation with the Technical Council, determine whether to approve the meeting and recommend it to the VFS Board of Directors for endorsement.
 - If the meeting is approved, the VFS Technical Programs Director will then advise the sponsoring regions/chapters, designated Technical Meeting Chair and other appropriate Board, Technical Council and Committee Chair(s). The designated Chair of the meeting will then be responsible for the organization and conduct of the meeting using the “*Guidelines for Organizing and Conducting Technical Meetings*” section in this document.
 - Conditional Endorsement: Situations may occur where the Technical Council cannot unconditionally approve a proposed meeting (e.g., there are some important issues yet to be resolved). In such cases, the Technical Council can vote for “Conditional Approval” of proposed meeting and
 - Establish conditions which must be satisfied for unconditional approval
 - Give Technical Director authority to use his/her judgment that conditions are satisfied
 - Conditions are expected to be satisfied within a few weeks and no later than one year prior to the date of the proposed meeting. The Technical Director will ask the VFS Board to endorse a meeting subject to satisfaction of the conditions

4. A financial plan showing that expenses can be met is a prerequisite for Technical Council approval and Board endorsement. The technical meeting financial interrelationship between VFS HQ and the sponsoring Region/Chapter is outlined below and more detail is given under *Financial and Revenue Guidelines*.
 - Chapters or regions sponsoring financially successful meetings are requested to provide 15% of all net income (after expenses) to VFS headquarters. The sharing of proceeds helps to incentivize the Region/Chapter and HQ to make the meeting as successful as possible.
 - In the event of a highly successful meeting, the Chapter may retain up to a maximum of \$40,000 of net proceeds, with any surplus above this amount retained by VFS HQ to support the overall mission of VFS, as well as offset HQ indirect costs for supporting the meeting.
 - If a sponsoring Region or Chapter incurs a loss on the meeting despite responsible management of the event, the Society can cover the loss if the Region or Chapter has made a reasonable attempt to cover the loss with readily available resources.
 - Co-sponsorship funding or industry assistance must exclude any preconditions resulting in “commercialism”.
 - Exceptions to this policy may be approved by the Technical Council and Board of Directors.

B. CO-SPONSORSHIP OF VFS TECHNICAL MEETINGS

1. Each proposed co-sponsorship will be considered on its own merits without predisposition regarding the technical societies with whom co-sponsorship is envisioned.
2. The request for co-sponsorship may originate from a Region or a Technical Committee.
3. Approval Process: all requests for co-sponsorship will be addressed to the Technical Director and VFS headquarters for action.
 - The Technical Director, in conjunction with the appropriate Deputy Technical Director(s) will determine the technical merits of the proposal.
 - The VFS Executive Director, in conjunction with the appropriate Regional Vice President and Chapter officers will determine the administrative merits of the proposal.
 - The Technical Director and VFS Executive Director will jointly approve proposals when technical benefits are significant and administrative liabilities are minimal. Proposals having minimal technical merit or significant administrative implications will be brought to the VFS Technical Council for approval.
4. The following questions should be considered in the process of deciding to pursue co-sponsorship:
 - **Technical Considerations**
 - Is the meeting relevant to the interests of one or more Technical Committees, or an area in which a new committee has been considered?

- Will the VFS Technical Committee(s) be appropriately represented on the technical organizing staff of the meeting?
- What plan has been established to promote the meeting in the VFS technical community?
- Does the proposed meeting conflict technically with any other VFS events?
- What is the expected size of the audience at the vertical flight related sessions?
- If not based on vertical flight applications, are other sessions relevant to vertical flight technology?
- Is co-sponsorship endorsed by the appropriate Technical Committee(s)?
- **Administrative Considerations**
 - Does the proposed co-sponsored meeting present a schedule conflict with any other VFS or VFS co-sponsored meeting?
 - Does the co-sponsorship agreement provide sufficient economic incentives to VFS membership?
 - How will the VFS benefit from co-sponsorship?
 - Are there any financial liabilities or profits to be shared?
 - To what extent will the VFS be required to supply funding to support any aspect of the proposed meeting?
 - Is the request for co-sponsorship timely with respect to the administrative organization of the meeting?
 - Will the VFS be appropriately represented with respect to the administrative organization of the meeting?
 - How will the VFS be expected to publicize the meeting?
 - If appropriate, has the proposed meeting received the endorsement of an VFS Region?



TECHNICAL MEETING PROPOSAL FORM

Complete form and submit:

- **For Technical Council approval - 15-months in advance of the proposed meeting dates**
- **VFS submission: one (1) week prior to the Technical Council Meeting during which endorsement will be sought**

It is requested that the Technical Council approve and the VFS Board of Directors endorse the meeting described below:

BASIC INFORMATION

1. Title of Meeting: _____

2. Date(s) & Location: _____

3. Rationale for Meeting (state briefly):

a) Subject Matter/Scope/Theme: _____

b) Organization currently active in these areas and probability of their contributing significant papers:

c) Value to vertical flight industry; degree of advancement of the field: _____

4. Reason for choice of date/location: _____

a) Last Meeting on Similar Subject (Date, Location, Sponsor): _____

b) Could this meeting co-locate with another VFS or Technical Society Meeting? Describe: _____

5. Sponsorship:

VFS will operate and assume complete
responsibility
or

Co-sponsorship with: _____ who will assume _____ % of financial and
operational responsibilities.

6. Corporate/Government Underwriting? Describe: _____

7. The host VFS Region/Local Chapter(s) : _____

8. Meeting Chairs

General Chair: _____

Organization: _____

Email: _____

Phone: _____

Technical Program

Chair(s): _____

Organization: _____

Email: _____

Phone: _____

Administrative

Chair: _____

Organization: _____

Email: _____

Phone: _____

TECHNICAL LOGISTICS

1. The type of technical person interested in this program will be: _____
2. It is estimated that _____% of the papers will result from the meeting *Call for Papers* and _____% will be invited.
3. Number of papers recommended/expected: _____
4. Estimated total attendance: _____
5. Exhibits/Technical Display(s) (type/size/source) : _____

COORDINATION

Organizers of an VFS Technical Meeting are to coordinate with the following people/offices for the reason stated below. Accomplishment of this coordination is to be documented as part of the proposal submittal. The Technical Director will arbitrate any issues not resolved by the prescribed coordination.

- **VFS Headquarters**
 - To identify potential conflicts with other VFS Meetings and/or meetings by other professional societies (e.g., AIAA, IEEE, SAE, SAWE, etc.)
 - To discuss initial plans for which Deputy Technical Director(s), Technical Committee (s) and Chapters/Regions organizers should coordinate with.
 - Documentation: Coordination message to and response from HQ
- **Technical Committee(s) Chairs**
 - To assure subject matter and timing for planned meeting are appropriate given previous or planned meetings on same or similar subjects by VFS or other societies
 - Documentation: Email or letter of endorsement for the meeting
- **Deputy Technical Director(s)**
 - To obtain concurrence on Technical Committee(s) with which meeting organizers plan to coordinate and provide input that subject matter and timing for planned meeting are appropriate.
 - To obtain an email or letter of endorsement for the meeting
 - Documentation: Email or letter of endorsement for the meeting

• **Regional VP**

- To provide awareness of planned meeting and insure coordination with Chapters in the region.
- To obtain an email or letter of endorsement for the meeting
- Documentation: Email or letter of endorsement for the meeting

Attach a list of all known related VFS and non-VFS meetings/conferences up to 8 months before and after date of the planned meeting. The list should include the date, topic, location, and sponsoring organization of the meetings/conferences. Provide assessment of impact of potential conflict (none, minor, major).

ADVANCED BUDGET PLANNING SUMMARY

<u>Estimated Costs</u>			<u>Estimated Income</u>
Meeting Facility	\$ _____		
Wi-Fi*	\$ _____		
Food Functions	\$ _____	Audio Visual	\$ _____
Supplies	\$ _____		
Misc.	\$ _____		

*Wi-Fi is required for running onsite registration desk Registration Fee Member \$ _____ Registration Fee

Non-Member	\$ _____
Exhibit/Sponsor Fees	\$ _____
Proceedings	\$ _____
Co-Sponsor Offset (if applicable)	\$ _____
Other	\$ _____
TOTAL	\$ _____
BALANCE	\$ _____
TOTAL	\$ _____
ADVANCED FUNDS REQUIRED	\$ _____

PROPOSED BY: _____

APPROVED: _____ DATE: _____

FINANCIAL AND REVENUE GUIDELINES

The technical meeting financial interrelationship between VFS HQ and the sponsoring Region/Chapter is outlined below. The sharing of proceeds helps to incentivize the Region/Chapter and HQ to make a meeting as successful as possible.

- Chapters or regions sponsoring financially successful meetings are requested to provide 15% of all net proceeds (after expenses) to VFS headquarters.
- In the event of a highly successful meeting, the Chapter may retain up to a maximum of \$40,000 of net proceeds (after expenses), with any surplus above this amount retained by VFS HQ to support the overall mission of VFS, as well as offset HQ indirect costs for supporting the meeting.
- If a sponsoring Region or Chapter incurs a loss on the meeting despite responsible management of the event, the Society can cover the loss if the Region or Chapter has made a reasonable attempt to cover the loss with readily available resources.
- Upon mutual agreement, VFS Headquarters may advance funds needed by the sponsoring Region or Chapter to cover up-front expenses.
- Sponsoring Regions or Chapters are encouraged, but not required, to place the surplus funds in an account

- which will be used for cash advances to support future meetings and/or scholarship funds.
- Sale of any meeting Proceedings during the meeting will go towards the overall expenses and revenue for the sponsoring Chapter or Region. After the meeting, all future expenses and proceeds go to VFS Headquarters.

Direct expenses include items such as:

- Venue/conference room costs
- Food & beverage
- Audio visual
- Printing and advertising
- Registration set-up and management
- Travel and hotel expenses by VFS HQ staff
- Shipping of meeting and registration materials
- 5% credit card processing fees
- New memberships:
 - \$95 Regular member
 - \$25 Student member

Registrations fees: all technical meetings are **REQUIRED** to offer member and non-members registration rates.

- Meeting organizers must set that difference equal (or more) to the cost of 1-year of VFS membership dues: currently \$95 regular and \$25 student member.
- Attendees paying non-member fees will receive a 1-year membership in VFS. The difference in fees collected from all non-members will be kept by VFS Headquarters.
- In the case of meetings co-sponsored by other organization(s), a member/non-member rate is not required.



Guidelines for Organizing and Conducting Technical Meetings

GENERAL INFORMATION

The process of obtaining VFS approval for a sponsored or co-sponsored Technical Meeting is described in the preceding three sections and documented in the proposal form. Once a meeting has been approved by the Technical Council and endorsed by the Board of Directors, the guidelines and suggestions outlined below are offered to assist the General Chair and his/her committee in the organization and conduct of a successful meeting.

PLANNING THE MEETING

As soon as approval of the meeting is received, it is recommended that organizers prepare a “**Master Milestone Chart**” indicating the key tasks which must be performed before, during, and after the meeting, by whom and by when each task is to be completed.

DURATION OF THE MEETING

The length of an VFS technical meeting should be a minimum of two (2) full-days and a maximum of 2 ½ days.

- Two (2) sessions planned per full day/ one (1) session for half-day.
- Five (5) papers/presentations per session.
 - Paper/presentation 30 minutes in duration: 20 minutes for presentations and 10 minutes for questions/discussion

REGISTRATION FEE POLICIES

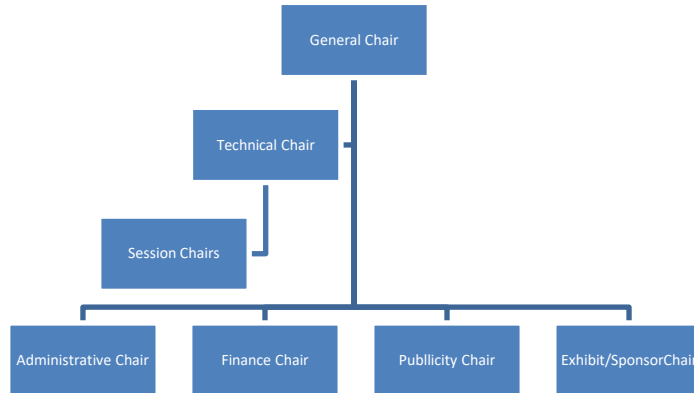
- **Registration fees are REQUIRED to include VFS Member and Non-member rates.**
 - Meeting organizers must set that difference equal (or more) to the cost of 1-year of VFS membership dues (currently \$95) and to advertise that those paying the non-member fee will receive a 1-year membership in VFS.
 - The difference in fees collected from all non-members will be kept by VFS Headquarters.
 - In the case of meetings co-sponsored by other organization(s), a member/non-member rate is not required.
- **It is the accepted policy that authors of papers are expected to pay the full registration fee or a reduced speaker rate if one has been set.**
- **Complimentary registration can be offered to keynote and/or guest speakers, and in some cases an author who has been invited to present.**
 - These situations should be decided on a case-by-case basis and good judgment is the primary rule of thumb.
 - Complimentary registration will also be provided to VFS staff attending and/or supporting the meeting.
- **Meeting fees should include reduced rates for active military, fully retired and student attendees (usually the same rate for all three) are encouraged but not mandatory.**
 - The registration rates should note that these low fees apply ONLY to current active military, fully retired and over 60 (not currently employed or working as a consultant), and to full-time students.
- **Reduced government rates are a common practice but not mandatory.** Reduced government rates are usually set at the same rate as the reduced speaker rate.
- **Early bird rates are encouraged but not mandatory.** Deadline date for early bird registration should be at least one thirty (30) days prior to meeting start date.
- **There will be a \$50 processing fee for ALL cancelled/refunded registrations. And no registration refunds approximately two (2) weeks before the meeting start date.**
- **Press attendance** – the general guidance is to admit any Press free to all functions at Technical Meetings and budget

accordingly.

MEETING OPERATING GUIDELINES

Meeting Chairs

Choose your committee with great care. The primary committee is effective suggested follows:



committee with great care. job of a technical meeting to develop a timely and technical program. A organization might be as

- Each of these chairs then select subcommittee aides to provide timely, innovative, effective and well-coordinated accomplishment of necessary tasks.
- The names of the General Chair, Technical Chair and Administrative Chair must be supplied with the proposal form. Good coordination helps at every level. Copies of correspondence concerning the meeting should be sent to VFS Headquarters. This includes memoranda to the session chairs, invitations extended to special speakers and any other correspondence or minutes of general interest.
- Session Chairs are the foundation of the meeting. They are responsible for keeping in close contact with the authors and ensuring a timely and effective schedule. Keep your chairs informed.

General Chair: The General Chair and all committees should keep well documented records of all activities.

- These reports should be held for future use by succeeding General Chairs.
- Reports on the meeting registration, average attendance, number of papers, panels and exhibits should be sent to VFS Headquarters.
- Responsible for sending a full copy of the Proceedings to VFS Headquarters.
- It is recommended the General Chair send letters of thanks/appreciation to all staff, supporters, speakers, etc.

Technical Chair: the Technical Chair is responsible for all technical aspects of the meeting, including the following.

- **Call for Papers/Presentations:** **the Call for Papers/Presentations document should be provided to VFS headquarters for dissemination, advertising and posting to event web page no less than 9-months before the scheduled meeting dates and should contain the following information:**
 - Meeting Title and Sponsors Information e.g. chapter, region etc.
 - Dates and Venue Information
 - Summary description of the technical meeting
 - Names, organization and email information of General Chair and Technical Chairs
 - Description of technical areas/topics of interest for proposed abstracts
 - Deadline date and any guidelines (e.g. format and page limit) for submitting abstracts
 - Name, organization and email address to where abstracts are to be submitted
 - Date of when authors will be notified of acceptance of abstract and when final paper/presentations will be due
 - Statement that all papers/presentations submitted must be completely unrestricted and open to an international audience.
- **Final Papers/Presentations:** work with the General Chair and any other appropriate chairs on process, review and acceptance of abstracts. Notify authors of final paper/presentation selection.

- Author/Speaker Guide: preparation of an Author and/or Speakers' Guide for the meeting is recommended and should include:
 - Technical Paper Guidelines which describe the format that is to be used for papers and/or presentations.
 - Assignment of Copyright Ownership and/or Speaker Information Form.
 - The Technical Chair should forward the Guide to the Session Chairs, and the Session Chairs should forward it to their authors/speakers.
- Agenda: the Technical Chair should work with the Administrative and Session Chairs on formulating a preliminary and final agenda/program.
 - Each conference will differ in size and scope. Be careful to consider the number of simultaneous sessions, small attendance is as discouraging to an author as poor timing.
 - Experience has shown that five (5) thirty (30) minute periods per session (20 minutes for presentation and 10 minutes discussion) works well.
 - The last paper (both author and content) deserves the same consideration as the first. Question and answer periods should be emphasized and given sufficient time following each presentation.
- Final Program: the Technical Chair is responsible for creating the Final Program and/or work with VFS headquarters to finalize the program ensuring enough time for formatting and printing.
- Meeting Proceedings: the Technical Chair is responsible for organizing all final papers/presentations and forwarding to VFS headquarters for dissemination to meeting attendees and posting to the VFS Online store.
- Head Table: the Technical Chair should organize head tables during the meeting (or dinner/lunch events) which should be composed of persons active in the organization of the conference (i.e. the General Chair) in addition to guest and/or invited speaker(s).

Session Chairs:

- Keep your authors informed of deadlines, formats and changes to schedules.
- During the meeting coordinate with the Technical and/or Administrative Chair to ensure the following
 - AV is working properly e.g. screen height and tilt is set so the whole audience can see. Make sure the entire picture appears on the screen and is in focus.
 - Keep on schedule so attendees can move from one paper to another in the case of concurrent presentations.
 - Session Chairs are encouraged to have at least two questions ready in case no questions are forthcoming from the audience. During the question and answer period, have those asking questions stand and state their name and company. Questions should be repeated on the PA system as too often the audience hears only the answer.

Administrative Chair: The Administrative Chair is usually responsible (and main POC) for the following administrative details.

- Hotel/Venue Logistics & Planning – including contracts
- Main POC for Hotel/Venue
- Food and Beverage
- Audio Visual

Publicity Chair: The Publicity Chair is responsible for the marketing of the meeting, working with VFS headquarters to provide the following information.

- **Save the Date postcard/document to VFS headquarters for dissemination, advertising and posting to an event web page approximately 12-months before the scheduled meeting or as soon as a venue has been confirmed.**
Information should include:
 - Meeting Title and Sponsor Information
 - Dates/Venue
 - Summary description of technical meeting
- Provide VFS headquarters with any other publicity information such as *Call for Papers, Preliminary Agenda, Keynote Speakers* etc. and any other information deemed appropriate to effectively advertise the meeting.
- Keep VFS headquarters informed of any changes to deadline dates or other meeting information so that event web

pages and other marketing documents can be updated accordingly.

Note: If the organizers include the name of any person in any publicly available material as being associated with the meeting in any capacity (e.g., an endorser, sponsor or a member of a technical or advisory committee), the organizers MUST have obtained explicit permission in writing from that person.

Exhibits/Sponsor Chair: if organizers plan to offer exhibits and/or sponsorships an Exhibits/Sponsor Chair should be named. The Chair is responsible for the following.

- Developing an exhibits/sponsorship program including rates, exhibits details (booth size) and sponsorship offerings (logos/advertising in Final Program, on event page or anywhere else).
- Creating exhibits/sponsorship form for signing up.
- Main POC to answer any exhibitors/sponsor questions or concerns including providing set-up and dismantling schedule and any pertinent venue information applicable to exhibiting.

VFS HEADQUARTERS SUPPORT

The VFS staff is available to assist and support meeting organizers in the execution of a successful technical meeting, your meeting success is our meeting success.

The main VFS POC for technical meeting questions and support is the Technical Programs Director, Julie M. Gibbs. The VFS Executive Director, Mike Hirschberg, is also available for advice on technical meeting program development and can assist with targeting guest or keynote speakers and support from VFS member companies/organizations.

Julie M. Gibbs jmgibbs@vtol.org or phone 703-684-6777 Ext. 103
Mike Hirschberg, Hirschberg@vtol.org or phone 703-684-6777 Ext. 111

VFS headquarters staff is available to assist in support of such tasks as:

- Creation and printing of *Save the Date*, *Call for Papers* and/or *Agenda/Programs*.
- Creation and management of an VFS web based event page for the meeting.
- Creation and management of online registration.
- Processing all forms of registration payments and any other revenues such as exhibit space or sponsorships.
- On-site registrar.
- Creation and management of paper/presentation uploader.
- Dissemination of Meeting Proceedings

ADMINISTRATIVE MEETING GUIDELINES

Commitments:

- Make no binding or financial agreements prior to receipt of approval by VFS.
- Don't be rushed into untimely decisions. Even after approval, do not guarantee anything for which you do not have a budget for.

Meeting Room Requirements:

- Plan an introductory meeting with appropriate hotel and/or conference venue to discuss your group's requirements e.g. meeting room(s) size and layout, AV, food and beverage etc. and scheduled activities.
- Inform the venue of the meeting schedule ahead of the "Tie Down" meeting, this meeting should be scheduled with personnel who will be involved with your group's needs/activities during your event. Include all requirements such as
 - Speaker platforms/podiums
 - PA system, microphones
 - Tables, seating style, etc.

Food/Beverage (F&B):

- Never guarantee more than paid receipt.
- Arrange for a designated hotel contact (usually the Administrative Chair) for food and beverage guarantees.
- Find out how much the hotel “sets” (usually 5-10% over the guarantee).
 - Then guarantee only paid registrants less that percentage. As more individuals register you can increase your guarantee.
 - Be conservative, you will have no-shows.
- **Make smart and conservative food and beverage choices to keep costs down – F&B can be one of your meetings largest expenses.**
 - AM Breakfast/Coffee Breaks: provide just coffee/tea and water for the start of the meeting and the first AM break. If you do want to provide breakfast at start of meeting consider just a continental breakfast choice.
 - Lunches: if the meeting venue is located near restaurants that are walkable or near-by consider having attendees “Lunch on their Own” but provide sufficient time for a lunch break.
 - PM Afternoon Breaks: provide coffee/water/sodas. Consider including a light snack such as cookies/brownies.
 - Social/Reception: Cash Bar with just beer and wine, provide non-alcoholic drinks complimentary.
 - Banquet/Dinner: Cash Bar; Buffet Style Dinner
- Suggested food and beverage start times are:
 - Coffee/Breakfast: 7:30 – 8:30 a.m.
 - Lunch: 12:00 – 1:30 p.m.
 - Social/Reception: 5:30 – 6:30 p.m.
 - Banquet/Dinner: 6:30 – 9:00 p.m.
- Do not plan a luncheon for the last day unless followed by technical sessions.
- Regarding number of people at Head Tables
 - For Luncheons, it is suggested to limit it to 6 to 8
 - For Banquets, limit the number to 8 to 10

Hotel Reservations:

- Establish a room block and rate and have all the attendees make hotel reservations directly to the hotel. The hotel will usually act as a clearing house to accommodate additional reservations in other hotels if your block is sold out.
- Inform VFS headquarters of the hotel information to post on the meeting event page. Include the following
 - Hotel Address and Web Link
 - Conference Room Rate
 - Deadline Date for Room Block Reservations
 - Hotel Codes Associated to the Room Block
- If your meeting venue is some place other than a hotel, such as a conference center, you do not necessarily need to contract a room block with a specific hotel. However, organizers should provide details for a variety of hotel accommodations close to the meeting venue.

Audio Visual Requirements: **The meeting audio visual requirements can be very costly to organizers but is an integral part of your meeting success, due diligence is a must.**

- Minimal Requirements
 - Screen(s)
 - Projector
 - Laptop to Project
 - PA System
 - Microphones: two are recommended e.g. one for speaker and one for session chair/moderator.
- Establish with the hotel or meeting venue on whether there are any local union regulations and/or restrictions e.g. whether you are required to use only their audio visual vendor.
- If allowed to bring in an outside vendor, obtain at least three quotes for local vendors.

- If allowed to bring in your own equipment research with the local chapter officers or local company sponsors to borrow or supply audio visual equipment – **this is the most cost effective way if the venue allows outside equipment to be used.**
- Assign a local chapter, student or meeting volunteer to act as the meeting AV Coordinator. This person should be on hand 1-hour early each day before the meeting starts.

On-Site Registration Desk: organizers are responsible for having a registration desk(s) available and set-up outside the meeting room for VFS staff to administrate.

- Two (2) tables are recommended for on-site registration.
- Wi-Fi access to process onsite registration.
- Tables must have space for a printer and the local chapter/organizers must furnish the printer.
- Support from the local chapter/organizers for an hour or two on the first morning is greatly appreciated, since often attendees all arrive within an hour period.
- Registration should begin at least one hour before the beginning of the meeting, and, if possible, registration should be open for 2-3 hours the evening before the meeting so attendees can pick up their badges and registration materials.

Plant Tours/Field Trips: If your event is to include a local plant tour or field trip, work with the company sponsor contact on the following

- See if they will furnish the transportation. Otherwise, contact at least two (2) bus companies. Determine bus capacity, minimum hours, cost per hour, routes, mileage charges, luggage space and lead time for a firm commitment.
- Appoint bus captains if there are more than two (2) buses or the trip is over 20 miles.
- Set up a policy regarding use of private transportation.
 - Special arrangements may have to be made to facilitate access to plant/tour building and parking for private vehicles.
- If a security clearance is required, find out what information will be required to obtain a security pass for the plant. That information should be available to attendees when they register.
 - Obtain a Point of Contact at the plant who will receive the information requested and be sure to set a cut-off date for receipt of a clearance request.