**Meeting Professionals International**

**Chapter Education Event - Planning Checklist**

**Pre-Event**

* Select and contract with venue – execute sponsorship agreement when applicable.
* Align your session with the CIC’s CMP Blueprint
* Select and request a session through MPI’s Speaker Resource or other resource.
* Confirm the session is accepted by requested speaker.
* Submit the session through the CIC’s Preferred Providers Program for CE credit approval – 2 months in advance
* If applicable, confirm the session is approved for a grant by MPI Foundation.
* Hold a conference call with the speaker to discuss the program and logistical arrangements
  + Engagement goals/objectives
    - Overall concept of the chapter event – theme, length, etc.
    - Session outline
    - Key Member Takeaways
    - Demographics of audience
      * Number expected in attendance
      * Level of knowledge
      * Age of group
  + Marketing needs
    - Speaker bio and photo
    - Session description and takeaways for audience
    - Social media posts, hashtags, and speaker social media contacts
    - Specific presentation template (MPI Template available on the CLRP)
  + Onsite set-up
    - Handouts – Are there any? Who is responsible for producing them?
    - Onsite chapter representative for venue & speaker(s)
    - Confirm room set
    - Confirm AV needs
    - Water for speaker
    - Introductory remarks from the chapter – Who will be speaking? Is there a script?
    - Book / Material sales – chapter representative needed to assist with book sales if applicable
  + Speaker Travel Logistics
    - Airfare ticketing
    - Ground transportation (to/from airport, hotel, and venue)
    - Hotel reservations
    - Meals
  + Compensation arrangements
    - Honorarium
    - Travel, including meals, etc.
    - Have any checks required available on site – follow proper chapter check request protocol
  + Any other additional needs of the speaker
* Execute contract between speaker and chapter – template available on the CLRP
* Provide a copy of the advertisement or mailer being sent to the chapter/attendees (You always want to make sure you are delivering exactly what the audience is expecting to receive)
* Obtain handouts from speaker, if necessary.
* Download or set up evaluation for attendees to complete

**Event**

* Onsite chapter representative ensures the speaker gets set up and has everything he/she needs.
* Distribute and collect evaluation forms – or ensure the email evaluations are ready to be sent at the conclusion of the program

**Post-Event**

* Submit speaker evaluation scores through MPI Speaker Resource when a speaker is booked through the site.
* Reimburse the speaker for any outstanding travel expenses.
* Confirm MPI Headquarters has sent any speaker reimbursements to the chapter (i.e. Incentive point usage)