

Residence Life Professional Association

Your guide to hosting a successful RLPA meeting

Updated on 24 March 2016

On behalf of our entire organization, the Executive Board would like to thank you for your commitment to host one of our regional meetings. This is a great opportunity for colleagues to come together, network, share ideas and concerns and leave with resources to share with our campuses. We have provided this guide to help you in organizing the meeting.

There is a great and long tradition of campuses hosting these meetings. Our philosophy is always to keep costs to a minimum knowing that the real value gained from any meeting is the knowledge and discussion shared between peers. That said, there are funds available for any planned professional development, and they may be requested through the RLPA executive.

Schedule

- Day 1 - Thursday
 - 9a – Noon, Executive Meeting, 9 members
 - 1-4 or 5p, AGM, 30-40 attendees
 - 4/4:30pm – Offer a tour of residences (optional, but always appreciated)
 - Dinner able to accommodate all attendees
 - Entertainment (optional) for all attendees
- Day 2 - Friday
 - 9AM -12PM, 30-40 attendees
 - 12 – 1p, Lunch (hot lunch preferred)

Coordinator Point of Contact

The main person the host site will coordinate with is the Secretary of the RLPA. All questions about hosting the meeting may go through the Secretary.

Resources Required and Room Set up

- A/V Requirements
 - 2 Laptops
 - Wifi
 - Projector
 - Screen
 - Web camera (provided by RLPA exec)

- Mic (provided by RLPA exec)
- Speakers (provided by RLPA exec)
- Extension cords
- Chart paper with markers or dry erase boards w/ markers
- Open and friendly space (U Shape or Square Configuration)

Meeting Preparation Tasks

60-45 Days Out

- Send a "SAVE THE DATE" email on the RLPA ListServ (about 45 days out)
- Secure Meeting Space for Day 1 & 2
- Meet with food services to plan catering
 - Day 1, morning coffee, snacks and lunch for board only, afternoon snacks and refreshments for attendees.
 - Day 2, morning coffee & breakfast (optional), morning snacks and lunch.
 - *Keep price per attendee in mind when arranging costs!*
- Plan Day 1 evening meal
- Plan Day 1 evening social
- Plan Day 1 tour of your residence for attendees
- Prepare meeting budget to determine cost per person (include catering, room cost, swag)
- Create meeting agenda (*AGM Day 1 is Best of RLPA Presentation. FBM Day 2 is Professional Development*)
- Contact Communications Coordinator (Exec Board Member) to set up online registration for event on RLPA website
- Invite the senior leadership to which residence reports on your campus to come to the meeting and give a welcome to the group
- Send invitation to register for meeting
 - Suggest accommodations
 - Cite Registration Cost (cost must cover catering, room, swag – suggested about \$ 100-\$120 per person)
 - Whenever possible, include the cost for the Day 1 supper and social in the registration price. Members like one inclusive price.
 - Special requests or accommodations (food or facilities related needs mostly)
 - Supply campus map with parking and room information
 - Send a copy of agenda (if approved by board)
 - Refer attendees to register online
 - Suggest social events around hotel/campus
 - Plan transit tickets/car pool to go to social events

15-7 Days Out

- Follow up with catering on projected numbers
- Create Name Tags or supply stickers/name cards

- Consider Guest swag from campus partners
- Purchase presenter gift & Thank you cards
- Secure WiFi login for attendees
- Consider feasibility for campus/res tour
- Secure A/V equipment (projector, screen, speakers, laptops, web camera, mic, extension cord)

3-1 Days Out

- Confirm final numbers with catering
- Confirm final numbers for seating with room booking contact
- Print Meeting Agenda
- Place Helpful Signs around Campus to Direct Attendees to room
- Set up a registration table for checkin, nametag and agenda distribution
- Set up room
 - Agendas Printed
 - Swag and
 - name tags

At the Meeting

- As host, there will be a point at the beginning of the meeting when you will be asked to review the schedule, answer any questions about the site or program and give final instructions for the day to the attendees.

Post Meeting

- Send all associated receipts/invoices in expense report format to the RLPA treasurer