BICSI

BICSI Region Event Guidelines:
Breakfast Clubs
Lunch & Learns
Pub Clubs
U.S. and Canada

For

Host(s) and/or Sponsor(s)

Revised September 19th, 2015

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I) **Overview, BICSI Region Events:**
BICSI Breakfast Clubs
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BICSI Region Events—Breakfast Clubs, Lunch & Learns and Pub Clubs—are locally managed and self-funded meetings available for all U.S. and Canadian BICSI members and nonmembers to attend. These events provide attendees the opportunity to enhance and share their knowledge in the Information and Communications Technology (ICT) industry while earning continuing education credits (CECs)—without having to travel great distances. They are not BICSI Region Meetings, as those are hosted by BICSI Region Directors _only_.

BICSI Breakfast Clubs should serve breakfast and be scheduled in the early morning hours.
BICSI Lunch & Learns should provide lunch and be scheduled during midday lunch hours.
BICSI Pub Clubs should provide appropriate snacks and beverages and be scheduled in the later afternoon hours. Region Events are offered complimentary to BICSI members and nonmembers.

The maximum duration of a Region Event is four hours. This provides plenty of time for registration, food and beverage, networking and three presentations at one hour each. It is the responsibility of the host to ensure that the Region Event is held to the four-hour limit.

The host will be the individual responsible for setting up the entire event, including selection of the location. The host may also be a sponsor of the Region Event; however, the host must offer equal opportunity for presenters without bias. All hosts must conduct themselves in a vendor-neutral manner and keep the best interest of BICSI's members and nonmembers in mind. Acceptance of sponsors for each event is left up to the discretion of the host.

Region Events are completely self-funded. At no point should BICSI or a Region Director be asked to help fund the event. It is the responsibility of the host to find the sponsor(s) and location. A sponsor is a company responsible for funding the event but not necessarily the sole sponsor of the event.

II) **Working with BICSI Staff and BICSI Region Directors**

BICSI Conferences & Events staff is pleased to offer registration and promotional assistance to hosts, helping to ensure the successful outcome of Region Events. BICSI staff is not responsible for logistically planning or funding Region Events.

The host should submit the Region Event information to the Conferences & Events staff at least four weeks in advance of the event. Within one week of receiving event details, the information will be posted on the BICSI website. Region Event information will be posted on the BICSI website on both the Calendar of Events and Region Events pages. If the host provides the Conferences & Events staff with all relevant information at least four weeks prior to the event, the information (event date, time and location) will be included in the BICSI Region newsletter, _Region Connection._

The host is required to contact the local Region Director to coordinate location, venue and date, and to see if the Region Director is available to attend. Throughout the planning process the host should continue to communicate with the Region Director so that the Region Director is

aware of all events being held in his or her region. If the host needs more information on contacting the appropriate Region Director, the BICSI Conferences & Events staff can assist.

The host is responsible for setting up and completing the event agenda. Once the event agenda is completed and the presentation PowerPoints are sent to the BICSI Conferences & Events staff, the agenda and presentations will be submitted for CEC approval. The agenda and presentations must be received by BICSI Conferences & Events staff no later than three weeks prior to event.

The BICSI Conferences & Events staff will supply the event host with all registration materials. Materials include:

- Attendee Roster
- BICSI Region Event Agenda
- Onsite Registration Forms
- BICSI Region Event Evaluation Forms
- Certificate Request Forms
- Blank Name Badges
- BICSI Marketing Materials
- Door Prize Certificates (if applicable)
- Pre-paid Envelope for Return of Materials to BICSI

The host can expect to receive the above materials 24-48 hours prior to the event. Once the event is completed, the host is to return the completed attendee roster, onsite registration forms, certificate request forms and evaluation forms in the pre-paid envelope. Once a completed roster is submitted, BICSI will record CECs within 30 days into attendee transcripts. The host is prohibited from sharing the attendee roster and/or registration form, with sponsors or other attendees. Attendee contact information is to be considered confidential information.

Note: Door Prizes in the form of two BICSI certificates will be provided for the Region Event by BICSI Conferences & Events staff on behalf of the Region Director. The host is encouraged to provide additional door prize offerings. The Region Director has the flexibility to provide additional prizes/drawings for such things as First-Time attendee, or Students/Emerging Professionals.

If you have any questions regarding a BICSI Region Event please contact:

BICSI Sr. Meeting Planner
8610 Hidden River Parkway, Tampa, FL 33637
Tel: +1 813.903.4709
Fax: +1 813.971.4311
Email: regionmeetings@bicsi.org

III)   Planning the Event

It is the responsibility of the host to select the date and location, as well as coordinate logistical arrangements, speakers and presentations.

Logistical Arrangements
It is important to have a single person, typically the host, in charge of all logistical arrangements for the event, including:

- Event Location
- Meeting Room Logistics (setup, signs, handouts, etc.)
- Audiovisual
- Meal Functions

Choosing a Date
Hosts should consider religious and federal holidays before selecting a date. Be aware of other occasions such as spring breaks and major athletic events. The best days of the week to hold events tend to be Tuesday through Thursday as travel costs may be lower and attendance stronger on those days than Monday or Friday.

Selecting a Location
The first step in selecting a location is preparing a list of requirements such as geographic location, size of space, cost and "history" if using a previous location. All facility negotiations will be done by the host. BICSI will have no venue responsibility, nor shall BICSI's name be used on the venue contract.

Flexibility is key to negotiating a favorable contract with an event venue. If dates are flexible and/or if the host has several venue options to choose from during the selection process, the prospects for negotiating a favorable contract are much better. Research during the selection process will provide the host with venue rate information in the area.

Meeting spaces come in all shapes and sizes and often with a number of obstructions and inadequacies. Logistical issues to consider when selecting meeting space are estimated attendance, meeting room setup (classroom, theater, crescent rounds), ceiling height (the higher the better), meeting space that is ADA compliant, proximity of meeting space to restroom facilities, lighting, air conditioning or heat, good cell phone reception and Wi-Fi connections in the room and on property.

In an effort to introduce BICSI –training, publications and credentials - to emerging professionals, local hosts have access to a bursary to offer educational institutions, such as trade schools, community colleges, etc., a scholarship in exchange for discounts for meeting rooms, catering, AV equipment, etc. The BICSI Next Generation scholarship was created in 2008 as a way to thank technical schools that allowed Region Meetings to be hosted in their facilities. The Next Generation scholarship is awarded to a deserving student in a college-level IT program. It represents the association's focus to reach out to the next generation of IT, engineering and other ICT professionals to help them to achieve their knowledge-based goals.

More information on the BICSI Next Generation scholarship can be found on the BICSI website
https://www.bicsi.org

Audiovisual
A meeting is seldom memorable for its audiovisual successes, but many are remembered for equipment failures. Careful planning and backup plans will help mitigate any failures that might occur. Review all presenters' audiovisual needs in advance—projector, screen, wireless microphone, standing microphone with podium, etc. Check the meeting room setup and audiovisual equipment at least one-hour prior to the start of the meeting to ensure there are no problems.

Food and Beverage
Meal functions—breakfast, lunch or snacks—are incorporated into Region Events. Items for consideration during venue selection are menu variety, range of costs, feasibility and/or allow-ability of utilizing public food outlets, and guarantee policies. Most hotels require a 72-hour "count-of-attendee guarantee" in order to provide the appropriate amount of food. Hotels will sometimes overset the guarantee by three to five percent. However, the host should confirm that with the hotel and not simply assume an overset is planned.

Presentations
It is the responsibility of the host to ensure that all speakers adhere to the BICSI presentation and content guidelines in order to qualify for CECs. It is also the responsibility of the host to ensure Region Event presentations are submitted to BICSI Conferences & Events staff for CEC qualification. Additionally, the host must ensure that presenters have received verification from BICSI Conferences & Events staff on quality and content.

Breakfast Clubs, Lunch and Learns and Pub Clubs are limited to a maximum of 2 CECs for qualifying presentation.

Considerations made when reviewing presentations include:

- Information is timely, relevant and educational.
- Presentation applies to a global audience.
- Material is vendor-neutral and includes ICT best practices.

The primary concern of the host is to design a program that will attract the maximum number of participants while meeting the audience's educational needs. Some points to consider to achieve these goals:

- The needs of a varied audience.
- How well speakers engage the audience.
- Organizational components, including meeting time and date, as well as accessibility and comfort of the venue.

IV)   Event Planning Timeline

Activity	Timeline	Your Date	Responsibility
Select date and location, contract venue, meal function(s), audiovisual, and overnight accommodations if needed.			Host
Arrange for sponsor(s) and presenter(s).			Host
Submit event information including location, time, primary contact and date, as well as an agenda and PowerPoint presentations to Conferences & Events staff.	At least 3-5 weeks prior to meeting		Host
Contact and invite BICSI Region Director to event.	At least 4-5 weeks prior to meeting		Host
Event information is posted to BICSI website and registration is opened.	Within one week of host submission		BICSI Conferences & Events Staff
Event is promoted in Region *Connection*, the individual Region Director's monthly newsletter	2-4 weeks prior to meeting		BICSI Conferences & Events Staff
Confirm attendee count with venue for seating and food/beverage.	72 hours prior to meeting		Host
Receive registration materials from Conferences & Events staff.	24-48 hours prior to meeting		BICSI Conferences & Events Staff
Ship back registration list, evaluations and certificate request forms to Conferences & Events staff.	24-48 hours after meeting is completed		Host