



Mid-Year Meeting Host Chapter Manual

Last updated: July 2022

Initial Planning

- The Chapter Advocate and Faculty Advisors (from each region) should identify host chapter(s) **no later than 12 months prior to the mid-year meeting**.
- Once host chapter(s) have been determined:
 - Host chapter should attend the regional meeting host chapter session at the annual meeting. **At least one representative from each host chapter must attend.**
 - Become familiar with the regional meeting planning materials using Google Drive. Be sure to note all of the meeting deadlines in the Mid-Year Meeting Calendar spreadsheet.
 - Create a student leadership structure to facilitate planning and execution of a successful meeting.
 - Begin research for keynote speaker candidates.
 - The Chapter Advocate for each region will notify their host chapter regarding which Professional Partners are assigned as liaisons for the Mid-Year meeting. The Professional Partners are great resources and expect to be actively involved in the meeting. Please contact **only** this liaison with any request for assistance from the Professional Partners. It is **not appropriate** to contact local offices of Professional Partner members to solicit support.
 - The host chapter(s) may not contact the hotel for any reason, unless the conference planner specifically authorizes the contact.
- General program guidelines:
 - BAP policies must not be violated;
 - The theme set forth by the President Elect/Board of Directors must be incorporated throughout the entire meeting;
 - Professional Partners should be fully engaged throughout the meeting (conducting presentations, judging, participating in panel discussions, etc.);
 - Students should actively participate in all events.
 - Planned offsite activities are **not permitted** unless approved by the Executive Office.
- The conference planner negotiates and finalizes contracts for technological and food requirements.
 - All communications regarding these matters must be made by the conference planner.
 - BAP will not assume any responsibility nor be held accountable for any legal issues that may occur if this procedure is not followed.

Chapter Operations Sessions

- The host chapter chooses sessions and chapters to make presentations. Please include a “wild card” or “open” category.

Faculty Advisors meeting with Chapter Advocates (informal discussion and idea exchange)

- The Chapter Advocate will discuss critical issues noted throughout the year.

Board and Professional Partners meeting with Faculty Advisors

- The Chapter Advocate, including the Board and Professional Partner representative will address key topics noted throughout the year discussed on conference calls and in meetings.

Closing Session

- The Chapter Advocate summarizes the meeting and includes a final expression of thanks to everyone that participated (attendees, host chapter(s), members of the Board and Professional Partners).
- BAP Banner is passed from current host chapter to subsequent host chapter or is returned to the Conference Planner.

Host Chapter Compensation

- The host chapter(s) will receive student registration compensation for \$550. This is not a payment. The host chapter will be given a code from the Conference planner to use when registering students. The host chapter must request this code prior to registering students for the event and during the early bird registration.
- Please note that the amount given is per meeting not per host chapter.
- The allocation does not have to be equally split between host chapters if there are two for a meeting. The split should be based on the size of the chapters and the number of student participants/volunteers.
- The funds will not be distributed to the host chapter(s). The monetary amount is a stipend towards registration or hotel accommodations only.