Mid-Year Meeting Host Chapter Manual
Last updated: September 2023

Initial Planning

- The Chapter Advocate and Faculty Advisors (from each region) should identify host chapter(s) no later than 8-9 months prior to the mid-year meeting.
- Once host chapter(s) have been determined:
  - Host chapter should attend the mid-year meeting host chapter session at the annual meeting. At least one representative from each host chapter must attend.
  - Become familiar with the mid-year 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).

Host Chapter Compensation

- The host chapter(s) will receive a sponsored student registration compensation for up to 5 students per co-host chapter. 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 registration period.