



Regional Meeting Host Chapter Manual

Last updated: April 2019

Initial Planning

- The Chapter Advocate and Faculty Advisors (from each region) should identify host chapter(s) **no later than 12 months prior to the regional 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 in Dropbox. Be sure to note all of the meeting deadlines in the Regional 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 regional 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 presentation. 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.

Host Chapter Compensation

- The host chapter(s) will receive student registration compensation for \$500.
- Please note that the amount given is per region not per host chapter.
- The allocation does not have to be equally split between host chapters if there are two in a region. 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.
- The host chapter must communicate the desired use of funds via email to the Executive Office and the conference planner prior to the early bird hotel reservation deadline.