MILEX 1st Annual Conference "Debriefing"
By Uta Hussong

It is my hope that the following will serve as a "guideline" for future conference planners thus streamlining the process.

Reserve Space / Setup

- Before any serious planning is started, be sure that the intended…
  __ conference space (and luncheon space) has been booked in advance

- When booking, keep in mind that *if* setup is to be done by MILEX members…
  __ book the conference/luncheon space for event day AND…
  __ book the conference/luncheon space for the afternoon *before* the event to allow time for setup
  __ recruit MILEX members to help with pre-conference setup and post-conference cleanup
  __ send parking passes to MILEX members helping with setup

- If setup is to be done by building staff or campus staff…
  __ check if there is a setup fee
  __ confirm that MILEX has sufficient funds to cover the setup fee

Food

- If the conference food is to be catered, check the campus catering guidelines for deadlines regarding booking event, signing event contract and providing final meal counts.
  __ contact the campus catering office to book the event in advance
  __ obtain catering quote
  __ verify that MILEX has (or will have) sufficient funds to cover anticipated catering expenses
  __ sign the catering contract
  __ provide final meal counts (anticipate that there will be late registrants and up meal counts to accommodate them)

- If any conference food is to be provided by MILEX members
  __ make sure the food is provided ready to serve (have member providing item complete prep work prior to delivering food)
  __ have sufficient serving trays/utensils on hand to hold and serve food items
  __ arrange for coffee/hot water pots for use on conference day

Advertising

- Having our MILEX funds managed by the University System of Maryland Foundation imposes some requirements on us in terms of advertising for events we put together.
  __ *all* event literature (flyers, programs, registration forms, web pages) must contain wording such as the following: "This event is an activity of the University System of Maryland Foundation" or "Proceeds from this event will be managed by the University System of Maryland Foundation for the benefit of MILEX"
  __ *all* event literature, including web pages, must be submitted to USMF for review *before* being used to advertise the event (otherwise we can't deposit registration funds!)
  __ develop online USMF event registration form (if feature available)

Registration

- When deciding on registration deadline, take into consideration the date by which catering needs a final headcount and consider the date after which parking pass mailing is no longer guaranteed.
  __ include meal choices on the registration form
  __ include parking pass YES/NO on registration form, with note that late registrants *must* call or email to arrange parking pass (include pass in folder for pickup at registration table)
  __ keep spreadsheet of registrants and their contact info for: badges, to circulate to other conference attendees and to submit to USMF for catering payment
  __ if possible, develop web-based registration form (use paper registration as backup)
  __ keep spreadsheet of individual meal choices (if ordering non-buffet meals); identify meal choices in individual's conference folder (especially if non-buffet meals available)