



Mid-Year Meeting Host Chapter Manual

Last updated: July 2024

Initial Planning

- The Chapter Advocate for the region in which the mid-year meeting will be held should identify one or two host chapter(s) **no later than 7-8 months prior to the mid-year meeting.**
- Once host chapter(s) have been determined:
 - Become familiar with the mid-year meeting planning materials using Google Drive. Be sure to note all 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. Consider chapters near or in the city of the meeting as resources for identifying local speakers (no budget for speaking fees or travel is available.)
 - 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) should not contact the hotel for any reason related to the meeting without the conference planner's approval and involvement.
- General program guidelines:
 - All BAP policies and procedures must be followed at all times.
 - The theme set forth for the fiscal year by the President should be incorporated throughout the entire meeting;
 - Professional Partners should be fully engaged throughout the meeting (conducting presentations, judging, participating in panel discussions, etc.);
 - All attending students should actively participate in all events. Host chapter students should also attend all events unless otherwise working for the meeting.
 - 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.
 - Where possible, the conference planner will solicit input from the Chapter Advocate on meeting matters.
 - 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 the topics of these sessions and selects chapters to make presentations. Be as inclusive as possible while maintaining high expectations for presentations. Consider including a "wild card" or "open" category.

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

- Schedule the CA meeting with FAs at a time which does not conflict with a keynote speaker or Best Practices presentations.
- Encourage all FAs to attend this session.
- The CA will moderate the meeting. During the session, the Chapter Advocate will discuss key operational matters identified by the Chapter Advocate Council, Executive Office, and Board of Directors.
- Opportunity for FAs to share successes and challenges is important. When discussing challenges and concerns, the CA should focus the conversation to be constructive.
- Matters which are highly specific to a Chapter should be quickly saved for a follow-up discussion outside the session.

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.
- This session should be moderated by the attending President (including Elect and Past Presidents) and focus on matters of interest to all stakeholders of BAP.

Closing Session

- The Chapter Advocate closes the meeting with a recap of highlights including sharing final attendance and presentation numbers.

- The CA should be sure to include a final expression of thanks to everyone that participated (attendees, host chapter(s), members of the Board and Professional Partners).
- Best Practices winners will be presented by the Professional Partner(s) who administered the Best Practices competition.

Host Chapter Compensation

- The host chapter(s) will receive complimentary student registration for up to 5 students per co-host chapter, not to exceed 10 total complimentary registrations. 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.