



# 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.