****

**The Parking Spot Chapter Grant**

**Description**: There are pre-developed programs available online for any Chapter to use at any time. The grants are for Chapters that want to present one of these programs, but lack the funds to do so. These programs cover the following topics:

* Facts + Figures: Your Introduction to Meetings Data
* SMM: Adding Value to the Participant Experience
* Contract Negotiations

**Facts + Figures: Your Introduction to Meetings Data**

Learn the basic principles of data management in a meeting environment. Understand how to approach a data related project, ensure data quality and tell a meaningful story. Then, practice your new knowledge with an application of your acquired skills.

**Learner Outcomes:**

* Understand the importance and goals of reporting your data.
* Find out what your entry data points should be.
* Learn how to improve the quality of your data and how to measure success.

**SMM: Adding Value to the Participant Experience**

You may think that your strategic meetings management program has little to do with the end experience. After all, the main goal is to save money, right? Wrong. In this session, consider how strategic meetings management can help enhance the experience of all of your participants and discuss strategies for capitalizing on these efforts with your peers.

**Learner Outcomes:**

* Understand the value of SMM and its relationship with participant experience.
* Learn three ways you can enhance the attendee experience through SMM.
* Plan out ways you can implement these methods at your organization.

**Negotiating Better Meeting Contracts – Balancing Law and Practice**

Love them or hate them, meeting contracts are an essential part of the business of meetings. It isn’t enough to understand the terminology (although that helps). Understanding the purpose, meaning, and practical effect of the legalese is necessary in order to know why you must have certain contract language and when you can afford to lighten up. The potentially big money issues like attrition, cancellation, and force majeure will virtually always have to be addressed. Other issues borne of industry and legal trends such as surcharges and fees, environmental issues, and accommodations for those with special needs require special attention in negotiations and unique contract language. New issues arise all the time. Anticipating how they will affect contracts—and your liability risk—is the mark of a savvy meeting professional

**Learner Outcomes:**

* Interpret contract clauses with a thorough understanding of the legal versus practical implications of each.
* Integrate language reflecting current trends into contracts after anticipating the potential effects.
* Negotiate stronger meeting contracts by customizing negotiations based on issues important to each party.

**Submission Guidelines**

* Completed application cover sheet
* Demonstrated need for financial assistance
	+ Copy of your chapter’s current YTD budget
	+ YTD membership numbers, showing attrition rate if available
	+ Indication of whether chapter was denied an MPIF grant last year
* Education satisfaction scores
	+ For all education programs which have been held 1/1/2015 – 12/31/2015
* Narrative (Maximum length – 3 pages)
	+ Why your chapter is requesting the specified topic
	+ Estimated date you plan to hold the program
	+ How you plan to allocate the funding assistance
	+ Any additional details which the chapter deems to be relevant for consideration
* Each chapter may only submit one application for the Ready. Set. Meet! Grant during each cycle. Collaboration between chapters is allowed, but only one award will be given for the submission.

**Criteria for Acceptance**

* Chapters must be located in a region with an airport Parking Spot location – view locations at <http://www.theparkingspot.com/>
* Chapters will abide by all criteria, as outlined in this document.
* Chapters will recognize the MPI Foundation and The Parking Spot during the delivery of the program. Such recognition includes maintaining the Foundation and The Parking Spot’s logo (Foundation logo to be found online in Chapter Tool Kit. Sponsor logos will be sent to you upon awarding of program) on presentation and marketing materials, and a mention during the session’s opening statements.
* The Parking Spot will have the opportunity to send a representative to sit in on the program when it’s presented.
* The Parking Spot will have the opportunity to provide a gift to the attendees at each meeting (subject to MPI approval).

**Grant Management**

Awarded grants are paid in two installments:

* Upon award notification, chapters must submit a grant payment request form (will be provided to you upon notification of award).
* After the program occurs, chapters must submit a grant payment request form and required post-program evaluation provided by MPI Foundation.

**Timeline/Deadlines**

* Applications open January 18 – February 15
* Recipients are notified by the end of February
* Post-Event data must be submitted to MPIF within 45 days of the program