

CMP PREFERRED PROVIDER SESSION REVIEW FORM

Event Name	MPI New England Fall Institute
Program Date:	November 20-21, 2017
Program Time:	9:00am Monday, November 20-Noon, Tuesday, November 21
Date of Submission:	11.17.17
Host Organization Name:	MPI New England
Contact Name:	Mark Bice, CMP, mbice@hpnglobal.com

In order to process your request we must have the following information for each session. Please use the following sample as a guide.

Individual Session Title:	Negotiating Venue AV Contracts
Date/Time of Session and Session Length(Calculated to nearest .25)	3:00pm-4:00pm, November 20, 1 hour

Session Description/ Learning Objectives:	<p>The goal of this session is to prepare meeting planners for the negotiations they will have with venues they consider. The focus will be on the charges planners will receive from the internal audio visual services supplier.</p> <p>Unfortunately, planners may be under pressure to secure a venue and may not realize that when they sign an initial contract they are locking themselves into binding terms and conditions that may not be negotiable later in the process.</p> <p>The three important areas, which represent thousands of dollars, are related to:</p> <ul style="list-style-type: none"> ☐ Internet Access Charges ☐ Rigging Services ☐ Ballroom Power Requirements <p>Planners are often unprepared for the complex set of terms and conditions they face when negotiating the overall venue contract and confused by the options presented.</p> <p>Learning Objectives (What is the session trying to accomplish):</p> <ul style="list-style-type: none"> ☐ Understand proper product and service terminology ☐ Review installation and operation of production elements ☐ Learn the roles of installation professionals as required, e.g., information technologists, riggers, electricians, etc. ☐ Review precise requirements for staging and equipment to be acquired <p>Session Take-Aways (What new skills or knowledge will the attendees be leaving the session with):</p> <ul style="list-style-type: none"> ☐ An understanding of event staging and technical equipment specifications ☐ Strategies for production management, including typical problems and resolutions ☐ Options for requesting quotes, negotiate and obtain staging technology and equipment
Web Link for Event:	http://www.cvent.com/events/2017-fall-educational-institute/agenda-
CMP -IS Domain:	Domain D: Financial Management
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	Declined:
	Remarks: