



Educational Programs

With an average attendance of 75 people, our educational programs are presented by industry experts and include a wide variety of hospitality industry relevant and engaging topics. Majority of the programs are luncheons, but there are an occasional breakfast meeting or afternoon meeting/reception.

Event Dates

Tuesday, Wednesday, or Thursday preferred in January, April, July & October

Program Schedule Options

Breakfast

7:00 am	Set up
8:00 am - 10:00 am	Breakfast and program
10:30 am - 12:30 pm	Board meeting

Luncheon

10:00 am	Set up
11:00 am - 1:30 pm	Lunch and program
2:00 pm - 4:00 pm	Board meeting

Afternoon Reception* Best attended

1:00 pm	Set up
12:00 pm - 2:00 pm	Board meeting
2:30 pm - 4:00 pm	Program
4:00 pm - 5:00 pm	Reception

Event Details/Guidelines

Meeting Space

- ✓ Meeting room to seat 75 - 100 at round tables, crescent rounds is preferred; classroom or theater will be considered for afternoon receptions, although rounds are preferred. Soft seating is a fun alternate option as well.
- ✓ Registration area outside main meeting room with 5 skirted tables, chairs and pens. Host venue may add additional table for its own collateral.
- ✓ Stage - minimum of 4' x 8', 18" high with a podium on it.
- ✓ Use of meeting room after the program for 30 minutes, only need to use a table and chairs for approx. 10 people.
- ✓ A 2nd meeting room to seat 20 in conference, u-shape or hollow square with complimentary pens/paper for Board meeting.

F&B Needs

- ✓ Program: food for all attendees appropriate to the type of meeting you host. Vegetarian option required.
- ✓ Board Meeting: water/sodas, coffee/decaf and tea. If you are hosting an afternoon reception, then must provide lunch for up to 20 people.

AV Needs

- ✓ Program: wireless lavalier microphone, wireless handheld microphone at podium, LCD projector with cabling, sound patch and screen. Should the venue not be able to sponsor the AV, MPIWSC has the right to seek outside AV and not be charged a fee for outside AV services.
- ✓ Board Meeting: polycom speaker phone, LCD projector, screen, and connection to audio.
- ✓ Complimentary Wi-Fi for all guests during meeting and board meeting.

Other

- ✓ Hosted parking for up to 20 Board members. Discounted parking for all other attendees if available.
- ✓ 1 guest room for 1 night for the speaker (arrival and departure dates to coincide with the program date), if applicable.
- ✓ Raffle prize donated by venue with a value of at least \$100.
- ✓ Four trivia questions about host venue in the week leading up to event for Facebook and Twitter content.
- ✓ Provide a venue representative to discuss the property at the beginning of the program.
- ✓ Need to provide logo and photos for marketing purposes of venue.

Additional Information

MPIWSC will only approve venues that agree to the following concessions:

1. No cancellation damages, unless MPIWSC selects an alternate location when facility is able to accommodate MPIWSC event.
2. No attrition damages, unless following guaranteed amount.
3. Standard dual coverage force majeure and cancellation clauses.
4. Guarantee provided 3 business days before event.
5. No Pre-Payment. Ability to pay net 45 days following the event, pending payment is owed.
6. Venue shall provide a hard copy invoice to MPI Washington State Chapter's Managing Office no later than one week after the event. Send invoice to MPIWSC, 120 State Avenue NE, #303, Olympia, WA 98501. Invoice should outline number of attendees, costs, etc. Payment will be within 30 days of invoice. Please note that MPIWSC cuts checks once per month, so if invoice is not received one week after the event, this may delay payment by MPIWSC accordingly.
7. If venue does not sponsor 100%, a customized sponsorship may be determined.
8. MPIWSC will give preference to suppliers who have established anti-trafficking policies.