



PIA Standard Operating Procedure SOP-324v1.0
Parachute Industry Association Publications
September 10, 2008

Meeting Logistics SOP

Check the calendar for conflicting events and holidays. Pick two or three possibilities as choices. The time of the season and other events in the area may affect prices.

For location, keep in mind airline access for several carriers and the number of transfers required, especially for our International members. An attractive location may offer skydiving possibilities, a plant or facilities tour, extracurricular activities, or may be a location suitable for a future Symposium that could be investigated. It should be within shuttle access to airport/hotel. Where parking fees apply ask for 50% off. Do not push this, we can give here.

Contact your county/city Convention and Visitors Bureau. This will probably be time saving unless you have a specific site in mind. They will do most of the legwork to get the type of hotels with appropriate meeting facilities to contact you. The ones that are really interested will send quotations, menus and brochures along with an invitation to make a personal visit.

Negotiations with a possible hotel will likely begin by gathering information about previous meeting sites. Contact between the two is common to determine number of sleeping rooms and prices, meeting room size, type of set up and seating, and meals involved among other things.

Recent PIA Meeting Sites: [See attachment.](#)

Some suggested requirements are:

Thurs Meeting Room (1), Classroom (30-50) to be confirmed 30 days prior to requirement
Fri Meeting Room (3), Classroom (100), Classroom (30), and Conference (25), 8 AM-10 PM
Sat Meeting Room (3), Classroom (100), Classroom (30), and Conference (25), 8 AM-6 PM
Sun Meeting Room (1), Classroom (100) 8 AM-1 PM
Sun Meeting Room (1), Conference (25), 8 AM-9 AM-This may be extended if a group wishes to continue following the close of the meeting.

Tables are to be set up with linens and banquet skirting, with business table spacing. Water must be provided on tables. Also pens/note pads, candy if available at no charge.

Check out meeting room acoustics. Echoes and traffic noise can be very distracting. Audio/visual requirements are 2 cordless microphones, 2 lavaleer microphones, 2 LCD projectors (1-large /1-small), 8x8 screen and power cord with multi outlets. All audio/visual requirements need to be confirmed prior to the meeting. VP must bring PIA banner. Please send a reminder to the VP on this.

Pastries, juice and coffee/tea are set up buffet style as required each morning from 7:30-10 AM and soft drinks are available during Friday and Saturday afternoon breaks. Watch the prices on this!

Ask that the room rates be available for those arriving a few days early (PCS/Spec), or staying a few extra days. Ask that the room block cutoff date be as close as possible to the meeting start date (10 days prior to cut off notice, to be given by Communication Services). Watch for room block release guarantee dates that PIA is responsible for.

Where possible, meeting rooms should be at no charge if sleeping room block (preferably cumulative) is met. For example:

127 total room nights or more - No charge
126-112 rooms - Meeting rooms \$300
111-97 rooms -Meeting rooms \$600
96-82 rooms - Meeting rooms \$900
81 or less - Meeting rooms \$1500

The cost of a sleeping room can vary from \$100-\$130 (plus tax). Request government rate rooms, 15-20 if possible. Spell out in the contract that the individual members will be making reservations, and that PIA is not responsible for guest room charges. The hotel may require minimum room blocks per night. Avoid this if possible, in favor of the cumulative total only. If any complimentary sleeping rooms are available, they can be deducted from the master account or allocated in the following manner (except during Symposium):

1 complimentary room: The host of the meeting

2 complimentary rooms: The host of the meeting and guest speaker

3 or more complimentary rooms: The host of the meeting, guest speaker, and special drawing for the rest with only the Executive Committee and Committee Chairs.

A Saturday evening cocktail hour and dinner will usually be held at the host hotel unless alternate arrangements are made. This should be determined before final agreements are made since a meal in the hotel will help in lowering costs. See following page for example. However, if you have a good place in mind, check it out. The usual arrangement for dinner is: each PIA member company gets one free meal, (usually \$30-35) a second person would be charged.

Be flexible but try to negotiate the best terms possible!

Complimentary or low cost airport shuttle service is helpful since many members would not have rental cars. Check to see if the hotel has a bar, workout room, free high speed internet access if possible.

Have the proposed contract reviewed by the Executive Committee before it is signed by an Executive Committee member. The Meeting Logistic Committee is available if help is needed with negotiating with the hotel with any items.

Typical Catering Needs Parachute Industry Association Meeting Example: September 2004

Meetings: Thursday
details to be determined

Friday

3 gallons of Coffee. 2 Regular and 1 Decaf	40.00/Gal	120.00
4 Doz. Pastries/Bagels	36.00/Doz.	144.00
2 Gal. Assorted Juices	40.00/Gal	<u>80.00</u>
	Total	344.00

Saturday

3 gallons of Coffee. 2 Regular and 1 Decaf	40.00/Gal	120.00
4 Doz. Pastries/Bagels	36.00/Doz.	144.00
2 Gal. Assorted Juices	40.00/Gal	<u>80.00</u>
	Total	344.00

Sunday

2 gallons of Coffee. 1 Regular and 1 Decaf	40.00/Gal	80.00
3 Doz. Pastries/Bagels	36.00/Doz.	108.00
1 Gal. Assorted Juices	40.00/Gal	<u>40.00</u>
	Total	228.00

Afternoons:**(Friday / Saturday)**

2 Gallons of iced tea	40.00/Gal	80.00
36 Assorted Soft Drinks	3.00/Ea	108.00
3 dozen Cookies / Fruit	36.00/Doz.	<u>108.00</u>
	Total	296.00
	X 2	592.00

Dinner Saturday Night: 45 people final count on which meal Friday @ 12:00
Cash Bar from 7:00 - 10:00, Dinner at 8:00

Breast of Chicken and Grilled Tri-Tip
Bibb Lettuce Bouquet
Appropriate Accompaniments
Rolls, Coffee & Tea
Caramel Cake Florentine 30.95 each plus Service fees & tax.