



PIA Standard Operating Procedure SOP-324v1.1
Parachute Industry Association Publications
August 24, 2013

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.

Some suggested requirements are:

Day zero Meeting Room (2), Classroom (30&60) to be confirmed 30 days prior to requirement

Day 1 Meeting Room (4), Classroom (150), Classroom (60), and Classroom (30), Classroom (30), 8 AM-10 PM

Day 2 Meeting Room (3), Classroom (150), Classroom (30), and Classroom (30), 8 AM-6 PM

Day 3 Meeting Room (1), Classroom (100) 8 AM-1 PM

Day 3 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 classroom setup. 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. PIA will provide the audio/visual requirements.(2 cordless microphones, 2 lavalier microphones, 2 LCD projectors (1-large /1-small), 8x8 screen and power cord with multi outlets) Check with the hotel to see that a sound system is available in the meeting space at low/no charge or penalty. All audio/visual requirements need to be confirmed prior to the meeting. Administrator will bring the PIA banner.

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

The room rate must apply for all in the PIA group 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

The cost of a sleeping room may vary from \$100-\$159 (plus tax). Investigate 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: PIA Administrator
2 complimentary rooms: PIA Administrator and the host of the meeting
3 complimentary rooms: PIA Administrator, the host of the meeting and guest speaker
4 or more complimentary rooms: PIA Administrator, the host of the meeting, guest speaker, and special drawing for the rest with only the Executive Committee and Committee Chairs.

The banquet 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 Sustaining and Full member company gets one free meal, (usually \$45-50) additional attendees, Affiliate and nonmembers will 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 and workout room. Push for free high speed internet access.

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. Be sure there is no liability insurance required of PIA.

**Typical Catering Needs
Parachute Industry Association Meeting
Example: August 2012**

Meetings: Day 0

Details to be determined

Day 1

7 gallons of Coffee. 4 Regular and 3 Decaf	64.00/Gal.	448.00
6 Doz. Pastries/Bagels	36.00/Doz.	216.00
1 gallon hot tea	64.00/Gal.	64.00
14 liters Assorted Juices	16.00/liter	<u>224.00</u>
	Total	952.00

Day 2

7 gallons of Coffee. 4 Regular and 3 Decaf	64.00/Gal.	448.00
6 Doz. Pastries/Bagels	36.00/Doz.	216.00
1 gallon hot tea	64.00/Gal.	64.00
14 liters Assorted Juices	16.00/liter	<u>224.00</u>
	Total	952.00

Day 3

7 gallons of Coffee. 4 Regular and 3 Decaf	64.00/Gal.	448.00
4 Doz. Pastries/Bagels	36.00/Doz.	144.00
1 gallon hot tea	64.00/Gal.	64.00
14 liters Assorted Juices	16.00/liter	<u>224.00</u>
	Total	880.00

Afternoons:

(Day 1 & 2)

2 Gallons of iced tea	40.00/Gal.	80.00
24 Assorted Soft Drinks	3.00/Each	72.00
24 Bottled Water	3.00/Each	72.00
5 dozen Cookies	42.00/Doz.	<u>210.00</u>
	Total	434.00
	X 2	868.00

Banquet Night: 45 people final count on which meal Friday @ 12:00
Cash Bar from 7:00 - 10:00, Dinner at 8:00
Vegan meals, must be requested in advance

Pan Seared Chicken Breast or Grilled Salmon
Seasonal Greens with dressing
Appropriate Accompaniments
Rolls, Coffee & Tea
Caramel Cake Florentine or Cheesecake \$35.95 each plus Service fees & tax.