

Hosting Rangelands Partnership

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Overview of Date and Time Logistics for the Annual Meeting

Night 1 (usually a Sunday)

You will put on a reception and light meal, typically in a meeting room at the hotel where you have reserved rooms.

Day 2 (usually a Monday)

Note that you are NOT responsible for setting the agenda of this meeting – that is the responsibility of the Executive Committee. You will, however, want to be in on Executive Committee conference calls since you will produce the paper agenda and can update them on annual meeting preparations.

You will provide the meeting room for the first day's agenda. You really have two options:

1. Utilize a main meeting room in the hotel.
 - a. PRO – No travel logistics for visitors, since they are already staying there.
 - b. CON – There will be a cost for using hotel facilities, and you will have to absorb that cost or pass it on to attendees via the registration fee.
2. Utilize a main meeting room on campus at the hosting University, either in the main university library or the College of Agriculture.
 - a. PRO – No cost potentially, provided you can have the Dean of Libraries or Dean of Agriculture approve free usage for Rangelands West.
 - b. PRO – You can use the on-campus location as a central point for University sites and facilities you wish to show attendees.
 - c. CON – You will need to address travel logistics to get attendees from the hotel to the University and back.
 - d. CON – You will likely be required to use University catering services for an on-campus event.

You will also provide an eating room for lunch during the first day's agenda. You may utilize the main meeting room, provided food is allowed and the arrangement can support it.

Night 2 (usually a Monday)

You will provide a site for an evening banquet/dinner and a guest speaker or entertainer, possibly in a restaurant with a banquet room for the group. You have at least two options:

1. Utilize a banquet site at or near the hotel.
 - a. PRO – No travel logistics for visitors, since they are within walking distance of where they are already staying.
 - b. CON – Options close to the hotel may be limited or “underwhelming”.
2. Utilize a banquet site away from the hotel.
 - a. PRO – You can choose the best place the area has to offer, in terms of unique atmosphere, cost, quality of food, and separate banquet rooms.
 - b. CON – You will need to address travel logistics to get attendees from hotel to the banquet site.

Day 3 (usually a Tuesday)

You will provide the meeting room for the second day’s agenda, along with at least 2 other smaller “breakout group” locations with telecommunications capabilities for virtual attendees. You have at least two options:

1. Utilize a meeting room in the hotel, with “breakout” locations being additional smaller rooms that accommodate small group discussion.
 - a. PRO – No travel logistics for visitors, since they are already staying there.
 - b. CON – There will be a cost for using hotel facilities, and you will have to absorb that cost or pass it on to the registration fee.
2. Utilize a meeting room on campus at the hosting University, either in the main university library or the College of Agriculture.
 - a. PRO – No cost potentially, provided you can have the Dean of Libraries or Dean of Agriculture approve usage for the Rangelands Partnership.
 - b. PRO – The academic site should, particularly at this time of year, have additional open rooms
 - c. CON – You will need to address travel logistics to get attendees from the hotel to the University and back.
 - d. CON – You will likely be required to use University catering services for an on-campus event.

Cost-Cutting Tips from Rachel and David for the 2010 Meeting at the University of Wyoming

- Utilizing meeting rooms from UW Libraries (with user fees waived) to accommodate the Rangelands West meeting.
- Getting technology support from UW Libraries and College of Agriculture to provide technology support for meeting room and breakout rooms.
- Utilizing promotional UW schwag (folders and pens) for creating Rangelands West packets.
- Requesting that the Dean of Libraries pay for snacks (this has been done ever since).
- Requesting that Extension pay for use and fuel of Extension vehicles (Chevy Suburbans and GMC Yukons) in transporting attendees to and from Rangelands West events.
- Getting the host hotel to offer a reduced rate or include breakfast in the rate.

Develop an Itinerary and Budget

Early on, begin laying out the itinerary for the meeting, with all expected tasks – welcome reception (venue, catering, transportation), meeting days (venue, snacks, transportation, etc.), and so on. See earlier in this guide for the list of expected activities. Then, brainstorm with local colleagues about what venues, speakers, catering options in your area might be right for the meeting. Do this very early (eight-nine months out) to gather your options and ideas.

Using a spreadsheet, track the expense for each item in the itinerary including deposits and/or extra fees. Also track who is paying for what. Will it come out of the registration funds? Will it be covered by a sponsor (the library or college of agriculture)? Update this with information as you receive it.

Create a secondary budget for revenue, based on received registrations and fees for various parts of the meeting (guest dinner fee, tour fee, etc.). Update this budget as people sign up. Check with whomever is responsible for the registration system (that might be you) to know. It is not unreasonable to ask frequently.

For registration fees, it might be useful to take your target number (e.g. \$200) multiply it times 20, and deduct all of your costs to ensure you are in the black once all expenses are paid. For tour fees, take in account the cost of transportation and any associated deposits or venue fees (e.g. for a museum or historical location). It's a bit of a guess, but a \$25-40 fee has been acceptable for past meetings.

Previous budget documents for Hawaii (2016) and Idaho (2018) are in the Dropbox folder under the respective annual meetings. They are idiosyncratic; as will yours be.

Getting the Meeting Approved

As the WERA administrator, John Tanaka [*this may change in 2019/20 – check with RP Vice-Chair*] will need some information from the upcoming meeting host(s) to process and approve an annual meeting. The timeline should start in September.

Step 1: The Executive Committee approves a date to hold the meeting. In the past, this has been done by sending out a limited (about 3) potential dates that work for the majority of the EC+ team. Alternatively, the date can be determined at the annual meeting, or a consensus can be reached via other means. Consider timing of holidays (mother's day, etc.), conflicting meetings, important field season dates, academic calendars (spring break), commencement, and favorable conditions for a field tour.

Step 2: Once dates have been selected, determine location for meeting, considering details (under facilities) below.

Step 3: Make lodging arrangements, considering details (under facilities) below. Get any group room block name or code information to Jeremy Kenyon (RP funds contact) and Ann Tanaka (RP webmaster).

Step 4: Set registration fee. Consider developing a planning budget to help determine what costs will need to be covered by registration fee. In 2018, the RP EC sent out a survey that found that members were agreeable with a fee of at least \$200.

Step 5: Determine whether you want to receive registration funds locally, or have the University of Idaho do it. If the latter, send all the registration, meeting description, and lodging/travel information to Jeremy at the Univ. of Idaho to set up registration page, which will be linked from the member page. If you do it, you might look into how your university receives funds, e.g. through extension activities, or you can use a vendor like EventBrite. If you set it up, check with your financial technicians regarding tax laws on goods and services. In some states, if food/drink is associated, tax must be assessed (they will know how to do this).

What you'll need for registering people:

Ensure that the hotel knows about any special arrangements for the Rangelands Partnership, so that members can reserve their own rooms under the group rate.

If interested, utilize Jeremy Kenyon (University of Idaho) for handling registrations online – Idaho applies will assess a small tax, but this saves you from having to collect money, etc. It also allows you to pay deposits up front on rooms or meals. Note that these deposits are available from RP funds by clearing it with the Executive Committee.

What you'll need for facilities:

Hotel (Night 1 to Day 3)

- Hotel should allow you to reserve at least 25 open rooms for attendees.
- Hotel should have at least one reception room that accommodates 40-50 people.
- Hotel rate should not be much higher than \$100 a night – you may be able to get a group or University conference rate.
- Hotel should have or provide access to a caterer for the reception and light meal on Night 1.
- Hotel should provide shuttle service from and to the airport for attendees.
- If meetings will be conducted at hotel, hotel should provide one meeting room on Day 2 and Day 3 and two breakout rooms on Day 3, all with telecommunication capabilities for virtual attendees (this would include computer and projection).
- Hotel should be “reasonably” close to the host University campus.
- Inclusive breakfasts are a plus.
- Attendees will need to pay for and reserve their own rooms within the “block” you request – room cost will NOT be passed on to the registration fee.
- Hotel registration will be separate from meeting registration.
- Note that some hotels have two reservation systems – a national/franchise system and the local hotel system. Sometimes the group rates agreed upon locally are not passed on to the franchise reservation system. Be sure to pass on the *local* hotel phone number for attendees to use for reservations.

Main Meeting Room (Day 2 and Day 3)

- Can be at hotel or on-campus at host University
- Should accommodate 40 or so people (typical attendance is around 25-30)
- Should have projection and multimedia connections for “virtual” attendees

Breakout Rooms for Small Groups (Day 3)

- Two breakout rooms should accommodate small groups
- Should be adjacent or near Main Meeting Room for rotating groups
- Should have multimedia connections for “virtual” attendees

Eating Room for Lunches (Day 2 and Day 3)

- Main Meeting Room can serve this function, if policy and space allow
- Should accommodate 40-50 people, as well as serving space

Welcome Reception Room (Night 1)

- Should ideally be in hotel.
- Should accommodate 40-50 people with food, as well as tea and water.

Banquet Site (Night 2)

- Should be reasonably priced (this cost will have to be passed on to the registration fee).
- Should take into account unique local atmosphere of the city or area.
- Should have separate banquet facility to accommodate group and speaker/entertainer.
- Should have visual presentation or audio capabilities for guest speaker or entertainer.

What you'll need for travel logistics:

- Shuttle service to get attendees from the airport to the hotel and back (Day 1/Night 1 and Day 3 - if the hotel does not provide this and attendees don't have rental cars, you may have to provide drivers with University vans or suburbans).
- Shuttle service to get attendees from the hotel to the banquet site and back (Night 2 – you will have to arrange this, or provide drivers with University vans or suburbans. If a cash-bar and alcohol are available, you may wish to designate your own non-drinking drivers and discourage attendees from using rental cars).
- Shuttle service to get attendees from the hotel to an on-campus meeting site and back (Day 2 and Day 3 - - if the hotel does not provide this and attendees don't have rental cars, you may have to provide drivers with University vans or suburbans).

What you'll need for food logistics:

Light Meal for Welcome Reception (Night 1)

- Should be arranged through the hotel.
- Should feed at least 40 people.
- Can be finger-food or *hor des voures* with a vegetable tray.
- Beverage should include coffee, tea, and water.
- This cost will be passed on to the registration fee.

Snacks for morning breaks during meetings on Day 2 and Day 3.

- Should be delivered to Main Meeting Room.

- Should be “breakfasty” in nature, with danishes, rolls, or fruit.
- Beverage should include coffee, juice, or water.
- This cost (beyond donation) will be passed on to the registration fee.
- UW was able to get the Dean of Libraries to “donate” snacks for morning breaks.

Snacks for afternoon breaks during meetings on Day 2 and Day 3.

- Should be delivered to Main Meeting Room.
- Should be “snacky” in nature, with nuts, chips, fruit, cookies, or brownies.
- Beverage should include coffee, tea, soda, or water.
- This cost (beyond donation) will be passed on to the registration fee.
- UW was able to get the Dean of Libraries to “donate” snacks for afternoon breaks.

Banquet Meal (Night 2)

- Buffet-style is acceptable, and may be a good way to keep the cost down.
- Should feed at least all attendees plus invited guests (speaker/entertainer and their guest, Deans and other notable invitees and their guests from College of Agriculture, Extension, and Libraries.)
- Main course can be a basic variation of chicken or beef
- Meal should include a salad
- Meal should include one vegetable
- Meal should include a bread with butter.
- Beverage should include tea or water.
- If accommodating attendees wishing to purchase alcohol or beverages beyond tea or water, you should arrange a cash-bar through restaurant. Attendees must pay for these beverages out of pocket.
- In some cases, the caterer/vendor will need a liquor license to serve alcohol. That may or may not limit your options.
- Total cost will be passed on to the registration fee.

Open “On-Your-Own” Meal (Night 3)

- Create a list of restaurants unique to the area that can accommodate 30 people (generally, about 20 attendees will participate).
- Ensure that the list is included in the registration packets.
- Decide during lunch on Day 3 who is interested in going where.
- Attendees will be responsible for their own meal expenses.
- Transportation logistics can generally be handled via local attendees and rental cars.

Other materials you will need:

- Folders to contain meeting agenda and supporting materials.
- Pens for attendees to use.
- Printing/photocopy service for meeting agendas, which you will need to create, format, and finalize.
- Printing/photocopy service for handouts.
- Printing/photocopy service for feedback sheets, which you will need to create, format, and finalize.
- Nametags with transparent holders and necklace lanyards.
- The costs for all of these materials will be passed on to attendees via the registration fee.

Questions?

Ask David Kruger, University of Wyoming, at tseliot@uwyo.edu