

## Host Institution Responsibilities for MIE Meetings (7/15/2011)

### 3-4 Weeks Before Meeting

- 1) Reserve meeting rooms
  - a. 8 am – 12:30 pm: One 'Main' meeting room
    - i. Technology: Computer with internet access, multimedia projector, presentation screen. Wireless access.
    - ii. Furniture: Seating for 35-50 people, podium, check-in table with 3 chairs at room entrance.
  - b. 10:15-11:45 am: Two (2) additional Break-out' room
    - i. Technology: Computer with internet access, multimedia projector, presentation screen. Wireless access.
    - ii. Furniture: Seating for 20-25 people, podium.
- 2) Arrange Wireless Access
  - a. Contact campus Information Technology about wireless access for MIE guest logins/passwords.
- 3) Determine parking arrangements
  - a. If needed: Reserve parking on-campus and create visitor permits.
- 4) Place catering order.
  - a. Breakfast food and drinks
    - i. There is not set a menu. Each institution will have different catering options. Catering orders at past MIE meetings have included: Danishes, fruit, cereal, coffee, tea, orange juice, water, and pop.
  - b. Average number of attendees is 30 at greater Minnesota locations and 50 at Twin Cities (+Northfield) locations.
  - c. Reimbursement
    - i. MIE will reimburse \$250 on (or after) the meeting date.
    - ii. MIE can make check out to institution, department, office or caterer, as needed.
    - iii. Email or fax MIE Treasurer with catering invoice or print receipt.
- 5) Arrange for 'Welcome Speaker'
  - a. President, Provost, AVP, Dean of International Programs, etc.
  - b. Give a 5-minute welcome at start of MIE meeting (9:05-9:15 am).
- 6) Arrange for one staff member from host institution to help Treasurer with check-in table on meeting day.
- 7) Send meeting details to MIE secretary: Room # & building, parking arrangements, and name/title of "Welcome Speaker."

### Day Before Meeting:

- 1) Create 'directional signs' that point members to the main meeting room and check-in table
- 2) Post 'directional signs' both outside the building near the parking lot as well as inside building
- 3) Print 40 copies of 'final' version agenda (ed. Agenda created by MIE Chair and MIE Secretary)
  - a. Optional: On reverse side of printed agenda, include local restaurant guide and/or cafeteria lunch prices, International Student Office information, and international student events.

### 8:30 Am on Day of Meeting

- 1) Bring to check-in table
  - a. scotch tape, stapler, markers, blank name tag/stickers.
  - b. printed agendas
- 2) Confirm one staff member is present at check-in table
- 3) Confirm meeting arrangement are as requested
  - a. check-in table and chair is present
  - b. wireless access internet functions
  - c. meeting rooms are unlocked and available
  - d. meeting rooms have needed furniture (for example, chair, etc.)
  - e. Requested information technology present and functioning
- 4) Collect reimbursement check from Treasurer for catering order