



## **MEHA Conference Planning Packet**

THE CONTENTS OF THIS PACKET ARE INTENDED FOR USE BY ANY  
MEHA CONFERENCE PLANNING COMMITTEE

Last Update April 8, 2013



## Welcome MEHA Conference Planning Committee!

Thank you for participating with the planning of the upcoming conference. Enclosed are forms and materials designed to assist with conference planning and implementation. Many of the materials are generic, allowing for insertions or deletions as needed. Early planning with an aggressive pursuit of quality speakers, exhibitors and sponsors will help make the conference a success.

Planning committees generally meet on a monthly basis in order to meet deadlines and coordinate responsibilities. Meeting minutes are a key component to ensure that each committee member knows what is happening and what is expected. The assignment of recording meeting minutes should be delegated to a very organized member. It is important that minutes be distributed as soon as possible after the meeting to ensure understanding of primary assignments, duties and deadlines. Remember to maintain good records, as all final information will be turned over to the designated Board Liaison for pass down to next year's conference committee chairperson.

It may be necessary to communicate with other MEHA Committee Chairs. The Committee Charges, MEHA Policies and the list of MEHA Committees are available as separate documents on the website.

The Board Liaison will also answer questions, ensure deadlines are met, provide feedback to the Executive Board and provide guidance to the committee. Make sure the Board Liaison is included in committee activities (including agendas, meetings and minutes). Each committee member is also welcome to attend MEHA Board meetings for ideas, discussion and direction.

Remember that the Michigan Environmental Health Association is a team of members representing the Environmental Health profession. The success of our conferences affects future conferences as well as MEHA membership and participation. Please encourage other MEHA members to become involved.

Above all . . . have fun!

Sincerely,

MEHA Executive Board



**CONFERENCE PLANNING PACKET  
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## *General Information*

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**Previous Conference Chair:** Contact him/her for historical information and exhibitor/speaker information.

**MEHA Executive Board:** The MEHA Executive Board (a.k.a. the Board) is comprised of eleven members, each holding one of the following positions: President, Past President, President–Elect, Secretary, Treasurer, UP Representative, Northern Representative, Southeast Representative, Southwest Representative and 2 Members-at-Large. Each person elected serves a 3-year term on the Board and is responsible for specific duties. A current list can be found at [www.meha.net](http://www.meha.net).

**MEHA Board Liaison:** Attends meetings, answers questions and provides information to and feedback from the Board; provides guidance and support to corresponding committee chair.

**MEHA Treasurer:** Provides tax-exempt forms and provides for payment of approved expenses when appropriate forms are submitted (speaker re-imbusement form and other expenses as approved by committee chair).

**MEHA/MALPH Office:** Call (517) 485-0660 or email [info@malph.org](mailto:info@malph.org) for the current office manager. Many of the supplies needed for the conference are located at the MEHA/MALPH office.

**Publishing & News Releases:** All postings for the website should be sent to the Website Committee Chairperson. Information should also be published in the MEHA journal. MEHA has the ability to broadcast emails to most of the membership. Contact your Board Liaison for information.

**Communication:** MEHA letterhead or the MEHA fax form shall be used for correspondence with speakers and exhibitors. Letterhead is available at the MEHA office. If using email, follow proper email etiquette.

**Continuing Education:** The Continuing Education Committee will track MEHA Continuing Education Units. Check with the Chair for current procedure.

**Speakers:** Speaker meals and breaks are covered for the day they are speaking. Hotel costs are typically covered for the night before their presentation. However, the speakers presenting after 2:00 pm may want to stay over the night after their presentation. Each speaker that wishes to attend other days of the conference must pay and register for the days they are not speaking unless otherwise negotiated and approved by the conference chair.

**Award Winners:** MEHA will pay for lunch of nonmember award winners or other award winners that are unable to attend the entire conference. Coordinate with the Awards Committee Chair to insure awards are ordered, which winners are attending, the printing of banquet cards and enlisting a host for the awards banquet. One guest meal may also be covered under the Conference budget.

**Google Documents/Cloud Computing:** MEHA is utilizing cloud storage for many of the documents



you will use for conference planning. Contact your Board Liaison for more information.

**Space required:** the MEHA AEC uses several rooms for purposes other than the educational sessions. Please keep this in mind when scheduling.

- 1) MALEHA/MEHA joint board meeting on Tuesday before the conference (30-40 people). Ask current MALEHA President if teleconferencing or any other equipment is needed and inform him/her on costs.
- 2) MEHA annual business meeting after elections of new officers. Usually Thursday afternoon.
- 3) MEHA award banquet, usually Thursday at lunch.
- 4) Silent auction (must be lockable), if needed.
- 5) REHS Exam, if offering.
- 6) MEHA board meeting on Friday.



**Committee Information**

---

**Conference Title:**

**Conference Date:**

**Conference Location:**

**Committee Members, Phone Numbers & Contact Info:**

| Name | Phone Number | Email |
|------|--------------|-------|
|      |              |       |
|      |              |       |
|      |              |       |
|      |              |       |
|      |              |       |
|      |              |       |
|      |              |       |

**Planning meeting dates, time & location:** (Most planning committees meet on a monthly basis)

| Date | Time | Location/Teleconference |
|------|------|-------------------------|
|      |      |                         |
|      |      |                         |
|      |      |                         |
|      |      |                         |
|      |      |                         |
|      |      |                         |
|      |      |                         |
|      |      |                         |
|      |      |                         |
|      |      |                         |



### ***Committee Member Roles and Responsibilities***

Some conference planning committees will have a chairperson and general members while other committees, such as affiliates, will have officers.

If the committee consists of a chair, co-chair and general members, the chair shall direct committee members to fulfill necessary duties:

- Record committee meeting minutes
- Send list of committee members to the Board
- Contact potential speakers for a biography and abstract
- Once a speaker is selected, provide: speaker forms, confirmation letter and thank you note
- Maintain financial records
- Develop MEHA website and Journal notices
- Coordinate with MALPH and website programmer
- Develop conference program and enlist a printer
- Develop conference evaluation forms
- Solicit door prizes for event
- Coordinate with Endowment Committee Chair on Endowment fundraising events
- Pick up supplies from the MEHA office: badge holders, lanyards, balance due sheets, pens, etc.
- Registration desk schedule
- Insure A/V equipment adequate
- Conference photographer
- Create, submit, gather and summarize conference evaluations
- Check requirements of CEU's with CEU Chair

Possible section chairs: Moderators, sessions, publicity, tech team, exhibitors/sponsors, speakers, photography, hospitality/social events, gifts/prizes.



## ***Conference Planning Timetable***

**Refer to the MEHA Policies and Committee Charges for specific times.**

### **9 months in advance**

- Begin determining sessions, topics, tentative schedule of session times and events
- Notify membership via website and Journal of conference site and dates
- Identify committee meeting dates and locations in planning calendar
- Obtain facility contract

### **6 months in advance**

- Begin to identify possible speakers, keynote speaker, and other program arrangements
- Identify committee member roles
- Determine registration fee
- Provide budget to the Board for approval

### **4 months in advance**

- Save the date email to members
- Begin developing conference program and solicit quotes for printing
- Send speakers request for information and deadline for response

### **3 months in advance**

- Finalize speakers
- Develop and mail program
- Set deadline for response from speakers, exhibitors, sponsors and advertisers
- Evaluate AV equipment needs
- Determine attendee gift
- Review budget

### **2 months in advance**

- Begin pre-registration process

### **1 month in advance**

- Finalize conference program, submit to Board Liaison for review
- Confirm final arrangements with all speakers, provide a telephone number to the speaker
- Confirm attendance counts
- Confirm AV requirements
- Confirm menu with facility
- Print program
- Delegate someone to pick up supplies from the MEHA office

### **At the Conference**

- Organize packets for registered attendees: name badges, lunch tickets, tour tickets, etc
- Purchase door prizes
- Complete speaker gifts
- Sponsor signage
- Organize registration table/area





**After Conference**

- Schedule Post Conference wrap-up meeting
- Committee writes thank you letters to all speakers and moderators
- Complete annual report to Executive Board
- Send attendance sheets to Continuing Education Committee Chair
- Submit speaker re-imbursement forms to Treasurer
- Review hotel/conference facility invoice(s)
- Finalize budget
- Update Planning Packet



### Facility Summary

Facility information: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Approximate Attendees (including speakers) based on 3 year average: \_\_\_\_\_

Exhibitors: Where are they set up? \_\_\_\_\_

Number: \_\_\_\_\_ Table size: \_\_\_\_\_ Electricity available: \_\_\_\_\_

Locations:

General Sessions: \_\_\_\_\_ Banquet: \_\_\_\_\_

Social Hour: \_\_\_\_\_ Entertainment: \_\_\_\_\_

Lodging: Number of guest rooms commitments each night

1<sup>st</sup> night (Tuesday) \_\_\_\_\_

2nd night (Wednesday) \_\_\_\_\_

3rd night (Thursday) \_\_\_\_\_

How many rooms are blocked, how long are they held? \_\_\_\_\_

Room Rate: \_\_\_\_\_ How many complimentary rooms: \_\_\_\_\_

Complimentary MEHA Presidential Suite: \_\_\_\_\_

Meals:

Approximate cost per person: Break \_\_\_\_\_ Lunch \_\_\_\_\_ Social Hour \_\_\_\_\_

Breaks should include coffee, tea, water juice pop, rolls/cookies.

Other:

What is the cancellation policy?

Area attractions?

Area transportation options?

Who has a copy of the signed contract?



## ***Conference Day Reminders***

### **Equipment**

- Audio-visual equipment set up and working
- Tables for registration, raffle gifts, food
- Door prize/raffle ticket box
- Plates, napkins, plastic ware
- Food & beverages

### **Registration and Information Desk**

- "Registration" sign for table
- List of attendees
- Name tags
- Blank conference registration forms
- Agendas
- Receipt book
- Cash box
- Pencils, pens, Sharpies
- Paper
- Tape, paper clips, rubber bands, and a stapler
- Raffle tickets
- Any special directional signs or other information signs as necessary
- Blank conference evaluation forms
- Box for completed conference evaluation forms



## ***Committee Annual Report***

Name of Committee:

Fiscal Year:

Committee Chair:

Board Liaison:

Committee Members:

Charges:

Accomplishments:

Suggestions for next year:



**Conference Attendance Record**

(Submit with annual report)

Conference Title:

Conference Location & Dates:

Conference Chairpersons:

**Number of Attendees**

|                  |                     | Member | Non-Member | Student | Exhibitor | Guest | Total |
|------------------|---------------------|--------|------------|---------|-----------|-------|-------|
| Pre-Registration | 1 <sup>st</sup> Day |        |            |         |           |       | 0     |
|                  | 2 <sup>nd</sup> Day |        |            |         |           |       | 0     |
|                  | 3 <sup>rd</sup> Day |        |            |         |           |       | 0     |
|                  | Full Conference     |        |            |         |           |       | 0     |
| At the door      | 1 <sup>st</sup> Day |        |            |         |           |       | 0     |
|                  | 2 <sup>nd</sup> Day |        |            |         |           |       | 0     |
|                  | 3 <sup>rd</sup> Day |        |            |         |           |       | 0     |
|                  | Full Conference     |        |            |         |           |       | 0     |
| Total            | 1 <sup>st</sup> Day | 0      | 0          | 0       | 0         | 0     | 0     |
|                  | 2 <sup>nd</sup> Day | 0      | 0          | 0       | 0         | 0     | 0     |
|                  | 3 <sup>rd</sup> Day | 0      | 0          | 0       | 0         | 0     | 0     |
|                  | Full Conference     | 0      | 0          | 0       | 0         | 0     | 0     |

|       |                           |               |               |               |               |               |               |
|-------|---------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Meals | 1 <sup>st</sup> Day Lunch | <u>Paid</u>   | <u>Paid</u>   | <u>Paid</u>   | <u>Paid</u>   | <u>Paid</u>   | <u>Paid</u>   |
|       |                           |               |               |               |               |               | 0             |
|       |                           | <u>Gratis</u> | <u>Gratis</u> | <u>Gratis</u> | <u>Gratis</u> | <u>Gratis</u> | <u>Gratis</u> |
|       | 2 <sup>nd</sup> Day Lunch |               |               |               |               |               | 0             |
|       |                           | <u>Paid</u>   | <u>Paid</u>   | <u>Paid</u>   | <u>Paid</u>   | <u>Paid</u>   | <u>Paid</u>   |
|       |                           | <u>Gratis</u> | <u>Gratis</u> | <u>Gratis</u> | <u>Gratis</u> | <u>Gratis</u> | <u>Gratis</u> |
|       | Banquet Dinner            |               |               |               |               |               | 0             |
|       |                           | <u>Paid</u>   | <u>Paid</u>   | <u>Paid</u>   | <u>Paid</u>   | <u>Paid</u>   | <u>Paid</u>   |
|       |                           | <u>Gratis</u> | <u>Gratis</u> | <u>Gratis</u> | <u>Gratis</u> | <u>Gratis</u> | <u>Gratis</u> |
|       |                           |               |               |               |               | 0             |               |



### Conference Evaluation Form

1. On a scale of one to ten, with one being poor and ten being excellent, how would you rank this conference? 1 2 3 4 5  
Poor Excellent

2. What part(s) of the conference did you like the most? \_\_\_\_\_

3. What future topics would you like to see? \_\_\_\_\_

4. Did the conference meet your expectations?

- Yes
- No

Please explain why?: \_\_\_\_\_

5. Do you have any suggestions for improvement? \_\_\_\_\_

6. On a scale of one to five, how would you rank this location?

- 1 2 3 4 5
- Poor Excellent

Other comments: \_\_\_\_\_



## ***Sample Governor's Proclamation Request***

Abby Stahl  
Special Correspondence Manager  
Office of the Governor  
P.O. 30013  
Lansing, MI 48909

RE: Request for Governor's Proclamation  
Michigan Environmental Health Week  
March XX – XX, 20XX

Dear Ms. Stahl:

Please accept this letter of request for the Governor to proclaim March XX – XX, 20XX as Michigan Environmental Health Week. As in past years, the Michigan Environmental Health Association (MEHA) requests that Michigan Environmental Health Week coincide with the week of MEHA's Annual Educational Conference (AEC).

The Michigan Environmental Health Association's XX<sup>nd</sup> Annual Educational Conference will be held March xx – xx, 20xx at the XXX in XXX, Michigan. MEHA's membership base includes approximately 700 environmental health professionals employed at the local and state level, as well as members with institutional and academic environmental health programs. More information is available about MEHA at: [www.meha.net](http://www.meha.net).

The Annual Educational Conference will include speakers on various environmental health issues in the area of food safety and sanitation, water quality, on-site sewage disposal, indoor air quality, liability issues, vector control and disaster relief.

Enclosed please find a copy of the 2004 and 2005 Governor's Proclamations for Michigan Environmental Health Week, per your request. The dates for the 2006 proclamation should be **March XX – XX, 20XX** to coincide with the Michigan Environmental Health Association's Annual Educational Conference.

If you have any questions regarding our request, please contact me at \*\*\*

Please forward the Governor's Proclamation to me at the address listed below.

Sincerely,



## **Budget Information**

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**Conference Registration Fee:** Registration fees should include the cost of meeting room rental, food, beverage and other costs that deemed reasonable to be shared by attendees. Registration fees should be set for the entire conference and a single day. There are several registration categories: Member, Non member, Student, Sponsor, Exhibitor and Speaker. All registration fees must be approved by the Board.

1. Member rate: set by the conference planning committee using the budget tool.
2. Non Member rate: set at the member rate plus the membership fee plus \$5.
3. Student rate; shall be set around \$50-\$80 to cover meals only.
4. Sponsor and Exhibitors: refer to the section of this document.
5. All other registration rates should be reflected in the conference budget.

**Refunds:** Refer to the MEHA policy on refunds, as a full refund may not be available.

**Taxes:** Add appropriate hospitality tax to the cost of meals when estimating the budget. While MEHA is exempt from State Sales Tax, facilities may have many other resort taxes.

**Online Registration:** If MEHA is contracted or set up for online registrations, there may be associated fees, taxes and credit card charges to be aware of when estimating the budget.

**Awards:** The awards committee shall extend a personal invitation to all award recipients and coordinate award winner needs with the conference planner such as lunch choice and arrival times. The AEC award banquet is free for the recipient. The awards are purchased by the MEHA general fund and should not be included in the AEC budget. However, printing of the award program should be included in the AEC budget as the Award Committee does not have a budget of its own.

**Gifts & Prizes:** All items given out to members, participants, speakers should be reviewed by the MEHA board prior to purchasing. The purchase of these items should be reflected in the budget.

**Speaker Reimbursement:** It is a generally accepted policy that government employees will not get reimbursed by MEHA for hotel rooms or mileage unless they are speakers and have a letter from their employer stating that they are not otherwise being reimbursed. Mileage must include a Google or Bing map with a start and end point. MEHA pays the current IRS per diem for mileage.

**Grants:** Specific costs may be covered by a grant. Detailed records of costs must be maintained to insure reimbursement to MEHA. An estimated summary of charges should be provided to the Grant and Training Committee Chair three to four months before the event. A final summary should be provided as soon as possible (it will be dependent on the final bill from the facility).





**Proposed Budget**

Minimum Required Information  
 Complete and submit according to committee charges.

Conference Title:

Conference Date:

|                  | Budget | Previous Year Expense |
|------------------|--------|-----------------------|
| <b>Income:</b>   |        |                       |
| Registrations    |        |                       |
| Registration fee |        |                       |
| Sponsors         |        |                       |
| Exhibitors       |        |                       |
| Advertising      |        |                       |
| Total Income     |        |                       |

|                                   |  |  |
|-----------------------------------|--|--|
| <b>Expenses:</b>                  |  |  |
| Facility / Conference Rooms       |  |  |
| Meals                             |  |  |
| Speaker Fees & Costs              |  |  |
| Audio/Visual (Micro, stand, cord) |  |  |
| Raffle / Door Prize               |  |  |
| Speaker gifts                     |  |  |
| Attendee gifts                    |  |  |
| Printing                          |  |  |
| Postage (Check with MALPH)        |  |  |
| Confer. Program/Ban. Awards       |  |  |
| Photocopying                      |  |  |
| Postage                           |  |  |
| Name Tags/Paper/Envelopes         |  |  |
| Registration Refunds              |  |  |
| Miscellaneous Hotel Charges       |  |  |
| Cvent                             |  |  |
| Other (Supplies)                  |  |  |
| Total Expenses                    |  |  |



Speaker Expense Reimbursement Form

XXX Annual Educational Conference
MEHA Speaker Reimbursement Form

Table with 2 columns: Field Name, Value. Fields: Speaker Name, Complete Mailing Address, Phone Number.

List all expenses except lodging (Receipts are required for costs other than mileage, a Google or Bing map with a start and stop point is required for mileage. Mileage reimbursement shall be at the current IRS rate):

Table with 2 columns: Expense Description, Cost. Multiple empty rows for data entry.

Total: \$

Conference Chair or Board Liaison Signature \_\_\_\_\_

MEHA Treasurer Signature \_\_\_\_\_

Date Reimbursed \_\_\_\_\_

Speaker Signature \_\_\_\_\_ Date \_\_\_\_\_





## Speaker Information

---

### Speaker Letter and Registration Form Examples

Thank you for participating in the “Enter Conference Name”

Please complete this registration form as soon as possible. Type in the shaded areas only. Email the completed form to \*\*\* to confirm your participation in this conference.

Speaker name: \_\_\_\_\_ How do you wish to be identified in the program (eg. Dr., Ms., Mr.)? \_\_\_\_\_

Name of Company/Organization: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

Please include the following information about yourself and your presentation to be included in the conference program and used during the introductions:

- A brief biography, including any co-presenters.
- The focus of your presentation.
- A description of the importance of the presentation.
- A statement regarding what participants will learn from the presentation.

**Audio Visual Needs:** \_\_\_\_\_

Alternate Speaker: \_\_\_\_\_

Alternate speaker biography: \_\_\_\_\_

Check this box if you wish to be contacted to support the conference with sponsorship, donations, or to advertise in the conference program.

Please submit this form by: \*\*\*



## ***Speaker Confirmation Letter***

Date

Name

Address

City, State Zip

RE: Michigan Environmental Health Association's XXXX Annual Education Conference

Dear **Name**:

On behalf of MEHA, this letter is being sent to confirm your participation as a speaker (or your alternate) at the **XXXX** Michigan Environmental Health Association's Annual Education Conference. The conference will be held XXX to XXX at **XXX**. You are scheduled to speak on **DATE AND TIME**. Register at the MEHA Registration Desk as soon as you arrive.

Please email your presentation to: **ADDRESS** by **DUE DATE** so that it can be preloaded and ready for your session. Also, please bring your presentation on a thumb drive in case a back up is needed.

Several forms are attached to this letter: a speaker information form (so that we will have everything at your presentation ahead of time), a biography and presentation information form, and a reimbursement form. Please complete and return all forms electronically by **DUE DATE**.

Your participation in our annual education conference is greatly appreciated and we look forward to seeing you. Should you have any questions please feel free to contact me as referenced below.

Sincerely,

Name

MEHA Committee Member

Contact Info



## ***Speaker Information Sheet***

### **XXXX MEHA ANNUAL CONFERENCE** **SPEAKER INFORMATION**

Name of Speaker(s)

Professional Title(s)

Certification(s)

Equipment needs: (Overhead projector, tripod with paper, etc.)

(Laptop computers with LCD projector will be provided in every room).

Lodging: reservations will be made for you night, **either the night before or the night after your presentation**

Please list the night of your hotel stay (Tuesday, Wednesday or Thursday):

Expenses: (honorarium fee and/or mileage)

Other expenses will be considered but we must have a receipt.

**Complete attached form for reimbursement.**

Meals:

Please let us know if you will be able to join us for lunch if your presentation is Wednesday or Thursday.

Special Dietary Needs? (Vegetarian, etc)

May we post your power point presentation on the MEHA website as a pdf file? Yes or No



## Speaker Biography

### BIOGRAPHY AND PRESENTATION INFORMATION

|   |  |
|---|--|
| Full Name and Professional Title(s)<br>of Speakers: |  |
| Complete Mailing Address:                           |  |
| Presentation Title                                  |  |
| Phone Number:                                       |  |
| E-mail:   |  |

Please write a bio you wish to have used in the brochure. This information will also be used to introduce you at the time of your presentation (300 words maximum).

Please write a short paragraph/abstract describing your presentation. It will be included in the conference program and will help attendees determine which session to attend (300 words maximum).



## **Sample Speaker Letters**

[Date]

[Address]

RE:

[Salutation]

On behalf of MEHA, thank you for participating as a speaker at the Southwest Michigan Environmental Health Association. Your acceptance of our request is greatly appreciated and we look forward to seeing you.

MEHA has been providing relevant information to the environmental health profession since 1934. The MEHA membership consists of over 400 professionals in local, district and state government, colleges and universities, institutions and the private sector. The Southwest Sanitarian Seminar covers current environmental and public health topics; including drinking water, sewage treatment, recreational water, shelter, air and food safety, among others. Over XX people are expected to attend the seminar.

You are scheduled to speak [Date] at [Time].

MEHA will provide a laptop computer and LCD projector for your session. However, any presentation using a projector and laptop computer must use Microsoft Office PowerPoint. Please provide your presentation to the planning committee on either CD Rom or Flash Drive.

MEHA will not be able to provide copy service during the seminar. If you would like to give hard copies of your presentation to attendees, please bring them with you. If you prefer, we can have a sign-up sheet available after your session for participants who would like to receive materials via email.

You can find more information and directions to \*\*\*.

Please complete the enclosed Speaker Registration Form as soon as possible. This form must be submitted to confirm your participation in the conference and to promote your session in conference advertising. Should you have any questions please feel free to contact me.

Sincerely,





Date:

Name

Address

City, State Zip

RE: Speaker confirmation for MEHA AEC XXX

Dear **NAME**:

This is to confirm and finalize your participation as a speaker at the Michigan Environmental Health Association's (MEHA) XXth Annual Educational Conference scheduled for XX, 20XX, at the XXX, Michigan. There are many important details to help make your trip a success!

Please check in at the MEHA registration table when you arrive. My cell phone number is XXX-XXX-XXXX if you need anything on your way to the conference or when you arrive. If you are going to be delayed on the day of your session, please call as soon as possible.

**Important information**

Date of Presentation: XXX

Time of Presentation: XXX

Approximate Number of Session Attendees: XXX

One Night Lodging at XXX, Check-In: XXX

Lodging Confirmation Number: XXXXXXXXX

You will be reimbursed: \$ and a check will be ready for you

Our attendees appreciate receiving copies of any material that speakers may use during their presentation. Please bring copies if applicable (we suggest 30).

We will be providing laptops and projectors in every room. Please insure arrangements to receive your presentation as soon as you have it ready and bring your presentation on a CD or a flash drive for back up purposes.

If you need to reach me during the conference, please call xxx-xxx-xxxx.

Thank you for your willingness to participate! If you have any questions prior to XXX, please contact me at **email address** or at XXX.

Sincerely,

XXX

AEC Committee Coordinator



## ***Sample Email Request for Presentation***

Hello,

You are receiving this email because you have confirmed your plans to speak at the {Conference}. Let me begin by saying we are extremely happy to have you as a speaker, and we look forward to working with you.

In planning the conference, we wanted to offer as much information and contact time as possible between our speakers and our audience, and therefore, we've scheduled speakers fairly close together, without very much time between one speaker and the next. With this in mind, the committee has decided to work proactively to make the transition between speakers as seamless as possible.

For this reason, we have decided that we will only use our own computers and projection equipment. This should enable us to save time between each presentation, and minimize any hardware-related delays. Since we will use only our own computers, we ask that you provide the following in advance:

1. Electronic copies of your presentation (either email it to us as a file attachment, or send us a cd copy via "snail mail").
2. Please let us know specifically which software you used in making your presentation (PowerPoint 2000, PowerPoint 2002, Open Office, etc.)
3. Any other special hardware or software requests (DVD-playing capability, sound, etc.)

We understand that your presentations are usually your own personal property and the result of your hard work, and we will make certain that no unauthorized reproductions are made or distributed without your permission. We also understand that you may wish to make last minute changes to your presentations, and that's fine. Our goal is to make sure we have something pre-loaded onto our machines "just in case".

With that said, please email or "snail mail" your presentations no later than \*\*\*\* to either of the following:



Exhibitors and Sponsors

All MEHA Corporate sponsors get free exhibitor space.
Sponsor/Exhibitor Commitment Form MEHA Annual Education Conference

PLEASE TYPE OR PRINT CLEARLY:

Company Name:
Mailing Address:
City, State, Zip:
Telephone: FAX:
Contact Person: E-Mail:

Name(s) of exhibitor

Sponsor / Exhibitor Options: Sponsor Only Exhibitor Only Sponsor and Exhibitor

Specific Sponsor Options:

Having a sponsored event offers an opportunity to associate your company with an activity.

- Break
Luncheon
Speaker
Professional Networking: Tues - Wed - Thurs
Do not wish to have a specific sponsorship.

Sponsor / Exhibitor Level (Please indicate with an X)

- Platinum Sponsor/Exhibitor \$2500
Gold Sponsor/Exhibitor \$1200
Silver Sponsor/Exhibitor \$ 800
Bronze Sponsor/Exhibitor \$ 500
Exhibitor ONLY \$ 160 per person Before xx/xx/xx -\$180 per person After xx/xx/xx

Donation of another dollar amount: \$

Door Prize(s), Silent Auction Items OR Appreciation Bags/Items

We wish to donate \$ for the planning committee to purchase item(s).

We wish to donate specific item(s)

Describe:

Name and email of individual to contact for donation item(s)

Business logo emailed in jpeg, gif or tif format.

Enclosed is a check in the amount of \$

Please make check payable to MEHA

Exhibit Space Special Requirements: Additional charges may apply and are responsibility of the exhibitor.

- Electrical
Telephone Easel
Other

Return this Sponsor/Exhibitor Commitment form no later than to



## ***Sponsorship Levels MEHA Annual Education Conference***

### **PLATINUM -\$2500**

Patrons who elect this level of support are undisputed advocates of Michigan's environmental and public health goals. This generous support will assist the Michigan Environmental Health Association (MEHA) in providing a quality education conference for all attendees. This financial support will allow MEHA to host distinguished speakers from across the nation, provide distinctive programs for attendees and insure other high quality conference resources.

Platinum Sponsorship Includes -One exhibitors table in the exhibitor's hall which includes two complimentary conference registrations (includes meals, breaks and professional networking activities); one double room reservation for two nights of the conference; recognition in the conference program and during the opening address; additional signage during the conference as well as acknowledgement in the first post conference issue of the quarterly MEHA newsletter and a posting on the MEHA website. An educational break out session up to 50 minutes can be requested.

### **GOLD -\$1200**

This level of support is a critical support component for the annual education conference. This level will assist the MEHA Annual Education Conference (AEC) Committee in obtaining high quality facility equipment and with production of conference resources such as the conference program. Attendees will be provided with information on speakers, meeting times and locations, advertisers and conference updates.

Gold Sponsorship Includes -Reserves on one educational break out session for the sponsor to present information to the attendees (these sessions are 50 minutes in length); one exhibitors table in the exhibitor's hall which includes two complimentary conference registrations (includes meals, breaks and professional networking activities); and recognition in the conference program.

### **SILVER -\$800**

A silver sponsor directly assists the MEHA AEC Committee to bring quality local speakers and presenters to the conference. These speakers provide innovative perspectives to challenging environmental issues. Many expenses are incurred with recruiting quality speakers and presenters.

Silver Sponsorship Includes -One exhibitors table in the exhibitor's hall which includes one complimentary conference registration (includes meals, breaks and professional networking activities); and recognition in the conference program.

### **BRONZE -\$500**

Sponsors at this level will help to provide for breaks during the conference. These breaks are greatly appreciated by the attendees and are an optimum time for networking and visiting exhibitor tables.

Bronze Sponsorship Includes -Recognition in the conference program, signage during the break and



the thanks of all the attendees!

**ADDITIONAL WAYS TO SPONSOR**

The MEHA AEC Committee is always in need of donated items to be used as door prizes, silent auctions items (proceeds are for the endowment fund to facilitate college scholarships), and conference appreciation/promotional bags (300). Attendees have enjoyed small advertising items like hats, rulers, pens, flashlights, and candy. Unique items are always ***treasured*** by conference attendees. MEHA is a registered non-profit 501 (C) (3) organization and your gift is tax deductible. Your donation is advertising to over 250 attendees and 50 speakers!

**YOUR SUPPORT IS SINCERELY APPRECIATED!**

**Contact:**



### ***Exhibitor or Sponsor Information and Guidelines***

Please accept this invitation to highlight your products and services at the Michigan Environmental Health Association's (MEHA) Annual Education Conference (AEC).

#### **Lodging Reservations:**

For lodging information, call \*\*\*\*. You must state you are with the MEHA AEC Conference to receive the MEHA discounted room rate before XXXXXXXX.

**Conference Information:** Conference information is posted on the MEHA website at [www.MEHA.net](http://www.MEHA.net) on the Conference Page. Upon receipt of your Commitment Form and payment, instructions will be provided if on line registration is required. Please check in at the conference registration desk before setting up your exhibit. Registration will be available XXXX...

#### **Available Exhibit Hall Hours:** XXXX

Each exhibit space will have an 8' skirted table and two chairs. If you need additional tables or electrical please indicate so on the commitment form, additional charges may apply.

#### **Installation and Removal of Exhibits:**

Please contact XXXX for set up times at XXX-XXX-XXXX or email

#### **Liability Insurance:**

MEHA and conference organizers assume no responsibility for any loss, injury or damage occurring to an exhibit or an exhibitor's property. If so desired, exhibitors should have their materials insured against theft, damage, loss, or injury. Nothing shall be posted on, nailed to, or attached to the walls, floor, or ceilings without prior approval.

#### **Exhibitor Fees:**

**BEFORE XXX -\$XXX per participant AFTER XXX -\$XXX per participant Fee must** be paid for each exhibitor attending the conference. Fee includes exhibition space as well as all meals and breaks provided at the conference. Exhibitors will set up on a first come first serve basis.

**Cancellations:** Withdrawals of sponsors and/or exhibitors must be made in writing and ***received by February 1, XXX*** (50% of the fee will be refunded). Withdrawals made after this date will result in a 100% forfeit.

#### **Commitment Dates:**

The deadline for exhibitors and sponsors to be acknowledged in the conference program is XXX.

**REMINDER:** Business logos for reproduction in the conference program and other signage must be emailed in a jpeg, gif, or tif format.

Please complete and return commitment form to: **Contact Info**



## ***Sample Letter to Participate***

Date

To: Valued Environmental Advocate

RE: Exhibitor and Sponsor Invitation to Participate

The Michigan Environmental Health Association (MEHA) will be hosting its XXth Annual Education Conference at the Park Place Hotel in XX, Michigan on March XX, XXXX. You are warmly invited to attend, sponsor, and/or exhibit at the conference.

MEHA is a volunteer, non-profit organization dedicated to the improvement of public health through management of the environment. Our members are employed in local, district and state governments and within private industries, institutions, and universities across several fields of public health. MEHA promotes high standards in the environmental health profession and its members influence environmental health policies through the work of its various committees. Our website, [www.meha.net](http://www.meha.net), provides an overview of the Association and information about our membership, affiliates, and conferences.

Individuals from the public and private sector who provide expertise to the public on food protection, onsite sewage treatment, water well installations, recreational water management, environmental protection, housing safety, and occupational safety and health will attend the conference.

Four opportunities exist for you to share in this conference:

1. **SPONSORS** – This is your opportunity to sponsor a portion of the conference. Sponsors are prominently recognized during the conference and in the conference program. Multiple Sponsor Levels are available. Sponsors are also welcome to exhibit in the Exhibitors Hall.
2. **EXHIBITORS** – An Exhibitors hall will be provided during this three-day event. Exhibitors will be recognized at the conference and time will be allotted for attendees to view the exhibit area during the conference. Historically, the exhibitor viewing area has been a major draw at the conference and exhibitors have ample time to update attendees about their latest products and services. We will prominently display your business card or logo in our conference program and during conference sessions. Exhibitors who commit before XXXXX will receive a reduced rate.
3. **WELCOME PACKET GIFTS** - Attendees will receive welcome packets containing a variety of information and items. You may have an item that would enhance these packets. The average attendance over the three days is 250 members and 50 speakers.
4. **CONFERENCE ATTENDANCE** – Your opportunity to attend and participate in the conference.

If you have any questions regarding this invitation and would like to sponsor, exhibit or attend the conference please contact me by e-mail (XXX) or telephone (XXX). Thank you for your consideration of this request.

Sincerely,

MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION  
P.O. BOX 13276 LANSING, MI 48901 PHONE: (517) 485-9033 FAX: (517) 485-6412  
[WWW.MEHA.NET](http://WWW.MEHA.NET)



## *Publicity*

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### **Event Announcement**

An event announcement should be sent 4-6 weeks prior to the conference. Considering budgets of individual departments and the exams that may be offered, it may be wise to send this out sooner.

- Dates & location of the conference
- Summary of schedule, including exams if any are scheduled
- Highlight sessions if appropriate
- Hotel information
- Registration fees
- MEHA website information
- CEU information
- Session schedule, description & speaker, location
- Speaker information (name, address, contact info, biography)

### **Website**

The MEHA website is an excellent way to publicize your conference. Documents can be shared using Adobe PDF. Email the MEHA website coordinator at [webmaster@meha.net](mailto:webmaster@meha.net) for information on posting to the web.

### **Email**

MEHA has the ability to send a single email to the entire MEHA membership using Vertical Response, an on-line marketing software tool. If you would like to publicize your event through blast email, contact your Board Liaison for more information.

### **Cloud Computing/Google Documents/Reference Materials**

MEHA uses Google to store documents on the internet and allow multiple users to view and edit the same document at the same time. Contact the Board Liaison to receive an email address at the meha.net domain and for access to Google Documents.





**Paper Registration Questionnaire**

|                  |  |  |      |
|------------------|--|--|------|
| Name:            |  | Member Number<br>(Required for Member Rate)  |      |
| Agency/Business: |  | Registration Type: _____ Member _____ Nonmember<br>_____ Student _____ Speaker _____ Exhibitor |      |
| Mailing Address: |  |  |      |
| City:            |  | State:   | Zip: |
| E-mail:          |  | Daytime<br>Phone or Cell:  | Fax: |

How did you hear about the XXXX AEC? \_\_\_\_\_ Email/Website \_\_\_\_\_ Word of Mouth \_\_\_\_\_ Other (Specify):  
\_\_\_\_\_

Is this your first time attending a MEHA AEC? \_\_\_\_\_ Yes \_\_\_\_\_ No

Check previous events that were attended:

\_\_\_\_\_ Gaylord 2006 \_\_\_\_\_ Kalamazoo 2007 \_\_\_\_\_ Bay City 2008 \_\_\_\_\_ Traverse City 2009 \_\_\_\_\_ Bay City 2010

In which Environmental Health areas do you *primarily* work? (Check all that apply)

\_\_\_\_\_ Food \_\_\_\_\_ Groundwater \_\_\_\_\_ Wastewater \_\_\_\_\_ Housing \_\_\_\_\_ Recreational Water

**Registration Choice:**

- \_\_\_\_\_ Full Conference
- \_\_\_\_\_ Wednesday Only
- \_\_\_\_\_ Thursday Only
- \_\_\_\_\_ Friday Only

**Student Registration: (Student verification req.)**

- \_\_\_\_\_ Full Conference
- \_\_\_\_\_ Wednesday only
- \_\_\_\_\_ Thursday only
- \_\_\_\_\_ Friday only

**Registration Before 3/01/11**

**Member                  Nonmember**

**Registration After 3/01/11**

**Member                  Nonmember**

| Registration Before 3/01/11 |           | Registration After 3/01/11 |           |
|-----------------------------|-----------|----------------------------|-----------|
| Member                      | Nonmember | Member                     | Nonmember |
|                             |           |                            |           |
|                             |           |                            |           |
|                             |           |                            |           |
|                             |           |                            |           |
|                             |           |                            |           |
|                             |           |                            |           |
|                             |           |                            |           |
|                             |           |                            |           |

**Meal Choices: Lunch Wednesday XX, 20XX(check one):**

**Awards Luncheon Thursday XX, 20XX (check one):**

**Additional Luncheon Tickets (indicate number)                  \_\_\_\_\_ \$XX.00 per ticket**

Make checks payable to: **Michigan Environmental Health Association**

**LODGING:** XXX Hotel by X-XX-20XX at XXX-XXX-XXXX for special conference rates: \$XX.00 single/double occupancy.  
State you are with MEHA.



Continuing Education

Application

NEHA continuing education credits are the responsibility of the individual.

Name \_\_\_\_\_

Position \_\_\_\_\_

Nusiness Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please indicate which you are applying for: Group Individual Credit

Program/Course Title: \_\_\_\_\_

Presenter/Presenting Organization: \_\_\_\_\_

Course Sponsor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_

Contact Phone \_\_\_\_\_

Program Location \_\_\_\_\_

Date(s) Attended \_\_\_\_\_

Times Attended \_\_\_\_\_

Number of CEU's requested (Meals and Travel Time are NOT eligible)

List the name and number of CEU's for each session (Round to the nearest 15 minutes)

15 minutes = .25 Hours

30 minutes = .50 Hours

45 minutes = .75 Hours

(Breaks, Meals and Travel Time are not eligible)

General CEU's

Food CEU's

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total General CEU's requested \_\_\_\_\_

Total Food CEU's requested \_\_\_\_\_

Describe the program objectives and expected usefulness as they relate to your professional development: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

SEND OR FAX APPLICATION AND DOCUMENTATION NO LONGER THAN 60 DAYS AFTER THE EVENT TO: MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION, CONTINUING EDUCATION COMMITTEE, P.O. BOX 13276, LANSING, MI, 48901.



**Continuing Education Group Sign Up Sheet**  
*(This form must be submitted for all group CEU requests.)*

Conference / Seminar: \_\_\_\_\_

Date: \_\_\_\_\_

Location or Sponsoring Agency \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Application Number (*committee use only*): \_\_\_\_\_

| NAME (PLEASE PRINT) | EMPLOYER | MEHA MEMBER?   |
|---------------------|----------|--|
|                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |



## *Moderator Guidelines*

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### **\*\*\* Annual Educational Conference**

Thank you for your participation in the MEHA Annual Education Conference. If you have any questions or issues during the conference please contact \*\*\*.

**Moderator:** \_\_\_\_\_ **Room Assignment:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Speakers: See program and attached biographies.

#### **Summary of Moderator Guidelines:**

- Arrive early, meet your speaker, know what A/V needs they have, make sure you have the speaker gift.
- Know the room, location of lights and emergency exits.
- **Start on time** and keep the speaker on schedule.
- Help facilitate questions & handouts.
- Post "Quiet Please, Session in Progress" signs outside of the room if necessary.

Speakers are encouraged arrive 2 hours prior to scheduled presentation. Contact your speaker prior to the scheduled session to ensure all their needs are met and their questions answered.



## *Introduction*

Following are some suggestions for you to use in moderating a session of the MEHA Conference. Remember, your first priority is to your audience and your second priority is to your speaker. Any additional priorities are to neighboring audiences or exhibitors conducting business near your location. You have been placed in charge to insure order and to facilitate the transfer of information from speaker to audience. That is your primary goal!

## *Preparation*

1. Arrive early, at least two hours before your scheduled session. Seek out and meet your speaker at your earliest opportunity. Know what they look like! Shake their hand! Learn how to pronounce their names correctly. Make them feel totally welcome and let them know you are there to serve them and will handle their needs. You are the MEHA representative. Give them the enclosed expense reimbursement form and have them forward any such requests to MEHA Administrative representatives who will review them and submit them to the MEHA Treasurer for payment. Let the speakers know that will take at least two weeks to process their honoraria. Review their biographical thumbnails and know what you're going to say in their introduction well beforehand. Know their audio/visual requirements by heart. Meet the hotel or maintenance personnel and know how to reach them, and know how to reach MALPH or conference committee members.
2. Know your room. Where is the fire exit? Can you get your audience out quickly in the event of an emergency? Where are the controls for the lights and public address system? Can you dim the lights? If you do so, does it interfere with the lights in the session next door? Make sure you are able to control temperature and ventilation in the room before the session begins. Is the MEHA lectern sign securely in place on the lectern? Most importantly, is the audio/visual equipment they have requested in place? Is it plugged in and operational? Are spare bulbs available? Is the image on their first slide or overhead focused on the screen? Are there pitchers of water and drinking glasses? Have they requested pointers or laser pointers? If they are using a VCR, is the tape cued properly? Is there compatibility between the electronics (power point, etc)? Try to think of everything. Know what to do if some A/V equipment fails and have a pre-determined game plan. Find and know how to contact conference support staff at a moments notice. Don't let an unscheduled delay disrupt your session and the conference.
3. Make sure you have the speaker's gift ready to present to them immediately after their session.
4. If you have an 8am session, encourage the speaker to give any information to you the day before.

## *Execution*

1. You are responsible to ensure the speaker is on time.
2. **Announce the start of the session on time.** Announce the agenda and any changes to the agenda for the time you are moderator. Again, do not wait to start. The Conference is on a strict time schedule. It is the audience's job to be on time, and it is your job to have the room and speaker ready for the audience. After announcing any changes in the agenda, begin the speaker(s) introduction and be sure to mention their educational background and any honors and awards



bestowed upon them. Don't forget, while summing up, to mention the title of the presentation and lead the audience in a round of applause.

3. After introducing the speaker, remain unobtrusive, but be ready to assist if requested. The audience has come to hear the speaker, not you! After the introduction and the presentation begins, take your seat (do not remain standing) but maintain eye contact so the speaker knows where you are in case they need help. **Have a prearranged signal with them so you can silently let them know how much time they have left.**
4. **Stay on schedule.** If questions begin to run over the allotted time, speak up and end the session. Do not hesitate to stop your session and announce that time has expired; you owe your next speaker and their audience punctuality.
5. Announce the time limit of any break before breaking and begin after the break on schedule.
6. Do not allow heckling. It is extremely discourteous and unprofessional. The audience wants to hear the speaker, not some clown who wants to tell everybody how much they know about the topic. Moderate the questioning to provide equal time for different questions. Determine if your speaker will remain during breaks or after the sessions to answer more questions. Make certain the audience has the opportunity to obtain handouts if they are provided. Do ask the presenter to repeat questions for the benefit of those who may not have heard the question. Lead the applause when the speaker has concluded.

## *After*

1. Be sure to present the speaker their gift from MEHA.
2. Determine if your speaker needs help after the presentation to affect an exit. Do not allow knots of hangers-on to interfere with your speakers exit or interfere with the next presentation. Help your speaker collect their equipment, slides, laptop, extra handouts, etc.
3. If your presenter is an out-of-state speaker and is leaving the conference soon after their presentation, make sure they are all set with everything they need. Offer to help them check out of the hotel and make sure they know where they are going.
4. If you have trouble during a session, ask for assistance from a Planning Committee member.

## *Summary*

**Be brief, be direct, and be seated. Get your audience in, get through the presentation, and get them out on time.**

*Thank you for your service to MEHA!*



Logos

