

SOUTH BAY FORUM PLANNER FOR HOSTING FACILITY

7/8/03

Meetings are held quarterly on the second Tuesday of Jan., April, July, and October.

Annual meeting, held in July is when officers are elected and fiscal year begins.

General format & suggested times: 6 pm Social time

6:45 or 7pm Business meeting begins

7:30 or 7:45 Continuing ed. program for one hour

RESPONSIBILITIES OF HOSTING FACILITY

1) Immediately: Identify facility contact person who will communicate with South Bay Forum officers

2) ASAP: Arrange for continuing education (CE) program. Suggestions include:

OT Treatment ideas, outside professionals, case studies, panel discussions, etc

Forum President is available to assist with this planning. Review information listed on FOTA

Continuing Education Program Co-Sponsorship Application to see what is required.

<https://web.memberclicks.com/mc/quickForm/viewForm.do?orgId=fota&formId=30319>

3) 6 - 8 weeks prior to meeting

- Provide to CE coordinator information listed on FOTA Continuing Education Program Co-Sponsorship Application

- Provide facility information to Forum secretary who will be developing meeting flyer for distribution. Include: facility name and address, directions, maps, etc. Identify who at facility will receive RSVP for meeting, if needed.

4) 1-2 weeks prior to meeting

Finalize facility use / needs: parking, security, room set-up with seating, AV etc.

5) Day of meeting:

- Provide light refreshments during social time.

- Arrange for signage to direct members to correct meeting building and room

- Be available at least 30 minutes before social begins to assist with sign-in if needed

- Introduce speaker for CE if host facility has made arrangements

- After meeting, arrange for clean up, signage removal, etc.