

GUIDELINES for HOSTING FACILITY for GSPN MEETINGS

Thank-you for agreeing to host a GSPN meeting at your facility. After many years of attending GSPN meetings, the board of GSPN put together a list of guidelines that will make the meeting go smoothly, as well as making it manageable for your facility, and put your facility in the best light. We have a large membership and regularly run 60-75 people in attendance. We have had as many as 125 people at a meeting! We encourage people to RSVP, but as you know that doesn't always predict attendance. The lunch meal doesn't have to be elaborate. There are generally several companies that are meal sponsors, and may want to work with you for providing the meal. As a host facility, you will have an opportunity during the meeting to address the group and tell them about your organization (5 minutes max.) You may also offer tours after the meeting. The following guidelines have been developed and approved the board of GSPN and host locations are strongly encouraged to follow them.

1. Make sure your location can accommodate the GSPN membership. Please don't try to squeeze too many people into a too small room. Experience has shown that this actually gives a negative impression of the location to GSPN members. They tend to be uncomfortable and unhappy- and they can be vocal about it. If you don't have enough space to accommodate the group, allow someone else to host the meeting.
2. A buffet line works best for the meal. People can serve themselves and latecomers can get something to eat without disturbing everyone.
3. It is extremely distracting and noisy to have servers moving through the audience during the meeting- If there will be servers at the meal, please ask them to refrain from refilling glasses and removing plates during this time.
4. Since we have a lot of people in attendance, and usually meet in a large room, a microphone for the speaker and presiding board member is usually necessary. If you have one please make it available for the meeting.
5. You will need to supply an area for members to place their literature. This is usually a very large table or several tables pushed together.
6. You will also need a table and 2 chairs at the entrance to the meeting area where members can check in, pay dues, etc.
7. You may offer tours of your facility after the meeting.

Every situation is unique. If you have any questions or concerns, please check with the vice-president (who schedules the meeting locations and speakers.) You can find contact information on the website www.gspnonline.com