

So you want to host a MACCE Meeting. . . .

Here are a few guidelines to help you plan.

The money aspect –

- In order to keep out-of-pocket costs affordable for all of our members, negotiated MACCE member sleeping room rates should not exceed \$125 per person per night. Even better if rates are less than \$100 (before tax and other charges).
- Because not all participants can come in the night before and, like our members, we make our plans and arrangements at the last minute, please negotiate for a *very low minimum guarantee* and *as-late-as-possible deadlines* for to qualify for the special MACCE conference price.
- Typically, MACCE meetings include a Continental breakfast and lunch (including a vegetarian alternative). Combined cost for meals should not exceed \$40 per person (plus tax and gratuities, of course).
- MACCE hosts have been successful in negotiating for no meeting room charges and AV charges. The Maryland Chamber typically provides a PowerPoint projector and our speakers usually bring their own laptops. The only AV supplies necessary are typically a screen, an extension cord, and a small table for the projector. It's also nice to have nearby an AV savvy person who knows how to hook up everything, but we have never had to pay for this.

Other details –

- Hosts are welcome/encouraged to provide goodie bags and other take-aways to promote their area to fellow MACCE members
- MACCE encourages meeting participants to arrive in time for a group dinner (Dutch treat) the evening before the meeting. Hosts are encouraged to find an off-site location that is convenient to the hotel.
- If the host Chambers is successful in negotiating a “really good deal” with the venue, MACCE may provide the opportunity for the property owner/manager to meet attendees speak very briefly. Contact the MACCE President for details.
- And finally, remember that either the MACCE President or MACCCE Treasurer must authorize/sign the final contract with the hotel.