

Meeting Planning Basics and Beyond

Part 1 of 2 April 13, 2015

SUMMARY

Meeting Planning Basics and Beyond is back for 2015! This is a two-part educational program sponsored by Hyatt Hotels & Resorts and Meeting Professionals International, Southern California Chapter.

This unique program provides an in-depth overview of not only our industry, but also includes learning objectives beyond meeting planning basics.



Attendees will have the opportunity to hear from leading industry

professionals, consultants, and educators in each of the two-part series. Topics will include site selection, negotiations, budgeting, strategic management, food and beverage, and more. Hyatt Hotels is a Strategic Partner of MPI SCC and, for the past 20+ years, has sponsored more than 50 seminars that have reached more than 1000 planners.

This is Part I of a two-part meeting planning series. Part I will cover the following topics:

- **Goals and Objectives:** discusses connecting an event to its goals and objectives throughout the planning process.
- **Adult Learning:** focuses on adult learning principles, data collection/analysis, learning styles, needs assessment, program formats, and agendas.
- **Working with Stakeholders:** analyzes stakeholder needs regarding their roles, goals, and expectations.
- **Logistics — Working with the Venue:** discussion includes registrations, reservations, policies, meeting and sleeping space, AV, shipping, transportation, and more.
- **Risk Management, Insurance, Security:** outlines the need for a sound risk management program that protects all parties.
- **Ethics:** learn the business ethics in all we do — from site selection choices, gifts, to all areas of the meeting profession.

Your \$50 donation (\$45 for students) includes breakfast and lunch. Self parking is complimentary. Funds go to support the Gary J. Rosenberg, CMP Scholarship program. A certificate of completion will be given after each session.

Attendees will receive a certificate at the completion of each of the meetings noting the **(4) CEUs** towards the CMP application and recertification application. MPI members may also self-post continuing education hours at www.mpiweb.org for professional development records. For all continuation education records, please keep a copy of your registration/payment.

Please note: If you register for this event, you are giving your consent to be photographed.

DETAILS

WHEN

Monday, April 13, 2015

9:30 AM - 4:00 PM

WHERE

Hyatt Regency Newport Beach

1107 Jamboree Rd.

Newport Beach, California 92660

(949) 729-1234

PLANNER

MPI SCC

WEBSITES

[Hyatt Regency Newport Beach](#), [MPI SCC](#)
