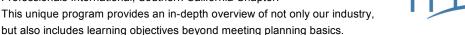
Meeting Planning Basics and Beyond Part 1 of 2 **April 13, 2015**

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.





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 MPISCC and, for the past 20+ years, has sponsored more than 50 seminars that have reached more than 1000

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
- · 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

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

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

WEBSITES

Hyatt Regency Newport Beach, MPISCC