

Meeting Planning Basics and Beyond

Part 2 of 2 | June 3, 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.** 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 planners.

This is Part 2 of a two-part meeting planning series. You are welcome to attend Part 2 even if you did not take Part 1. Part 2 will cover the following topics:

- **Site Selection:** how to select the appropriate geographic location, venue, and services to meet the organization and the attendees' goals and objectives.
- **Budgets:** budget preparation and management, budgeting methods, break-even analysis, cost per person, fees, cost containment, and billing processes.
- **Food & Beverage:** F&B service, menu planning, set-up, recycling, and food trends as they relate to the group's goals and objectives.
- **Negotiations & Contracts:** components of negotiating, knowing the fine print, points for negotiation, legal implications, risk, attrition, cancellation, billing and accounting timetables.

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.

Attendees will receive a certificate of completion after the meeting noting the **5 clock hours** 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

Wednesday, June 3, 2015
9:30 AM - 4:00 PM

WHERE

Hyatt Regency Valencia
124500 Town Center Dr
Valencia, California 91355
(661) 799-1234

PLANNER

[MPI SCC](#)

WEBSITES

[Hyatt Regency Valencia](#), [MPISCC](#)

