



How to Organize a WAPPA Workshop

PURPOSE OF AGREEMENT

WAPPA's Workshops are an excellent way for WAPPA member institutions to encourage networking and professional development among educational facilities professionals. To host a workshop at your institution, contact Melinda Nelson or Patty Anderson (contact info provided on page 3).

APPA Business Partners are also encouraged to consider sponsoring Drive-In Workshops. Contact Melinda Nelson or Patty Anderson (contact info provided on page 3).

WAPPA Workshop: Objectives and Benefits

- Provide local delivery of professional development and training to educational facilities professionals usually located within a two-hour driving distance to the workshop site.
- Reach out to professionals who might not normally have access to training and professional development opportunities, due to operating budget restrictions or similar constraints.
- Encourage networking of educational professionals at the local level.
- Introduce educational facilities professionals to APPA, its regions, and its chapters, with the intent of fostering further engagement of these professionals with the WAPPA organization.

WAPPA'S WORKSHOP SCHEDULE

The APPA Facilities Drive-In Workshop is a half-day event that typically runs from 9:30 am – 3:30 pm. The event registration is at no cost to education facilities professionals. The workshop program includes lunch and breaks, the cost of which is assumed by the sponsoring APPA business partner. The content and speakers of each workshop is organized by the sponsor, with prior approval by WAPPA. A typical program schedule is as follows:

9:30 am – 10:00 am - Registration and Coffee

10:00 am – 10:30 am - Introductory comments -Host welcome

10:30 am -- 12:00 pm - First presentation/speaker(s)

12:00 pm – 1:00 pm - Second presentation/speakers

1:00 pm – 2:00 pm - Second presentation / speakers

2:00 pm-2:15 pm - Afternoon Break

2:15 pm – 3:15 pm - Third presentation/speaker(s)

3:15 pm – 3:30 pm - Final Remarks and Closing



How are WAPPA's Workshops Planned and Organized?

Each workshop is organized with the support of WAPPA, and WAPPA's Business Partner(s), and a host institution.

Responsibilities of the Host Institution:

- Provide adequate meeting space plus tables and chairs (conference room plus registration area, as well as separate seating area for sponsored luncheon).
- Supply audiovisual equipment (typical requirements are a podium, one or two mikes, a projection screen and LCD projector).
- Arrange / provide parking for attendees if possible.
- Provide menu options to the sponsor (if the host location site has a kitchen or works with required caterers). The sponsorship fees pay for lunch and all breaks.
- The person coordinating on behalf of the host institution (typically the institution's facilities officer) is present during the workshop to welcome attendees and may provide some introductory comments, brief description of their institution and operations.

Responsibilities of the Sponsor:

- Works with WAPPA and the host institution to identify suitable session content and speakers, and firms up the program. This also ensures that the content is fully educational in nature, i.e., does not advocate a particular product or service.
- Pays sponsorship fees at the workshop.

Responsibilities of WAPPA:

- Manages event promotions (produces flyer, email invitations and distributes these promotions).
- Creates list of prospective attendees (from APPA, PCAPPA and WAPPA member institutions and prospective institutions). Shares attendee list with the host and the sponsor.
- Creates an online registration link and sends regular attendee registration reports out to the sponsor and host prior to the event.
- Manages on-site registration on the day of the workshop, distributes/collects evaluation forms.
- Works with host institution's facility officer to prepare any comments, supporting materials, slides describing APPA, PCAPPA & WAPPA, and benefits of becoming involved with all three.



The generic planning schedule on the next page shows how the host institution, sponsoring business partner, and WAPPA work with one another to organize and produce a WAPPA Workshop.

	DUE DATE (WEEKS)	RESPONSIBLE PARTIES	TASK
LOCATION	13	Sponsor/WAPPA	Payment(s) has been received and confirmed
	12	Sponsor/WAPPA	Determine sponsor's preferred location for workshop
	10	Sponsor/Host/WAPPA	Secure commitment of host institution
	8	Sponsor/Host/WAPPA	Select date and hours of event
	8	Host	Host Confirm building and address of workshop location
	6	Sponsor/Host/WAPPA	Parking arrangements for attendees identified
	4	Sponsor/Host	Initial f/b estimate identified - coffee, drinks, lunch
	1	Sponsor/Host	Final f/b set/guarantee identified
PRESENTERS	8	Sponsor	Presenters identified -- name, title, organization and bios
	8	Sponsor	Presenter session titles identified
	6	Sponsor	Provides full session descriptions to WAPPA and Bios
PROMOTION	8	WAPPA	Finalizes target list of prospective attendees
	8	WAPPA	On-line registration set up
	7	WAPPA	Create flyer / e-mail
	6	WAPPA	Marketing campaign to prospect attendee list launched
WELCOME / REGISTRATION	2	WAPPA	Welcome letter from WAPPA President prepared, sent to Sponsor
	1	Sponsor	Handouts
	1	WAPPA	Nametags
	1	WAPPA	Final Registration list, badges, eval form setup in Cvent
	1 (72 hours before event)	WAPPA	Event Update' emailed to attendees with map, parking instructions, schedule
AUDIO / VISUAL	4	Sponsor/Host	Audiovisual equipment ordered (screen, projector, mikes, podium, etc)
	4	Host	Photographer assigned for onsite event photos
	2	Sponsor/Host	Notepads and pens ordered
POST EVENT	1 week after workshop	WAPPA	Post event 'thank you' sent to attendees via email
	1 week after workshop	WAPPA	Post presentations for download on WAPPA website (with approval of speakers)
	2 week after workshop	WAPPA	WAPPA nonmembers in attendance receive follow up info on members benefits

Questions? Please contact Patty Anderson via email patty@performancebuildingsolutions.org

or

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