



POLICY STATEMENT

IPAC SWO “Meeting and Education Day Fee”

Creation Date: June 10, 2016

Revisions:

Forward

The IPAC SWO Education Day is comprised of a Chapter Business Meeting in addition to an educational offering where guest speakers are invited to present. These meetings are primarily held face-to-face with a minimum of one (1) per year offered by teleconference or videoconference as available and accessible by members. Where possible, the face-to-face meetings will also be offered through Adobe Connect webinar.

2015 IPAC SWO Member Survey

- Meeting and Education Day Fee
In 2015, a survey of the IPAC SWO membership identified the cost of attending an in-person meeting as a prohibitive reason for attending. As a result, the “Meeting and Education Day Fee” was reduced from \$20 for members and \$35 for non-members to the current cost of \$15 for members and \$25 for non-members.

This cost covers the room rental, AV equipment rental including use of the Smart Board and internet as well as a morning nutrition break and lunch with beverages. This current cost is \$15 per person.

- Meeting Venue
A review of the geographic location of IPAC SWO members validated that the central location to hold chapter meetings is in the west end of London, Ontario. In the 2015 survey, there was greater support for keeping the meeting in London than either rotating to alternate venues or locate to alternate cities. Therefore, the IPAC SWO Executive decided that 2016 Chapter Meeting would continue to be held at the West Haven Golf Course.

Vendors:

The “Meeting and Education Day Fee” is waived for the first person per industry table/vendor. The current charge for an industry table/vendor table is \$200. If that industry representative brings an additional guest, they would be subject to the same fee of \$15 for members and \$25 for non-member.



Partial Day Attendance:

The “Meeting and Education Day Fee” includes but is not limited to room rental, the use of the Smart Board and internet as well as the morning nutrition break and lunch with beverages. Therefore, the IPAC SWO Executive is proposing that the cost to attend part of a Meeting and Education Day (e.g. Business meeting only, Education Session only) will be the same as participation in the full day session: \$15 for members and \$25 for non-members.