

Host Institution Responsibility for MIE Meetings

- 1) Reserve room with seating for an average of 40 people, podium, microphone(s), coat rack, check in table with 3 chairs out front.
- 2) Reserve close parking or visitor permits for speakers.
- 3) Order refreshments (on average 30 attendees for out-state locations, 50 for Twin Cities institutions, minimum 5 pots of coffee, 2 pots of hot water, totaling \$200).
- 4) Inquire about institutional co-payment options if possible for catering costs.
- 5) Email or fax MIE Treasurer with catering invoice or print receipt and ask Treasurer for reimbursement on site.
- 6) Print directional signs for outside the building from parking lot and for inside building pointing to meeting room.
- 7) Bring office scotch tape, stapler, markers, name badges.
- 8) Contact campus Information Technology for MIE guest logins or passwords and for room computer or projector.
- 9) Arrange for speaker to welcome MIE group.
- 10) Send information about meeting location, parking, and welcome speaker to MIE Secretary at least 3-4 weeks before meeting for agenda.
- 11) Print agendas. On reverse side, print area restaurant guide or cafeteria lunch prices, International Student Office information, and international student events.
- 12) Allocate one staff member to assist check-in and sign-in with the Treasurer before the meeting commences.