

# T rauma M anagers A ssociation of CALIFORNIA

**SUBJECT:** Guidelines for Hosting a TMAC General Membership Meeting

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**Number:** I

**Supersedes:** N/A

**Effective:** 1-6-05

**Prev. Issued:** N/A

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**I. PURPOSE:**

To ensure a high quality, professional Trauma Managers Association of California (TMAC) General Membership Meeting by providing guidelines to the host of the meeting.

**II. GUIDELINE:**

- A. A member of TMAC may volunteer or be asked to host a General Membership meeting.
- B. The Board of Directors will approve meeting locations.
- C. The following caveats will be considered during the approval process:
  - 1. Accessibility from nearby airports
  - 2. Appropriate meeting room as determined by the host and the TMAC President
  - 3. Nearby hotel accommodations
  - 4. Nearby social venues

**III. PROCEDURE:**

- A. The Host is responsible for assuring all details of the meeting are attended to in advance of the meeting as well as on site monitoring during the meeting to assure the meeting runs smoothly
- B. Approximately 6-12 months prior to the meeting the room will be reserved by the Host and confirmation must be received
- C. The room should have a seating capacity of 50 to 60 people
- D. Room set up:
  - 1. Tables and chairs classroom style or a Board Room will suffice
  - 2. Podium at the front of the room
  - 3. AV equipment: LCD projector, Microphone, laser pointer, screen, and any other equipment requested by the Board and/or speakers. It is preferable to have a laptop available.
  - 4. The Host will confirm AV needs with the Management Assistant prior to the meeting
  - 5. One Table at the entrance or back of the room for registration

6. One Table at the back of the room or entrance for meeting materials, handouts, networking materials, educational brochures
7. An area for catering immediately adjacent to the meeting room (so as not to interfere/distract from the meeting)

E. Catering for the Meeting

1. The Host will arrange for catering for the meeting.
2. The expenses may be incurred by the Hosts facility/hospital. If this is the case, the Host will complete an “In-Kind Donation” form and submit it to the Management Assistant. Vendor support may be an option, but they will not be allowed a formal section on the agenda. They may be allowed to display printed materials.
3. The Host will communicate with the TMAC Management Assistant regarding the correct times for breaks and lunch.
4. Catering for the meeting will include:
  - a. Morning coffee and continental breakfast
  - b. Lunch
  - c. Afternoon refreshments, e.g., coffee, iced tea, cookies

F. Meeting Directions / Logistics

1. Two (2) months prior to the meeting, the following information must be submitted to the TMAC Management Assistant for distribution to the General Membership:
  - a. Vicinity map
  - b. Campus map
  - c. Full and formal name of the hospital / facility and formal street address
  - d. Parking instructions and instructions for validation
  - e. Name, location and map of post meeting social reception.  
(This event is not a required event, only at the hosts preference)  
Note: this venue should be in very close proximity to the facility/hospital to avoid heavy traffic

G. Approximately 3-4 weeks prior to the meeting, the TMAC Management Assistant and Host will communicate regarding the number of members that have RSVP'd, and catering needs, and any other details as needed.

H. Day of the General Membership Meeting the responsibilities of the Host are as follows:

1. Ensure signage is clearly posted throughout the campus / facility / hospital
2. Ensure catering and refreshments are available at the specified times
3. Ensure all AV equipment is available and in working order and that on-site AV support personnel are readily available
4. Ensure parking and validation arrangements are in order
5. Support any additional needs during the meeting

6. Maintain appropriate temperature control of the meeting room

I. Post Meeting Responsibilities

A. Following the meeting, the Host will reconcile any invoices as appropriate

B. The TMAC President will send a formal written thank you letter to the Host and speakers.

**IV. GUIDELINE ORIGINATOR(S)**

Anette Nunn

Heidi Hotz

Tara Nykoluk

**V. GUIDELINE APPROVAL(S):**

TMAC Board of Directors

**VI. REFERENCES:**

N/A