



Association of Washington International Student Affairs

Host Responsibilities

Reserve:

1. One room that seats approximately 100. This will likely be for the opening address and plenary sessions, as well as breakfast area.
2. At least one break-out room that seats approximately 50. Some schools reserve just one break-out room, assuming that the large room will be available all day and able to house one of the concurrent sessions. Most speakers require AV such as computer and projector, so it is ideal if host institution can provide these in all meeting rooms.
3. Provide information on room reservations at least 2 weeks before meeting.

Arrange:

1. Welcome address by someone in leadership (usually quite short, about 5-10 minutes).
2. Breakfast snacks, including but not limited to coffee, juices, muffins, etc., for approximately 50-60 people. The AWISA Treasurer will reimburse you, and costs should be kept under \$200.
3. Arrange and coordinate lunch directly with the lunch sponsor.
4. Signage from parking lots to meeting rooms is a nice perk, if possible.

Gather:

1. Driving directions
2. Parking instructions
3. Details about lunch options
4. Copies of the agenda for attendees

Extra:

If there is anything you would like to showcase about your school, please feel free to incorporate this! It is fun to include a non-work element to the day. Past examples have included:

- Organ performance (PLU)
- Self-guided tour with brochures; wine and cheese (Seattle University)
- Wetlands tour (WWU)
- Lunch arranged through school's culinary program; wine tasting (LWTC)