

## HOSTING AN ACM CONSORTIAL GROUP MEETING ON YOUR CAMPUS

ACM relies on our campus-based partners to host in-person consortial group meetings. Faculty and staff from member campuses greatly appreciate the ability to interact with their counterparts in person, to have dedicated time and space to learn with and from colleagues, to network with peers, and to visit other liberal arts campuses. Based on decades of experience, ACM staff have assembled helpful advice for campus hosts to ensure successful and productive consortial group meetings.

### Host Responsibilities for In-Person Meetings on ACM Campuses

- Reserve and provide tech-enabled on-campus meeting spaces (at no cost)
- Contact and confirm services of outside speakers/guests, if applicable
- Make catering arrangements and communicate any attendee dietary restrictions
- Coordinate with ACM staff to:
  - Make arrangements for hotel accommodations (about two months out)
  - Organize registration for meeting participants (about two months out)
  - Create the meeting agenda (circulate draft two weeks out; final version one week out)

### Tips and Advice for In-Person Meetings on an ACM Campus

#### *Agendas and Topics*

- The agenda should be crafted around topics solicited during registration and other member-identified issues. A balanced agenda will include some tangible and practical “takeaways” that individuals can use in their roles and a broader examination of relevant topics impacting residential colleges, relevant regional/Midwest topics, or higher education.
- Participants, outside speakers, and ACM staff can be tapped to lead/facilitate sessions.
- Include an optional campus tour. The amount of standing/walking time should be communicated ahead of time, and participants should be encouraged to wear appropriate shoes and clothing for weather conditions. Students make excellent tour guides.
- Reserve at least one hour on the agenda for “round table” conversations, an open, free-flowing discussion where members can raise questions.
- Campuses often ask the president or dean to offer a few words of welcome to the group.

### ***Hotels and Wayfinding***

- A hotel room block is not required (especially if the hosting institution is required to pay for unused rooms), but a list of nearby hotels or recommendations is always appreciated. Specify if discounted rates are available.
- Campus-specific information should be shared with attendees in advance, like a map, parking locations/parking passes.

### ***Meeting Rooms & Logistics***

- Meeting rooms and configurations should allow for open conversation. Hollow square, U-shape, or round tables work best.
- Spaces should have Wi-Fi, access to multiple power sources, and AV appropriate for the presenters. When possible, the ability to support remote participation is appreciated.
- Beverages—coffee, water, regular and diet sodas, and sparkling waters—should be available throughout. Folks also appreciate the availability of a variety of snacks and mints between meals.
- Name tags should be provided for all attendees.
- If the allocated ACM funding (\$750 per in-person, consortial group per fiscal year) does not cover the entire cost of the meeting, sponsors can be sought for meals, a registration fee can be charged, or the overage can be divided and billed on a per-participant basis after the meeting.