**Suggestions for Hosting an Illinois Board of Higher Education Faculty Advisor Council (FAC) Meeting**

**Host duties for FAC Chair, Vice-Chair, and Secretary**

-before meeting, coordinate with Chair, Vice-Chair, and Secretary for responsibilities of host

-coordinate speakers with Chair

-send directions and maps for campus, parking lot, and main meeting room to Vice-Chair

-make requested copies of handouts (e.g., copies of the Agenda)

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**Institutions**

-directions to college/university (institutions)

-phone number and telephone number of institution

-cell and school contact information for Representatives and Alternates, etc. telephone and email

 -other contact information (e.g., Administrative Assistants)

-phone numbers and website for school IT department

-phone numbers and website for Department of Security/Police

-send directions and maps from hotel to restaurant, hotel to institution, to Amtrak, airport, etc.

-send directions and maps for instructions for parking lot

-send directions and maps for location of meeting rooms, identify room numbers (and restrooms, Bookstore, etc.)

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**Information**

-write a one-page Cheat Sheet as a reference for important information (see attached for example)

-send a maps for campus, parking lots, etc., WITH directions to campus, parking lot, and main meeting room

-provide signage for directions to meeting room from various entrances

-post agenda on main front doors for Public Meetings Act

-possibly provide information about the institution such as: “Fact Sheet,” demographic, historical, campuses, programmatic information

-per below, information about lodging, transportation, local areas of interest, etc.

-provide information about: technology, parking, restrooms, bookstore, food, campus security, etc.

-it may be helpful to provide information/directions to the Bookstore

-possible Welcome messages on various outlets-inside and out of buildings (e.g., see Public Relations)

-possibly have Public Relations write an article of the meeting

-possible campus tour after adjournment

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**Set-up**

-arrange for tables in a square for about 40 participants

-arrange for a lectern/podium at the front of the room near technology and a screen (e.g., PowerPoints), and whiteboard

-have a clicker with new batteries for PowerPoint, etc.

-have new markers for the whiteboard (have effective erasers)

-*printed* directions on how to log into institution’s network (provide telephone numbers and website for IT), also written direction on whiteboard

-depending on assignments, arrange for breakout rooms near the main meeting room, it would be helpful to have arrangements for other members to join those meeting via the telephone, Zoom, etc. who can not physically attended the meeting

-arrange for speakers, FAC representatives, etc. to participate in the meeting via the phone

-arrange for Zoom, etc.

-for large rooms, make arrangements for microphones, amplification, etc.

-have several electrical strips for computers (inside the square may be safer)

-if electrical strips are inside the squares (to not trip over them), arrange for breaks in the tables to access the electrical strips

-have sufficient coat racks

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**Possible Speakers**

-Legislator/politician (e.g., U.S. Congress, State Congress, Local, etc.)

-NOTE: Have presenter speak to FAC Chair about topics for discussion prior to the meeting (check with Chair)

-President of Institution: e.g., overview/history of institution, campuses, demographics, enrollment, programs, signature programs, future direction/trends, “pet projects,” etc.

-Chief Academic Officer: Academic/Instructional organization and structure

-Speaker from Signature program

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**Hotel**

-phone number and website for hotel

-provide state rate and other particulars

-directions to motel, from motel to dinner, from motel to institution

-it is helpful if the hotel is near the institution

-it is helpful if amenities and services are within walking distance of the hotel

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**Thursday Night Dinner**

-It is easier if the dinner is near the lodging and institution

-It is convenient and cost-effective if the hotel has complimentary breakfast, dinner food, etc.

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**Friday Morning Breakfast**

-ask for special dietary requests

-provide vegan and other such options

-it may be convenient to have the breakfast set up in the same room/near the meeting room so people can snack on breakfast and other food and drink

-have extra trash receptacles in room

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**Friday Lunch**

-ask for special dietary requests

-provide vegan and other such options

-it may be more convenient to have lunch set up in a room *other* than the main meeting room in order to not interrupt the meeting while setting up for lunch

-have extra trash receptacles in room

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**Other Food/Snacks**

-possibly arrange for snacks and drinks throughout the day, some members partake in caffeinated drinks before embarking on their travels home

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**Parking**

-arrange parking as close to the meeting room as possible

-try to arrange for no parking tickets given to FAC members, or make arrangements for tickets from FAC members given to hosts

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**Transportation**

-phone, website, and directions for Amtrak, etc.

-phone, website, and directions for airports

-phone, website, and information for ground transportation (e.g., cabs, Uber, Lyft)

-make arrangements for transportation as needed

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**Areas of Interest**

-phone and website for local areas of interests (e.g., Chamber of Commerce)

-possibly arrange for tours for areas of interest

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**Confirm and “Double Checks”**

-speakers: time and location

-motel: availability, rate, etc.

-dinner for Thursday night: reservation and correct meeting arrangement

-breakfast: correct time and location

-lunch: correct time and location

-transportation times and locations TO (usually Thursday) and FROM (usually Friday) meetings

-arrangements for transportation

--ROOM SET-UP: square tables for 40, electrical strips, breaks in tables to access electrical strips, lectern at front of room, screen, whiteboard, technology for permutations, arrangements for conference calls, Zoom, etc., availability of breakout rooms

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**Other Topic**