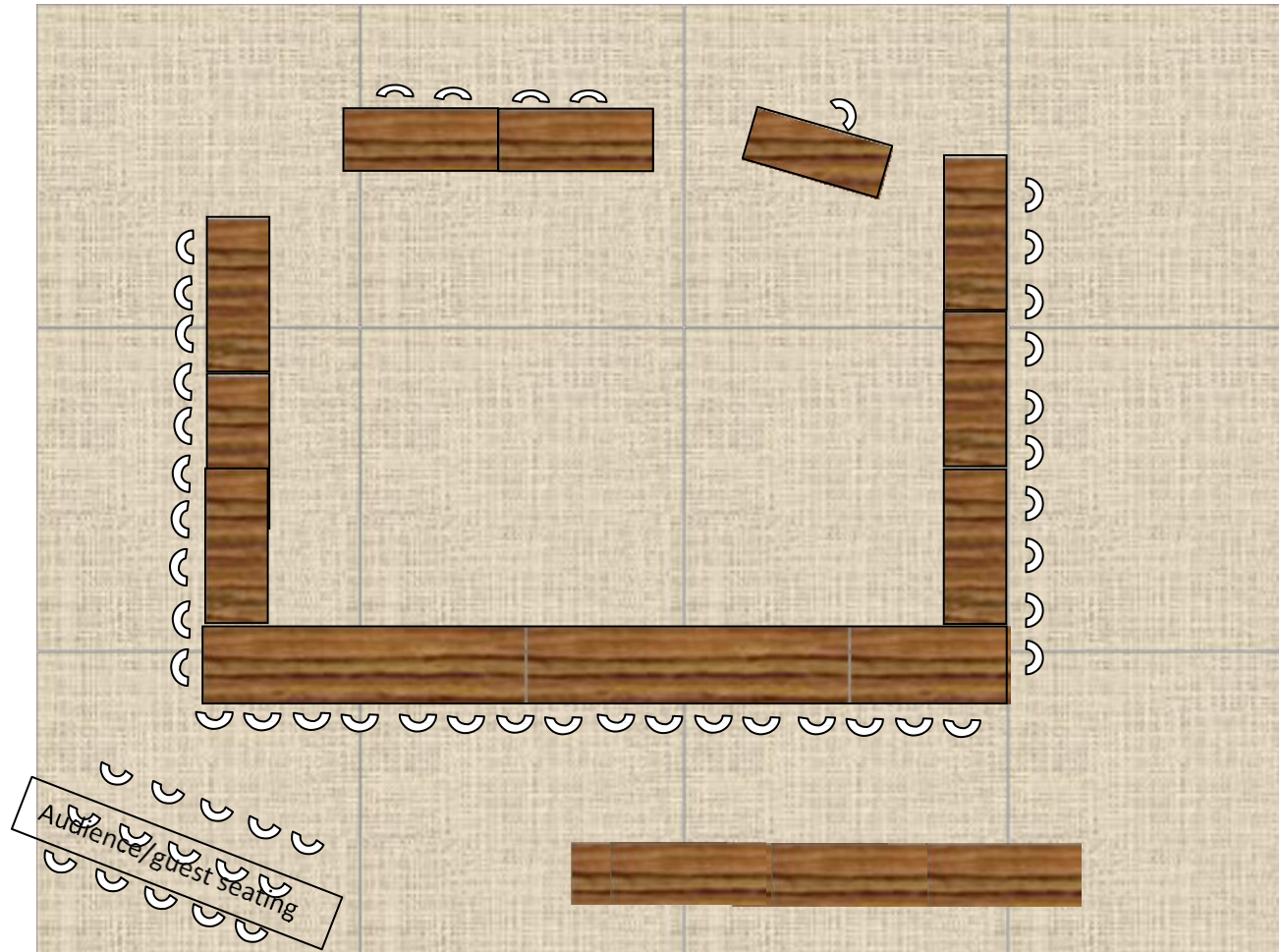


Hosting an Instruction Commission Meeting

1. **Reserve Meeting Space** at your college. The room & set up should allow enough space to easily navigate around with comfortable access to food & refreshments. A schematic of the preferred room set up is on the last page of this document.
 - Day 1: 8:00am – 5:00pm & Day 2: 8:00am - noon
 - Room that can accommodate seating at tables for 50 participants on Day 1. The count for Day 2 is around 35. The preferred set-up for the main meeting room is rounds, with no head table. If round tables aren't an option, rectangle tables can be set up in pods [see last page of this document for diagram].
 - Reserve three smaller rooms for committee breakout meetings for Day 1. Since the breakout times fluctuate depending on the agenda, initially reserve rooms from 10:00-3:00 & then when the agenda is finalized & committee work times identified, rooms can be reserved for the precise time. Plan for 12 people in each room. No special set-up or AV is usually needed in the breakout rooms.
 - Reserve a room for 6-10 Chief Diversity & Equity Officers [CDEOs] to meet from 8:30-5:00 on the day before the IC meeting. Their room needs to have a computer, projector, screen. They will have a Zoom link for remote participants & may need IT help in connecting to it.
 - The Corrections Work Group meets during lunch on Day 1 of the IC meeting. There are about 12 in the group & they need a separate room to eat their lunch. They don't need a separate lunch set-up; they get their lunch when everyone else does & carries it to their meeting room.
2. **Equipment** for the meeting. The following equipment is needed:
 - In main meeting room & the room used by the Chief Diversity & Equity Officers, both rooms need a computer, projector, & screen for Powerpoint presentations.
 - Wireless Internet access for all.
 - At least two wireless mics in the main meeting room.
 - Most people use their phone or tablet, but for those who bring laptops [usually about a half dozen people], extension cords if outlets are not close.
 - Rectangle table & chair set a little aside from the main seating for minute-taker.
3. **Food Services & Restaurant Reservations.** The hosting college will make arrangements for a full breakfast buffet [8:00am], lunch buffet [noon], & afternoon refreshments on Day 1 & a full breakfast buffet on Day 2. The day before the IC meeting, the CDEOs need arrangements made for breakfast & lunch. The cost for meeting meals should not exceed the state per diem rate for the hosting area. Menu selections should be confirmed with Shannon Bell prior to placing order. The two breakfast & one lunch buffets for IC members can be set up in the main meeting room if space allows. If not, it can be set up in an adjoining room.
 - Evening before start of IC meeting: need a 6:00pm reservation for 8 Executive Committee members at a local restaurant
 - Nonsmoking restaurant preferred.
 - Shannon Bell will need the following information: name of restaurant, address, web address if they have one, & in whose name the reservation is being held. Shannon will provide executive committee members with the info.

- Day 1 & 2: 8:00am Breakfast
Sample menu: Coffee, assorted juices and water, scrambled eggs, quiche, or breakfast potatoes with bacon or sausage, fruit platter
- Day 1: Noon Lunch
Sample menu: Deli buffet with a couple salads OR fresh salads served with soups & breads, variety of sodas [mostly diet], ice teas or bottled water, dessert. There are 3 vegetarians & 1 vegan in the group.
- Day 1: 2:15 PM
Sample menu: Cheese & crackers or a veggie tray, ice tea &/or bottled water
- Day 1: 6:00pm reservation for 15 people at a local restaurant. This is not an organized business dinner; it is an opportunity to enjoy the local atmosphere & members pay for their own meal.
 - Nonsmoking restaurant preferred if possible.
 - Nice to have seating all together but not required. Tables for four are fine.
 - IC Chair will ask for a show of hands during the meeting – the number attending will be emailed to the hosting VP's assistant. Host college assistant calls restaurant to confirm & provides those attending with name & address of restaurant.
- Send the invoice for the food to Shannon Bell at sbell@sbctc.edu. The dinners are no host & are paid by the individuals choosing to attend. The caterer can invoice Shannon directly or the college can pay the caterer & then invoice Shannon for reimbursement.
- Shannon Bell will ask members for RSVP & any dietary restrictions & will forward the number expected to the hosting college contact at least a week before the meeting.



INSTRUCTION COMMISSION PREFERRED ROOM SET-UP

- 35 for table seating
- head table for 4
- minute-taker table for 1 next to head table
- guest seating for 10 in back of room