

Connecticut Society of Association Executives

★ Education – Event Hosts

Host a Meeting or Meeting Series

CSAE holds a variety of meetings every year and offer sites the opportunity to promote their facility by hosting an event. Every host opportunity includes:

- An eighth page ad in one issue of the *CSAE Source*
- Introduction to the attendees at the meeting.
- A three- to five-minute presentation to the attendees.
- Opportunity to distribute promotional materials at the meeting.
- Opportunity to host tours for attendees after the meeting.
- Opportunity for host staff to mingle with attendees during the social parts of every meeting. Registration included for all meetings except Executive Forums.

Annual Conference Site

The host facility provides meeting space the last Monday in October or the first Monday in November for one day including exhibit space for up to 50 exhibits and breakout space to run three concurrent workshops plus hall large enough to seat 150 theater style for the general session and business meeting. Host also sponsors either the lunch or the reception.

Professional Development and Networking Receptions

Five programs are offered annually. Each program is preceded by a CSAE Board meeting and are followed by a reception. The host facility provides:

- Meeting space for a board meeting of 11-15 with a light lunch, 1:00-3:00 p.m.
- Meeting space for 20-60 attendees, classroom, with water, pads and pens. Registration at 3:00 p.m. Program is 3:30 p.m. to 5:00 p.m.
- Reception for 20-60 people. Setting, food and beverage is host's choice. Held 5:00 to 6:00 p.m.

Hot Topic Presentation Series

Host one to three hot topic presentations. These sessions are held in the morning for one to four hours. The facility provides:

- Meeting space for 15-50 attendees, classroom style. Program lengths vary but begin no earlier than 8:00 a.m. and end no later than noon.
- Water, pads and pens.
- Continental breakfast.

Executive Forum Series

A meeting for association CEOs who are members of CSAE. These meetings are small and intimate. The host facility provides:

- Meeting space for one meeting each quarter.
- Meeting space for 8-20, conference set up, 7:45 to 9:30 a.m.
- Continental breakfast.

Annual Board Retreat

The CSAE Board meets the first or second Friday of December for a full day strategic planning session. The host facility provides:

- Meeting and work space for 15-20, hollow square. 8:00 a.m.-4:30 p.m.
- Continental breakfast, lunch and afternoon break.
- Four flip charts, markers. Pads and pens for attendees.

Event Host

Organization _____

Representative _____

Address _____

City _____

State/Zip _____

Phone _____

E-mail _____

Web _____

Host Opportunity

___ Annual Conference Site

___ Professional Development and Networking Receptions

___ Hot Topic Presentation Series

___ Executive Forum Series

___ Annual Board Retreat

Mail or fax your commitment to CSAE,
17 Rivendell Road, Marlborough, CT
06447-1260 or fax 860.228.1337. Call
the office at 860.228.1336 if you have
questions.