

*Midwest Regional Chapter
Society of Quality Assurance*



CHAPTER PROCEDURE

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| Title: | Sponsorship of the Midwest Regional Chapter of the Society of Quality Assurance |
| Date of Approval: | 23 March 2006 |

PURPOSE/SCOPE

To describe the levels of MWSQA sponsorship and the responsibilities of the MWSQA Chapter Meeting Hosts.

DEFINITIONS

Board of Directors (BoD): The governing body of the MWSQA.

PROCEDURE

RESPONSIBILITY

1. Companies wishing to help coordinate activities and/or underwrite expenses of the Midwest Regional Chapter, Society of Quality Assurance are invited to join the MWSQA as sponsors. A number of different commitment levels are available through direct or indirect (goods and services) contributions. The costs and benefits of each type of sponsorship are listed below:
 - 1.1 Titanium Sponsor MWSQA Chapter Meeting Host: Chapter Meeting Host
The company name is listed in meeting programs, meeting-specific as well as list of previous meeting hosts sections of the MWSQA website. This provides recognition by peers and/or potential customers.
 - 1.2 Platinum Sponsor \$1000 or more: Sponsor
The company name is listed in meeting programs, meeting-specific sections of our website and, when applicable, attributed to a sponsored portion of a MWSQA meeting. This provides recognition by peers and/or potential customers.

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| PROCEDURE | RESPONSIBILITY |
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| <p>1.3 Gold Sponsor \$500 - \$999: The company name is listed in meeting programs, meeting-specific sections of our website and, when applicable, attributed to a sponsored portion of a MWSQA meeting. This provides recognition by peers and/or potential customers.</p> | Sponsor |
| <p>1.4 Silver Sponsor \$200 - \$499: The company name is listed in meeting programs and meeting-specific sections of our website. This provides recognition by peers and/or potential customers.</p> | Sponsor |
| <p>1.5 Vendor \$250 (minimum): Opportunity to set up booth at a MWSQA Meeting. Given potential to find new customers and to have your company name listed as a Vendor within the meeting program.</p> | Chapter Meeting Host/Planning Committee/BoD |
| <p>2. The meeting hosts are responsible for signing any contracts with hotels, restaurants, entertainers, speakers, or other companies providing services for the meeting except those directly contracted with the MWSQA for the meeting.</p> | Chapter Meeting Host/Planning Committee/BoD |
| <p>3. Meeting hosts are responsible for acting as site contact for locating hotel and conference site, arranging social activities, and working with the Planning Committee to establish/determine the following prior to the meeting:</p> <ul style="list-style-type: none"> • Determine the dates and location of the event • Reserve the meeting facility • Determine the hotel room rates (reserve block of rooms) • Obtain price quotes for audio-visual charges • Obtain price quotes for food: lunch/dinner/breaks • Identify the person responsible for posters • Identify the person responsible for vendors • Supply travel/ground transportation information • Determine cancellation policy dates based on the date the chapter can cancel hotel rooms/meals with no charge • Arranging any social activities planned for the meeting • Facility coordination (space for vendors/posters/board mtg.) • Request permission to take photographs/video tape | Chapter Meeting Host/Planning Committee/BoD |

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PROCEDURE

RESPONSIBILITY

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| <ul style="list-style-type: none"> • Identify the person(s) responsible for manning the registration desk & attendee sign in duties • Meeting announcement (mailing) • Registration desk support • Meeting packet preparation for attendees • Message posting board • Preparation of certificates of attendance • Preparation of meeting survey | Chapter Meeting Host/Planning Committee/BoD |
| <p>4. The day of the meeting the local hosts are responsible for working with the Planning Committee members acting as site contact to assist in coordinating the following activities:</p> <ul style="list-style-type: none"> • Registration desk sign-in • Distribution of name badges • Distribution and collection of meeting surveys and transfer to the Planning Committee • Distribution of meeting packets • Message board availability • Distribution of certificates of attendance • Prepare announcements; meeting updates on activities | Chapter Meeting Host/Planning Committee |
| <p>5. The meeting hosts are responsible for providing the MWSQA Treasurer with either invoices for direct payment or invoices and receipts for reimbursement for meeting expenses.</p> | Chapter Meeting Host/Planning Committee |
| <p>6. The meeting hosts prepare and transfer meeting materials to the historical committee including:</p> <ul style="list-style-type: none"> • Program committee member list • Brochure/meeting packets • Registration sign-in sheets • Photos from the meeting | Chapter Meeting Host/Planning Committee |

Owner: Vice President