

Council of University of California Emeriti Associations (CUCEA)

Suggestions for Meeting Arrangements

Venue	Date	Status	Deadline?	Notes:
<u>Invite Chancellor, Executive Vice Chancellor or other campus representative</u>				to welcome CUCEA, and describe some of the current campus issues.
<u>Determine availability of campus funding</u>				
<u>Faculty Club or Conference Room</u> Make Room Reservations				
Determine Internet Access		available?		
Reserve Audio/Visual Equipment Screen Power Point set-up				Will this be necessary? Will this be necessary?
Arrange for telephone/speaker call-in capability				Important for Spring meetings, should UCOP reps prefer to call in, rather than attend.
Meeting Room Set-up One large table Chairs arranged around table Side table for refreshments & drinks				
Determine Menu & Number of Participants Continental Breakfast orange juice coffee/tea pastries		8:30 a.m.		
Luncheon/Buffer Coffe/Tea include Ice Tea		12 noon		
Afternoon cookies soft-drinks Coffee		1:30 p.m.		Bring in ~ 1:30; if later, folks may begin to leave
Determine Cost/person for meals and snack				
Handicap Parking				Explain availability and locations
<u>Meeting Materials</u> Make large "Tent" lettered name cards for table Make nametags for those attending Copy Agenda & any Printed materials Include List of CUCEA members (Provide a copy to EVC/Invited campus person) Notepads & Pencils				Should be printed on both sides of "Tent" for distribution at meeting
<u>Housing Information</u> Include Hotel name, phone, e-mail/web & rate			5 wks prior	Send to CUCEA Information Officer Information Officer will send this out

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	Status	Deadline?	Notes:
<u>Campus maps</u> Electronic (web site) Provide necessary detail			Information Officer will send this out Best entrance, parking, meeting room
<u>Campus telephone number</u> to be used in emergency			Information Officer will send this out
<u>Method to inform host campus of attendees</u> Provide form to return names of attendees Campus deadline		?	Information Officer will send this out AND name and\ e-mail address for late replies

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Budget format for Planning Purposes

	Number of Participants	Amount	Comments: _____
Room Rental		\$ -	
Room capacity			
Possible Attendance			
Est. # @ 2/campus from CUCEA	18		
Chair and/or Chair elect of CUCRA	2		
Est. # from UCOP	6		Fewer attend southern campus meetings
Retirement Center Directors	6		
	32		More likely 20 - 30 attendees
Host Campus possible attendees			
Continental Breakfast			
Per person	\$ -	\$ -	est
Lunch			
Per person	\$ -	\$ -	
Afternoon, drinks & cookies			
Per person	\$ -	\$ -	
		\$ -	
Tax or Service Charge ????	0.00%	\$ -	
		\$ -	
Food Service		\$ -	
Campus Parking Permits	\$ -	\$ -	
Room Rental		\$ -	
Estimated Total		\$ -	
Chancellor/EVC contribution		\$ -	