

## PROGRAM and VICE PROGRAM

### Function

The Program function ensures that relevant, high-quality programs are presented at each monthly PACT™ meeting and has responsibility for securing and managing the PACT™ meeting site. All activities related to the program function are the responsibility of the Program Chair and Vice Program Chair. The following sections describe this function in more detail.

### Program Committee

The Program Chair and Vice Program Chair rely on a committee to assist in carrying out their responsibilities. They will be responsible for recruiting committee members and for coordinating the committee's activities. The Program Chair and Vice Program Chair will meet with the Executive Committee prior to the start of the Program year to define expectations for the upcoming year. The Program Chair and Vice Program Chair responsibilities are:

### Program Chair Responsibilities

- Form Program Committee as needed and define committee duties & roles.
  - Coordinate and attend Program Committee meetings.
  - Continually monitor membership feedback concerning suggested program topics.
  - Board Meetings:
    - Gathers and completes speaker information and presents to the PACT™ Board for approval
  - At Monthly PACT™ Meetings:
    - Updates PACT™ members on Program activities as appropriate during the business meeting.
    - Greets the speaker when he/she arrives.
    - Shows the speaker where he/she will stand to give the presentation.
    - Helps the speaker as necessary (e.g. pass out presentation materials, etc.)
    - Introduces the speaker to the President prior to the start of the business meeting.
    - Introduces the speaker to PACT™ membership during the business meeting.
- Five Minute Features – “Opener”**
- Rationale: The goals with this addition to the end of the business meeting are:
  - Feature topics relate to the presentation and/or topics of interest to the membership
    - Hear from peers
    - Ask questions, raise issues, tap the wisdom of the group
    - Presentation takes place at the end of the business meeting, before

## PROGRAM

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- networking time. These will occur on an "as prepared" basis and may not be present at every monthly meeting.
  - No advertising -- strictly meant as an information exchange.
- **Topic Suggestions**
  - "Cool tools"
  - Something that works in the presenter's organization (but isn't excellence award caliber)
  - Review of an interesting book, Web site, newsletter, or magazine article
  - Conference highlights
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- After Monthly PACT™ Meetings:
  - Sends the speaker a thank you letter with a copy of the tabulated evaluation results.
  
  - Ensures that all check requests for meeting costs are promptly submitted to the treasurer for payment (e.g. speaker fees, room costs, etc.)

### Vice Program Chair Responsibilities

#### *Facility Arrangements*

- One-week prior to the meeting contact the facility and confirm the room set-up.
- Handles date confirmation and contract issues with meeting facility.
- Reviews invoices from the meeting facility. Resolves any billing issues.
- Request check for invoice payment. The invoice is received between the 10<sup>th</sup> and the 20<sup>th</sup> of the month. The terms are currently 10 days so the invoice must be processed ASAP.
- Check request is sent electronically to the President for approval. President then sends approval to Treasurer.
- Original invoice is sent via mail to the Treasurer.
- First Choice provides use of A/V equipment for no charge at each meeting.

First Choice Computer  
7600 W 27<sup>th</sup> St #225  
St. Louis Park, MN 55426  
952-975-9926

#### *Program Evaluations*

- Ensures adequate evaluations are copied and available for the meetings.
- Prior to the meeting, places evaluations on the tables. Collects the evaluations at the end of the meeting. This task may be delegated.
- Coordinates or delegates the tabulation and reporting of the Program evaluations. The tabulation is to be completed within one week of the monthly meeting and

## **PROGRAM**

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distributed via e-mail to the PACT™ Board.

- If a PACT™ member requests information on evaluations, only provide the numerical tally. The comment section is intended for use by the Chairs, Board, Program Committee and the speaker.

### ***Program Handouts***

- Ensures an adequate number of speaker handouts are copied for the presentation.
- Provide electronic copies to Communication Chair for web posting.

## **Program – Facility Information**

### ***Annual Lease Renewal Process***

- Timeline – Start lease renewal/contract review processes a minimum of six months before lease end date. Our current lease end date is 12/31/07.
- Request a new lease contract copy and distribute to Board for approval.
- Make sure the Account Manager that we work with knows who the monthly invoice/billing contact is in our PACT™ organization each year as our club officer roles/duties change.
- Program Chairs coordinate and oversee this entire process from start to contract signoff.

### ***Metropolitan/D’Amico Catering Contact Information***

Our contact/Account Manager at the Metropolitan is Patrick Fitzgerald.

Any monthly room setup, equipment and food needs and special requests go through Patrick. [pfitzgerald@damico.com](mailto:pfitzgerald@damico.com) or (763) 797-1900.

### ***Other Events During the Year requiring Facility Arrangements***

- Excellence Fair, August (breakout rooms, if required for multiple presentations)
- Volunteer Fair, October (table tops for the dance floor)
- Membership Luncheon, August (actual menu determined by Past President)

## **Program Committee**

The Program Committee is to be organized after the annual Volunteer Fair.

### ***Guidelines for the Program Committee are***

- Approximately 5-6 members.
- Be a mix of vendors and practitioners.
- Meet after the monthly meeting or virtually as needed.

## **PROGRAM**

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- Email can be used to communicate speaker and topic options and to determine recommendations to bring to the Board.
- Budget for programs has ranged. Generally, we do not pay a fee and negotiate based upon travel and expenses only. Exceptions need to be approved by the Board.
- Costs for speaker travel and expenses, handout copying and additional audiovisual supplies need to be considered when reviewing the available budget dollars for a program.
- At the first meeting, virtually or after a regular PACT meeting, orient the committee on the program selection process and set the expectations for their involvement in helping with speakers and topics.

### ***Historical payment options for speakers have been***

- No fee – donation to PACT™.
- \$100 donation to a charity of the speaker's choice.
- Travel fees plus room & board expenses.
- Local speakers – flat fee.
- PACT™ members – free to \$350.
- PACT™ will cover the expense of copying handouts.
- Plan out at least six months of programs at a time.
- Because of speaker cancellations, it would be wise to setup a backup speaker to cover either a quarter or six-month period. If the speaker does not present within the time they were asked to cover, they would then be booked to speak sometime within the six months following their cover time.

### **Volunteer Fair Flyer**

Coordinate creation of Volunteer Fair flyer with Vice President.

### **PACT™ Planner and Table Top Information**

Coordinate creation of PACT™ Planner and update tabletop information as needed.

### **Program Committee Volunteer Opportunities**

Contact People: Chair Name Phone#, email or Vice Chair Name Phone #, email

Program Committee Members: 4-6 people

- Selects the topics and speakers for the program based upon PACT™ guidelines, evaluation feedback, and the annual survey.
- Contacts 2-3 speakers with suggested program topics and months for a presentation to PACT™.
- Completes speaker checklist.

## **PROGRAM**

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Time commitment:

- 3-4 meetings after regular PACT™ meetings or communications via e-mail.
- 3-4 hours to complete each speaker checklist.
- 15-20 hours total.

# PROGRAM

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## Notes:

Topics should fall in the areas of:

- Technology
- Training
- Professional Development
- Management

Program topics should be balanced between these areas. PACT™ members have given two to three presentations a year. Panel presentations by members have been very well received.

Sources for programs includes:

- Prior industry conference speakers
- Other professional association meetings
- PACT™ Members
- Industry trend issues
- Suggestions from evaluation forms completed at the end of monthly meetings

## Workshops

Frequently, speakers will offer to provide a workshop along with their presentation. The Career Enhancement Chair manages workshops. The decision whether or not to move forward with a workshop will be separate from the presentation.

## PROGRAM

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### Program Communication Templates

#### *Speaker Contact Letter/Email*

(Date)

(Name)

(Address 1)

(Address 2)

(City, State and Zip Code)

Dear ,

The Professional Association for Computer Training, PACT™, is the largest nationally recognized organization with over 200 training professionals from the Twin Cities area including many Fortune 100 companies. We are a not-for profit organization that is devoted to increasing the quality of computer education.

We would like to invite you to speak at one of our monthly meetings in **(Year)** which are held on the 2<sup>nd</sup> Friday of each month. Our typical program is a business meeting from 8:30 - 9:15, networking from 9:15 - 9:30 and a presentation from 9:30 - 11:00.

I have enclosed the Speaker Information Sheet and the PACT™ Speaker Guidelines. If you are interested in presenting, please complete the Speaker Information Sheet and return it to me for consideration by the PACT™ Program Committee. The Program Committee will review all proposals and make recommendations to the PACT™ Board for approval.

I will be contacting you in the next couple of days to discuss this invitation. If you have questions please call me at **(Your phone number)**.

Sincerely,

(Your Name)

PACT™ Program Committee

## **PROGRAM**

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### ***Speaker Publicity/Information Sheet***

Title: \_\_\_\_\_

Proposed Date(s) of Presentation: \_\_\_\_\_

Speaker: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Presentation: (or attach)

Why your presentation would benefit our PACT™ Members: (or attach)

Professional Biography: (or attach)

## PROGRAM

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### ***Speaker Guidelines***

- Audience is a mix of vendors and practitioners whose focus is computer training whether it is classroom, web-based, etc.
- Meeting attendance averages 100-125 people.
- Make the presentation as generic as possible, so members become aware of the topic, not a specific company.
- Audience participation is recommended via meaningful exercises or discussion.
- Provide tools or information that can be applied to a variety of situations (large or small companies).
- Audience expects to have handouts. Electronic copy of presentation or handouts can be posted on the PACT website with speakers' permission.
- Minimal references to company-specific products or activities.
- No aggressive presentation of your company logo.
- Absolutely no sales pitches.
- Company-specific literature can be available on the information-sharing table, but not passed out as part of the presentation.
- Include information about other vendors offering similar products or services if the topic pertains to a product or service offered by relatively few vendors.

## PROGRAM

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### **Confirmation Letter/Email**

(Date)

(Name)

(Address 1)

(Address 2)

(City, State and Zip Code)

Dear ,

This letter confirms your acceptance of an invitation to speak for the Professional Association of Computer Training (PACT™). Please review the arrangements that have been made and confirm them by signing the bottom of this letter and return one copy to me by **(DATE)**.

Meeting Date:

Timeline: 8:30 – 9:15 Business Meeting

9:15 – 9:30 Networking

9:30 – 11:00 Presentation

Presenter:

Arrival Time: Please arrive by 8:30 am

Fee:

Audio/Visual needs: (Please Specify)

Room setup:

Handout Please have the handout to <Vice Program Chair email address> at least one week prior to your presentation.

PACT™ will write an article for our newsletter that is a summary of your presentation. Additionally, we would like to post a copy of your handout on the PACT™ website after the monthly meeting. Please indicate your agreement below and return a copy of this letter with your materials.

If you need to cancel or postpone this presentation, you may do so at no charge until six weeks before the scheduled date of the presentation. However, postponements or cancellations after that date may result in a cancellation fee of **\$500**.

If you have any questions or concerns, please contact me at **(Phone Number)**. We look forward to your presentation at PACT™.

Sincerely,

(Your Name)

PACT™ Program Committee

(Speaker's Name)

Date:

Approve posting of handout on website: \_\_\_\_\_ Yes \_\_\_\_\_ No

## PROGRAM

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### *Thank You Letter*

(Date)

(Name)

(Address 1)

(Address 2)

(City, State and Zip Code)

Dear ,

On behalf of the program committee of PACT™, I would like to express my appreciation to you for speaking at PACT™ in **(Month)**. I have enclosed with this letter a summary of the evaluations that were completed at the end of your presentation.

Thank you again **(Name)**.

Sincerely,

(Your name)

PACT™ Program Committee

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# PROGRAM

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## ***Speaker Checklist***

The following form is used to ensure the Program procurer on a timely basis completes activities. Please write the completion date when items are completed.

Title:

Date:

Speaker:

### ***After contacting the potential speaker and obtaining Board approval***

\_\_\_\_\_ Send a confirmation email/letter to the speaker confirming the following:

- Speaker
- Topic
- Fee
- Copy of Newsletter/link to web site
- A listing of the last 6 speakers and topics
- Speaker Publicity/Information Sheet
- Speaker Guidelines

### ***Four-Six months prior to the meeting***

\_\_\_\_\_ Send a completed copy of Speaker/Publicity information to Program Chairperson

\_\_\_\_\_ Provide a copy of the signed Confirmation letter to the Program Chairperson

### ***Two months prior to the meeting***

\_\_\_\_\_ Transportation and hotel arranged if necessary

### ***One month prior to the meeting***

\_\_\_\_\_ Program Chairperson provide the Newsletter Editor and Webmaster with article on the speaker (via e-mail, in MS Word format.)

\_\_\_\_\_ Speaker reconfirmed by phone

\_\_\_\_\_ Map to The Metropolitan either mailed or emailed to the speaker

\_\_\_\_\_ Speaker's equipment needs given to Vice Program Chair (check from following)

\_\_\_\_\_ Overhead

\_\_\_\_\_ Flip chart(s)

\_\_\_\_\_ Microphone (Lavalier or hand held?)

\_\_\_\_\_ Slide projector

\_\_\_\_\_ Projector

\_\_\_\_\_ Other (describe) \_\_\_\_\_

\_\_\_\_\_ Program Chair makes arrangements for payment of agreed upon fees and expenses.

\_\_\_\_\_ Thank you letter and copy of evaluation sent by Program Chair or Program Procurer

## **PROGRAM**

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### ***One week prior to the meeting***

\_\_\_\_\_ Speaker reconfirmed by phone and/or email. Verify any assistance required – e.g. ride to The Metropolitan, etc. Note: If the speaker is not local and arriving the night before the meeting, request that the speaker notify the program coordinator of their arrival.

\_\_\_\_\_ Speaker handout received by Vice Program Chair; copies made

\_\_\_\_\_ Write the speaker introduction, or arrange with the speaker's main contact to have a prepared introduction. Notify the President which individual will give the introduction.

### ***Day of the meeting***

Greet the Speaker and introduce them to the President.

Assist with any needed setup, distribution of materials, etc.

### ***Following the meeting***

- Send out the Speaker Thank You letter.
  - Send as normal letter - Nothing special –
  - Use PACT™ envelope.