

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS  
POLICY & PROCEDURES**

POLICY TITLE:	Regional Meeting Planning & Contracting
CLASSIFICATION:	Meetings
POLICY NUMBER:	03-01-MG
DEPARTMENT COORDINATOR:	Meetings
MOTION:	David Fear
SECONDED:	Beth Ashmore
DATE SUBMITTED (initial):	October 24, 2003
DATE APPROVED:	
AMENDED:	August 18, 2008
SUNSET DATE:	2012

**PURPOSE:** To ensure that all regional conferences are planned and executed in the most efficient and fiscally responsible manner.

**POLICY:** Contractual arrangements for regional meetings will be the responsibility of NAHU's professional meeting staff, utilizing the guidance and information provided by the Regional Vice President. Meeting content and execution will be the responsibility of the appropriate Regional Vice President.

**PROCEDURES:**

1. No later than December 1st of each year, the Regional Vice President shall submit to NAHU's Vice President of Meetings a completed Regional Meeting Request form (see attached). This form will provide the VP of Meetings with a tentative outline of date, location and venue of the Regional Meeting to be held in the fall of the following calendar year. It shall also contain an estimated headcount and a preliminary budget for the event.
2. Within sixty (60) days of receipt of a completed Regional Meeting Request, the VP of Meetings will provide the RVP with an analysis of proposals received and a recommendation of first and second best options.
3. The RVP will make and communicate final selection within thirty (30) days of receipt of proposal analysis, to allow for prompt ratification of appropriate contracts.
4. Contracts will be signed by NAHU's Executive Vice President or Chief Financial Officer, subject to P&P 92-11-EX (Binding Contracts). Once signed, all contracts for regional meetings will be subject to terms of P&P 00-01-MG (Changing National Meeting and Regional Meeting Sites).

**FINANCIAL IMPACT:** Positive, as NAHU will be better able to coordinate the negotiation and timing of regional meeting contracts, securing more favorable terms and eliminating schedule conflicts.