



Guidelines for hosting institutions: Directors' Meeting & Assemblée Générale

On behalf of the APUAF's administrative board, thank you for agreeing to host the upcoming Directors' Meeting and *Assemblée Générale*. Feel free to contact us if you have any questions.

Average number of participants at Directors' Meeting: 60-70 / Average number of participants at Assemblée Générale: 40-50

General budget guidelines:

Historically, the total budget for a Directors' Meeting and Assemblée Générale, including any additional activities, is 3000€-4000€.

The host should plan for a reasonable budget, one that he/she – along with the APUAF's administrative board (CA) – would feel comfortable defending to APUAF members if the situation should arise. Of course, the APUAF's accounting records are detailed and available to all APUAF members upon request. ***Please see the document entitled APUAF Spending Guidelines for further information.***

The APUAF president or treasurer can pay any vendors directly, or expenses (detailed bills or receipts) can be submitted to the APUAF treasurer for reimbursement at any time in preparation for the event(s), provided that these expenses fall within the budget.

Timeline	Checklist	Who does it ?
12 months before (March)	Set dates: Evening activity (Thursday) if applicable + 1 full day (Friday) for Directors' Meeting + ½ day (Saturday morning) for Assemblée Générale. As per APUAF bylaws, must be in March.	APUAF board, in consultation with members during AG
12 months before (March)	Establish venue.	APUAF board
10 months before (May)	Post dates and location on APUAF web site.	APUAF technology manager
10 months before (May)	Form an organizing committee, made up of representatives of APUAF member institutions. Establish theme/rough agenda.	Host, in consultation with APUAF event coordinator
10 months before (May)	Establish approximate budget (guest speakers ¹ , snacks/beverages for breaks, lunch, cocktail reception, photocopies/support materials, etc.)	Host, in consultation with APUAF treasurer
9 months before (June)	Approval of agenda and budget.	APUAF board
6-9 months before (June-September)	Confirm availability of speakers/presenters. Establish final agenda and final budget.	Host

¹ **Note:** APUAF does not currently have the capacity to establish employment contracts for guest speakers or other vendors. The APUAF can, however, pay a bill (facture) furnished by the guest speaker, vendor, etc.; a SIRET must appear on the bill.

5 months before (September)	Book Thursday evening activity (if applicable) and Friday lunch venues/caterer (if applicable). If no lunch is planned, collect restaurant suggestions and contact information to be distributed to members.	Host
5 months before (September)	Determine cost of participation for members and for non-members.	APUAF board, in consultation with Host
3 months before (January)	Send brief agenda (and hotel recommendations to APUAF members via newsletter. Create sign-up form, provide payment information and open sign-ups.	APUAF board, in consultation with Host
3 months before (January)	Book caterer for coffee breaks, etc.	Host
1 month + 1 week before (at the latest) (February)	Send detailed RD meeting agenda and official convocation for AG with meeting agenda.	APUAF secretary, in consultation with Host
2-3 weeks before (February)	Deadline for sign-ups. Collect payment if applicable.	APUAF treasurer
2-3 weeks before (February)	Compile participant list for each event. Cross check with APUAF member list. Create printable list to distribute to all participants at the event.	APUAF secretary
2 weeks before	Gather participant name tags, create new tags if applicable.	Host, in consultation with APUAF board
Event day	Welcome members and guest speakers, provide general support.	Host, APUAF board
Event day	Open the event with a brief welcome announcement.	Host, APUAF president
1 week after	Request electronic documentation from speakers and submit for posting on APUAF website in secure members only section	Host, technology manager
1 week after	Send thank you notes.	APUAF board or organizing committee