

## **WEFMAX Q&A**

### **What to keep in mind when Selecting a Host City.**

In choosing a city – look for a city near an airport (no more than 30-minutes away from the hotel) to avoid the need for the attendees to rent a car.

### **Selecting a Hotel/Facility**

- Look to keep the Hotel cost below \$225 US per night
- Check to see if the hotel offers airport shuttle service, if not what are the transportation options available (taxi, uber, lift, other)
- If the hotel has steps at the front entrance, check to see if there is a ramp for attendees for those who cannot do steps
- The hotel must be a “smoke free” facility
- What are the parking facilities and fees; keep in mind locals may not be staying at the hotel will need to know parking options
- Check the local city activities to be sure the facility is not located in the path of a large festival, marathon run or another large local event.

### **What Type of Food/Beverage for the Wednesday Afternoon Events?**

Provide water station.

### **What Type of Food should be Chosen for the Wednesday Icebreaker Social**

Host will look to provide fun, offer ongoing networking opportunities, adding in a fun team activity and make for an evening that is more of a reception, and not confining in conversation as a dinner setting would offer. Plan for light food, some tables (include some sit down and some small standing tables) and a cash bar with bartender.

### **What Type of Food should be Chosen for the Breakfast and Lunch Menu?**

Breakfast should be continental style offering an assortment from the following options: bagels, Danish/muffins, hard boiled eggs, yogurt, cereal, fresh fruit, coffee, and tea (regular and decaf), juice and sorted sodas/diet sodas. If we need to meet the minimum food order, then upgrade the breakfast to hot foods. At the morning break, ask the facility staff to refresh the room and replenish beverages only. Lunch should offer a diverse menu option to include non-meat items and dessert. Include iced tea/assorted sodas/water. If we have met the food minimum, then look to moving the lunch dessert to the afternoon break.

### **What Type of Food should be Chosen for the Thursday Social**

The host will look to provide fun, offer ongoing networking opportunities and plan for an evening that is more of a dinner setting. Plan for the individual to order/purchase their own drinks. Make sure all attendee dietary restrictions are observed and met.

### **What is the WEF Policy on Alcohol?**

WEF has a Cash Bar policy for social events at WEFMAX meetings. This decision was made in 2003 to reduce liability exposure for MAs and WEF. The facility must provide the bartender and

should not be served by WEF Staff, or a WEF volunteer. The MA Host is welcome to offer a cash bar or host may choose to sponsor the bar. The MA Host may provide a specific number of drink tickets and then attendees would pay cash for any additional drinks. The host may also prefer to offer an open bar for a set time and after that the attendee would be required to pay in cash/credit card/or charge to their room. We encourage attendees to drink responsibly, so be sure there are options for those that may need a ride back to the hotel.

### **What is the WEF Policy on Cruise/Boat venues?**

As the MA Host contracts out with the cruise vendor, the MA would need to look at what their policies cover. It is much better to transfer risk contractually to the cruise operator/vendor (the indemnification clause is important) and to have the MA be listed as an Additional Insured on the vendor's watercraft liability policy.

WEF would look at the contract and see if we could successfully negotiate the transfer of risk. We would not want WEF or the MA to be on the hook for responsibility if there were a drowning if someone fell off the boat, if someone fell onboard and broke a bone, if there were a fire on the boat, etc. If the vendor would not accept full liability, we probably should not do it.

Also, they may have some sort of waiver for customers who board the ship to sign, a waiver that says the customer is assuming full risk during the cruise, and that the customer would not hold the vendor responsible for certain actions, such as if they fall. The MA Host and WEF would need to look at any sort of waiver, to see if the customer would then want to hold WEF or the MA responsible if they can't hold the cruise line responsible.

MA Host should look at their General Liability and Umbrella policies which would cover injury or property damage. There may be restrictions based on the length of the vessel.

### **Things to keep in mind...**

- Contract with a vendor who is responsible for serving the alcohol and to ensure all local, state, provincial and federal laws are followed.
- In no circumstance should a WEF Staff or MA volunteer be in a position to serve alcohol or purchase alcohol for the purpose of distribution.
- Taxi/Uber/Lift service or other alternative transportation should be available and communicated to attendees
- The Wednesday event should be limited to a certain set period not to exceed 2 hours
- The Thursday event should be limited to a certain set period not to exceed 4 hours
- Attendees should be reminded that they should drink responsibly and exercise good judgment