



## **HOST RESPONSIBILITIES 2.5 DAY PHARMACEUTICAL & MEDICAL DEVICE LABELING COMMITTEE MEETING**

**Night of Arrival-** A small welcome reception may be scheduled the evening of arrival. Dinner is normally the responsibility of the individual member. The host may provide a hospitality room/suite from 7 pm to midnight for the host's employees and committee members to socialize with each other upon their arrival. The host may provide drinks and snacks.

**Day 1-** The host provides a meeting room from approximately 8am to 5pm, breakfast, lunch and an evening cocktail party and dinner. Refreshments are served for both the morning and afternoon meeting breaks. Representatives from the host company are welcome to attend the luncheon and dinner. The meeting room should be equipped with a PC linkup and display and should minimally seat 45 people. A U-shaped table seating arrangement is the preferred meeting setup for optimum viewing and participation by members. Name tags and table tent name cards are appreciated. A hospitality room or other social opportunity is normally available at the hotel from after dinner to midnight.

**Day 2-** The host normally provides a breakfast and lunch. The day begins by closure of P&MDLC business (final presentation). If no final business closure is required, the host company's role may begin first thing in the morning. Host companies may give a presentation or facilitate a discussion which is usually followed by a tour of the host company's facility. The type of presentation would be your choice. Following the presentation/tour, there is a lunch of some type and then the departure of the committee members. It is generally appreciated if activities are scheduled to wrap up early enough in the afternoon to allow committee members to catch late afternoon flights. Variations from this schedule may include a buffet breakfast and additional presentation at the meeting location (P&MDLC or Host) or presentation at the host's facility.

**Accommodations & Logistics** - The host company arranges for a block of rooms for each of the Pharmaceutical & Medical Device Labeling Committee members and any representatives from their companies. Blocks of rooms should be made anticipating approximately 25-40 people in attendance. Each committee member is responsible for making their own reservations and for paying for their room. Transportation to and from the meeting is the normally the committee members' responsibility.

The host is expected to provide driving directions and approximate time:

- 1) From the airport to the hotel
- 2) From the hotel to their facility, or other off-site meeting places and dinner locations;
- 3) From their facility to the airport.

**Optional:** A group photo (P&MDLC and host) may be taken at an appropriate time and sent to all participants. Any other ideas or suggestions by the host company are welcome by the committee for review.

I hope this outline gives you an idea of what is expected by the host company. Once you have had a chance to review the information, contact me if there are any questions.

Sincerely,

Chris Mastroly  
Meeting Coordinator, Pharmaceutical & Medical Device Labeling  
Committee Institute of Packaging Professionals

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