

AFE Meeting Guidelines

Thank you for your participation in our monthly meeting and support of AFE Twin Cities Chapter 13. Listed below are a few guidelines to help your organization prepare for the upcoming meeting. Please complete this form and email it along with any other supporting documentation to Joe Ryan at contact@afetwincities.org 5 weeks prior to the scheduled meeting date. Should you have any questions, please do not hesitate to contact us.

Meeting Date

Sponsoring Company Name(s)

Primary Contact

Phone Number

Email Address

Website(s)

Suggested schedule of activities:

5:00pm Registration

5:15pm Tour

6:00pm Dinner & Cocktails

6:30pm Presentation with Q&A

7:15pm AFE Business Meeting

7:30pm Close

Is there a convenient registration location for the attendees?

What is the name of the facility or plant that will be toured and where is it located?

What will the tour be focusing on?

What is the name of the presentation, who are the presenters, and what are the main points of interest?

Where will the presentation be conducted?

Meal Description (Is there a meal choice?)

Parking Instructions

Does the sponsoring company have a one or two page flyer/brochure to place in AFE's monthly newsletter? Electronic format is best, however, a hard copy version can be provided. Electronic versions should be emailed to contact@afetwincities.org. Hard copy versions should be mailed to the address below.

Continuing Education Units (CEU's)

In order for the tour and presentation to qualify for CEU's, a general description of the tour, a detailed outline of the presentation, and a brief bio of the presenter needs to be provided to Joe Ryan at contact@afetwincities.org 4 weeks prior to the event. Website content or preprinted literature is also acceptable providing it has an adequate description of the educational activity.