



MEETING PROFESSIONALS INTERNATIONAL

**CALL FOR MODERATORS –
MPI ROUND TABLE DISCUSSION
& Board Elections**

Thursday, March 11, 2010

Fairmont Château Laurier
1 Rideau Street, Ottawa

MPI Round Table Discussion has proven to be a successful forum for intimate discussion on industry topics. Each of the 10-12 tables will be set for 8-10 people and will be led by an industry specialist on a relevant topic over the luncheon. A note-taker may be assigned to each table to prepare a summary of the discussion for posting on the MPI – Ottawa Chapter website.

This Call for Moderators will provide MPI members first opportunity to host a table. Non-MPI members will be approached as Moderators to fill the remainder of the tables. While we do not pay moderators, we do offer a complimentary lunch and the opportunity to network.

You may learn more about MPI – Ottawa Chapter by visiting <http://www.mpiottawa.ca/>. Promotion of this event will list all moderators and their affiliation in the newsletter and/or on the website.

PROGRAM FORMAT

Registration & Networking 11:00 a.m. - 11:55 a.m.
Seating 11:55 a.m. – 12:00 p.m.
Welcome, Sponsor speeches & Introductions 12:00 – 12:10 p.m.
Topic discussion 12:10 p.m. - 1:00 p.m.
Luncheon Announcements & Board Elections 1:00 p.m.
Adjournment 1:30 p.m.

TARGET AUDIENCE:

Junior, Intermediate and Senior Meeting Planners (Government, Association, Independent) and Industry Suppliers (Managers)

Please complete the following:

1. ROUNDTABLE TOPIC and/or TITLE:

2. MODERATOR INFO

Name:
Organization Name:
Full mailing address:

E-mail address:
Phone number and fax number:
Website:
Organization description:

3. TOPIC DESCRIPTION

(Three lines which could be inserted into the program/website)

4. TOPIC OUTCOME

(A description of what the participants may learn, take away with them, etc)

5. MODERATOR BIO

(Highlights)

6. Please indicate if you are a MPI member: Yes ____ No ____

Please return your completed form to Alanna McDonell, Algonquin College by fax: (613) 727-7778 or by e-mail to mcdonea@algonquincollege.com .



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The completed form will be reviewed for applicability to MPI and the Ottawa Chapter members. We thank you for taking the time to complete the form and will be in touch with you shortly. If you require any further information, please do not hesitate to contact Alanna McDonnell at (613) 727-4723 ext. 7140.

NOTE: Direct sales pitch not permitted. Two 6' tables will be provided and shared by all moderators who wish to display brochures.