

Society of Government Meeting Professionals (SGMP)

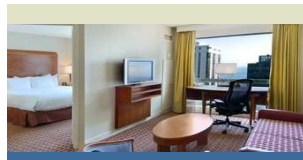
SGMP Chicago Chapter Newsletter



February 2012 Issue 6



Eugene Walker is the Sales Manager at the **Hilton Suites Chicago/Magnificent Mile** which features over 10,000 square feet of flexible meeting space to accommodate conferences, seminars, parties, weddings and any other special events for groups of up to 400 people. Amenities include: Full Service On-Site Audio Visual, Wired and Wireless Internet Access, Delicious Menus and Customary Room Sets and Friendly & Experienced Catering and Banquets Team. The hotel features an indoor heated pool, a sauna, a rooftop fitness center and a business center with audio and visual equipment. Additionally, all rooms at the Hilton Suites Chicago are equipped with a wide selection of modern amenities, including a television, microwave, clock-radio with MP3 connection, sofa bed and refrigerator. Guests also have access to a selection of complimentary in-room services and amenities, including a coffee-maker and luxury bathroom products. In addition, a work desk and chair are provided for the convenience of those in the city on business. All accommodations are air-conditioned, nonsmoking and offer a spacious living room area for families. Rooms for guests with special requirements or disabilities are available on request and include facilities such as non-allergenic pillows and wheelchair access.



Mark Your Calendar:

February 15, 2012— Hilton Suites Chicago Mag Mile—**Eugene Walker**

March 21, 2012—Silent Auction at the Marriott Mag Mile—**Willie Clay**

April 20, 2012— Holiday Inn, 200 East Rand Road, Mount Prospect, IL—**Sheryl Troop**

May 16-18, 2012—NEC in New Orleans, La.

May 23, 2012 - TBA

June 20, 2012— TBA

July and August— Summer Hiatus

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From the Desk of the President by Sandra Bennett

Some things never change, which includes the annual National Education Conference (NEC) sponsored by National. It is the biggest annual event in the government meetings industry and it is where government professionals from across the country come together for one-stop and non-stop education, resources and networking.

There were nearly 1,000 attendees at the 2011 NEC, and the exhibit hall was sold-out. This year's NEC is really special because it represents our 30th National Education Conference anniversary.

We are proud to have New Orleans as the host for this year's annual conference and are looking forward to yet another successful event.

In recognition of this special anniversary and of our host city's rich culinary heritage, SGMP is providing all NEC attendees with a complimentary cookbook compiled with favorite recipes submitted by our members and staff. Registration for exhibitors will open on November 1, 2011, and for all other attendees on January 27, 2012. *Please go to page 4 to get the 30 reasons why you should attend the 2012 NEC.*

Get Connected to Government Meetings, Plug Into SGMP in New Orleans May 16-18, 2012.



The 2011-2012 SGMP Chicago Board

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Getting Ready for New Orleans... But Remember This Too!

by Ethel Crisp, CMP

The Chicago Chapter is so excited that our 30th annual conference will be held in New Orleans and hosted by the Louisiana SGMP Chapter.



New Orleans is one of the world's most fascinating cities. Can you imagine all of the fun, education, and networking

that you will experience...**yahoo!** The anticipated attendance is for 1,000 government meeting professionals to be involved in this industry-leading event...

wow! So now is the time for you to get ready for New Orleans and to make your reservation at the **Hilton New Orleans**

Riverside Hotel, Two Poydras Street, at 504-561-0500. With all of the great activities planned at the hotel, you want to make sure that rooms are still available for you to stay at the host hotel—

awesome! Please be informed that the hotel requires a one-night payment in advance when you make your reservations. **This means that your credit card will be charged immediately for the one night.**

For federal government planners, we are recommending that you use your own personal credit card and NOT the government credit card if you make your reservation early. The conference dates are May 16-18 and your travel dates will probably be May 15 and May 19. By using the government credit card early, this may be construed as an unauthorized payment since you will receive a credit card bill before you have even left for the conference. **Please check with your agency's travel policies about this before you make the hotel reservation.**

We look forward to seeing all of you in the Crescent City that gets things done!

January Membership Status by Sandra Bennett

SGMP's ratio membership **increased by 23 this month—A FOURTH CONSECUTIVE MONTHLY GAIN!!!** This month, a total of 27 new government planner members joined at the special \$30 rate—123 have now joined at that rate since October 2011. **The \$30 offer continues through the end of March.** SGMP's planner ratio **increased**—for the first time in years, if not ever—to the 53.8% mark. The grand total number of members surpassed the 3,600 mark for the first time since last May. The membership status for **SGMP Chicago Chapter** effective December 31, 2011 is as follows: Total Membership – 64 members: 31 Planners and 34 Suppliers which gives us a planner ratio of 47.7% which continues to be below the **50% ratio** that is required. Therefore, the membership freeze will be extended by another month since the requirement is that you meet the 50% ratio for three consecutive months. before it can be lifted. Additionally, while we are under the freeze, for each supplier who joins our Chapter, 2 planners must join at the same time.

Our next Outreach Activity; A visit to Ronald McDonald House located on 5444 South Drexel Avenue Chicago (773) 324-5437

March 30, April 16 and April 30

The mission of Ronald McDonald House Charities of Chicagoland and Northwest Indiana is to improve the health, well-being and education of children through our three core programs:



About the Speaker:

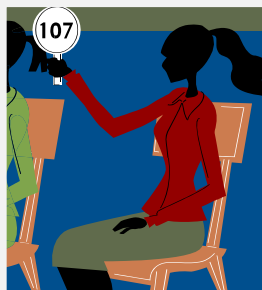
Jim Straus, Director, SGMP Board, has for the past five years been the Senior Sales Manager with the Westin Chicago North Shore. He has just celebrated my 30th year in the hospitality industry. He has always handled special markets which means anything that isn't corporate or National Association . Jim just recently made a decision not to retire this year “due to his love of the job and having little interest in staying home and watching his hair fall out”.



***Annual Silent Auction and Trade Show at the
Chicago Marriott Downtown Magnificent Mile's
Wednesday, March 21, 2012
5:50 p.m. to 7 p.m.***



This This unique occasion provides suppliers/planners with the opportunity to highlight their individual property at the Silent Auction and Tradeshow. Additionally, suppliers and planners can contribute items (such as overnight stays, dinners, brunches, gift baskets, T-shirts, Artwork and etcetera) to raise money for a CGMP chapter scholarship, monetary donations to charitable organizations, as well as other chapter expenses, which includes our educational programming for monthly chapter meetings and chapter scholarships to the NEC. We count on your support to make this year's "Silent Auction" better than ever. Please respond early, so that you will be recognized. ***Please send your donations to Vernon R. Spears, US Department of Labor, OASAM/RASO, 230 S. Dearborn Street, Suite 1086, Chicago, IL 60604.***



Donna Karl, CMP, Vice President of Client Relations, New Orleans Convention and Visitors Bureau will speak at **February 15th chapter meeting** to promote the NEC in New Orleans May 16-19, 2012 at the beautiful Hilton Riverside Hotel.



Here are 30 Reasons Why You Should Attend the 30th Year Anniversary NEC in New Orleans

“Come on Yawl and Have a Ball”



Great Hotel

The People

Jazz

Architecture

The Expo

Anniversary Cookbook

The Food

Education

Restaurants and Cuisine

Riverside Cruises

Resources

Festivals

Shopping

Networking

Sports

Mardi Gras/Carnival

Music

Museums

French Quarter

Night Life

History and Heritage

Street Cars Rides

Harrah’s

Recreation and Outdoors

Bourbon Street

Rich Culture

Markets and Bazzars



***FINAL DISCUSSION on the CODE OF ETHICS — PART VI:
by Rose Mosley***

Employment Restrictions on the Former Government Employees:



A U.S. government employee inquires about job openings at a company that does business with the government employee's agency. The **key** issue in this example is whether or not the U.S. government employee has recused himself or herself from matters involving the company with which the government employee is seeking employment.

The Federal government, and many states, have so-called "**revolving door**" laws that restrict the activities of certain employees when they leave government employment. The intention of these laws is to prevent former government employees from using their previous position to benefit themselves or others. In some cases, the employment restrictions on the former government employee are in place for the life of the employee. In other instances, the employee will have no restrictions. Companies that hire government employees need to be aware of the "revolving door" laws that apply to candidates. When in doubt, consult with the legal department or human resources.



There are many other situations where an employee risks creating an actual or perceived conflict of interest, where a reasonable person might conclude that the employee has a divided loyalty:

- A manager hires a family member for a key position
- A family member functionally reports to another family member in the same department
- An employee selects a supplier in which the employee has an ownership interest
- An employee takes a second job working for a competitor
- An employee uses the employer's proprietary information for his or her own business venture



While the above examples are not all-inclusive, they demonstrate the wide range of situations employees and companies face. Steering clear of conflicts of interest helps ensure fair treatment to all stakeholders of the organization.

The above excerpts in Part 2 are from an article written by Brian Sears. Brian Sears is Director, Ethics Awareness, for Lockheed Martin Corporation.

SGMP's Core Competencies of Education

As you already know, ***SGMP's Educational Programs are based upon seven core competencies of government meeting planning.*** These core competencies are general meeting planning, facilities and services, financial and contract management, meeting logistics, technology, leadership and ethics. More detailed topics under these core competencies can be found at: www.sgmp.org/chapterboard/. **Our chapter holds monthly meetings where education is always the key element. The educational programs that were presented thus far this fiscal year are as follows:**

| <i>Month</i> | <i>Topic</i> | <i>Speaker (s)</i> |
|---------------------|---|---------------------------|
| September 2011 | Code of Ethics | Rose Mosley |
| October 2011 | SGMP Bingo | SGMP Past Presidents |
| November | Tips on How to Avoid Problems with PowerPoint Presentations | Sandra Bennett |
| January 18, 2012 | You Want to Meet Where! Unique Meeting Venues | Ethel Crisp, CMP |
| February 15, 2012 | Working with the Military | Jim Straus |
| March 2012 | Silent Auction– Marriott Mag Mile | |
| April 20, 2012 | | TBA |
| May 16-18, 2012 | National Education Conference in New Orleans | |
| May 23, 2012 | | TBA |
| June 2012 | Managing Your Inbox and Your Sent Box | Janice Murphy-Hill |

Attending chapter education programs provides members the opportunity for the highest quality training in the government meeting profession. Therefore, effective in January, the above programs as well as future programs will be posted to our website, www.sgmpchicago.org. It is still not too late for you to volunteer to present one of our Educational Program at our Chapter Meetings in February, April or May.

Sign up now and play a major role in the Chicago Chapter of SGMP!!! Contact Jackie Levine at (312) 768-4874 or Jackie.levine@whitelodging.com.

This month's continuing education article by Ted Miller, CHME, CHSP, CGTP, Starwood Hotels and Resorts, is as follows:



New ADA Rules Regarding Registration, Accessible Rooms and Transportation

The rules pertaining to the Americans with Disabilities Act that went into effect in 1990 are being updated. In most instances every building owner or conference organizer has been aware of their basic responsibilities and both have relied on each other to make sure they are compliant. As these new refinements in the standards go into effect in 2012 there is one important piece of information you always remember – Know Your Group.

Registration materials for an event should always have an area where a person's specific needs can be identified. One of the most common terms still used is have an area where you ask those who will attend "Do You Require Accommodation?" If someone has a specific need they will then be required to advise you as to the degree of accommodation they require. Make a point and be proactive with this individual and speak to them on the phone. Discuss the event, the venue where it will be held and how the individual plans on arriving at your event. Make a point to flag their registration information so that when they arrive you can personally walk them to perhaps a seating required they need and make sure it meets their needs. This extra step can serve to eliminate any issue by using personal care.

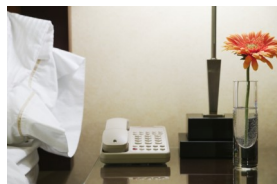
However, something that we may all have taken for granted is now being elevated in the revised regulations and that is the accessible guest room. It was generally thought that hotels sold these rooms at the end as they were not generally the most desirable as areas such as the bathroom are configured differently. Now the revised requirements make a hotel specifically hold these rooms for a guest requiring this type of accommodation. Where you and your hotel partner need to be very clear in your communications is that when you identify an attendee who will require these accommodations, you specifically must have the hotel hold those rooms for these guests. You will both need to be aware of the number of accessible rooms and the number of potential attendee requiring them.

Where you and the hotels do get relief is when it comes to using a housing company or the Convention Bureau in booking your attendees into hotel rooms. In this case as a third party is involved you are not held to quite the same standard, but none the less you must be proactive in dealing with this potential need. Make sure that you add this type of accommodation to your housing materials so that you can show this type of accommodation is available. You will both need to be aware of the number of accessible rooms per hotel and have a running inventory of those rooms available until your arrival date.

In certain instances you may need to revise the transportation options so this individual can fully participate in the event. This goes back to a common point of our industry, know your group and know your members. If you have further questions concerning this new regulation contact the US



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We're on the Web.
Visit us at :

www.sgmpchicago.org



*About SGMP National: **Mission & Objectives***



Our mission is to enhance the knowledge and expertise of government meeting professionals. Our objectives are to improve the quality of, and promote the cost-effectiveness of, government meetings. SGMP is the only national organization in the U.S. dedicated exclusively to government meetings. SGMP delivers our membership value of education, resources and networking to nearly 4,000 members and through 32 chapters nationwide. *Get connected* to government meetings — *plug into* SGMP.

SGMP which was started in 1982 has entered its 30th year as the only national organization dedicated solely to government meetings! I invite you to connect to SGMP by reviewing our web site and discovering the benefits we offer through unparalleled education, networking and resources.

Therefore, we will commemorate this milestone at

SGMP Chicago Committees:

Go to www.sgmpchicago.org for more information

Membership:

Phyllis M. Hartford—Board Liaison

Program and Education:

Jackie Levine & Ethel Crisp—Board Liaisons

Holiday Party & Charity:

Demetra Collins—Chair

Phyllis Hartford—Board Liaison

Silent Auction:

Vernon Spears—Board Liaison

Community Service:

Willie Mae Jordan—Chair

Scholarships Committee:

Sandra T. Bennett—Board Liaison

Honors and Awards Committee:

Newsletter and Website

Committees:

Sandra T. Bennett—Board Liaison

Meeting Policies:

Meeting Policies: Any guest attending an SGMP meeting and is a prospective member may attend meetings as follows:

First Meeting: No charge

Second Meeting:

Planners: \$10.00

Suppliers: \$25.00

Third Meeting: an application must be completed with the appropriate dues.

All other guests—\$20.00

Membership Report:

ship Ratio as of 01/31/12: **47.7%**

Government Planner: 31

Contract Planner: 0

Other Members: 3

Suppliers: 34

Total: 64

Membership Fees:

Government Planner: \$55.00

Contract Planner: \$140.00

Supplier: \$350.00

Education/Student/Retiree: \$25.00



Member-

