



## Regional Forum Host Opportunity

### Event Description

In response to requests for additional networking opportunities, the NAPCP offers regional forums. These one-day education and networking events are end-user hosted and provider sponsored. Regional forums establish and foster meaningful relationships between card and payment professionals by geography. The agenda typically includes roundtable discussion groups and a networking lunch. Educational presentations by end-user organizations and the NAPCP cover Commercial Card and Payment best practices, case studies and practical "how-to" advice.

There is a \$69 fee for members to attend and an \$99 fee for non-members. We do limit industry providers to one attendee per provider organization to ensure the forum remains end-user focused.

### The Host Opportunity

End-user organizations that are currently managing a Commercial Card and Payments program or plan to implement one are eligible to host a regional forum. Hosts must be located in a major metropolitan area with easy access for both ground and air travel. Hosting a regional forum will help expand the professional networking circle in your geographic area and communicate your support of the NAPCP. The forum host will earn one point towards CPCP certification.

Prior to the forum, the host:

- works with the NAPCP to determine the forum date
- provides meeting space for a minimum of 40 people; 60+ is ideal
- provides administrative assistance for handouts (optional)
- provides audiovisual equipment (optional)
- helps coordinate catering (optional)
- helps promote the event (optional)

During the forum, the host:

- welcomes attendees, address housekeeping issues and typically delivers a brief overview of their organization and P-Card program (optional)
- facilitates a roundtable discussion (optional)

The NAPCP:

- secures a forum sponsor
- secures speakers\*
- provides information on [www.napcp.org/events](http://www.napcp.org/events) regarding the forum
- promotes the forum
- coordinates event registration
- communicates event agenda and logistics to attendees and speakers

\*If you would like to be considered for the end-user speaker role, please complete the Subject Matter Speaking Proposal Form found on our website at: [www.napcp.org/speakingops](http://www.napcp.org/speakingops)

In addition to providing regional forums throughout the United States, the NAPCP is interested in providing international regional forums in: Vancouver, Toronto, London, Brussels, Sydney, Hong Kong, Buenos Aires, Mexico City, Singapore and South Africa. If you have facilities in those locations and are interested in participating, please contact us.

Contact Rachel Porter via email at [Rachel.Porter@napcp.org](mailto:Rachel.Porter@napcp.org) or phone at (952) 546-1880 ext. 7 for more information on hosting a regional forum. Visit our website at [www.napcp.org/events](http://www.napcp.org/events) for upcoming forums.