

Core Responsibilities of an FAC Host

1. Scheduling & Institutional Coordination

- *Secure a date in the middle of the month, absent major campus events
- *Secure a room large enough to seat 39 FAC members in a C formation
- *Secure seven additional spaces for Caucus and Working Group meetings
- *Secure speakers for the first hour of the meeting, known as the “host program”
- *Confirm institutional support, including funding for breakfast and lunch

Note: coordination early allows for day-of logistics to run smoothly

2. Lodging Arrangements

- *Secure “Hotel Blocks” under FAC with nearby hotels with good “state rates”
- *Create “Welcome Packet” with hotel information including hotel name, address, phone number, website, block rate with access word and cutoff date

Note: avoid hotels that require a credit card for hotel blocks. It’s not necessary

3. Transportation & Directions

- *Provide the exact GPS coordinates of the host campus in the “Welcome Packet”
- *Provide directions to hotel, Thursday dinner, and campus in “Welcome Packet”
- *Prepare directions for thursday night dinner and hotel
- *Provide parking instructions for Friday’s campus
- *Arrange transportation for FAC members transporting in from long distances

4. Thursday Dinner Planning

- *Choose a reasonably priced restaurant that caters to groups for Thursday Dinner
- *Location should be near the hotel as opposed to the host campus
- *Reserve at least 2-3 weeks in advance and IF they are able to split checks
- *Check with Vice-Chair on number of individuals attending Thursday dinner
- *Dinner should be scheduled between 6PM-7PM Thursday night
- *Campus guests and family of FAC members are invited to attend

5. Meeting Space Setup

- *Be sure there are signs directing FAC members from parking to meeting room
- *Secure a room large enough to seat 39 FAC members in a C formation
- *Ensure the room has wifi access, electrical outlets, power strips
- *Consider a separate space for lunch that is close to the main room
- *Secure a podium for speakers at the front of the C shape

6. Food & Hospitality

- *FAC hosts provide a continental breakfast of coffee, juice, hot tea pastries, fruit,
- *FAC hosts provide a banquet style lunch that caters to most dietary constraints
- *Check with Vice-Chair on number of individuals attending Breakfast and Lunch

7. Communication (Critical)

- *Send "Welcome Packet" between 3-5 weeks in advance to Vice Chair
- *Confirm with Vice-Chair last minute details regarding dinner or Friday's meeting

8. Program & Institutional Welcome

- *Secure speakers for the first hour of the meeting, known as the "host program"
- *Consult with Chair on host program and its details including names and titles
- *Consult with Chair on rest of agenda (breaks, guests, caucuses, working groups)
- *Provide location information for Caucus and Working Group meetings

Illinois Open Meetings Act- Post meeting notice/agenda 48 hours in advance

9. Thursday/Friday Responsibilities

- *Build the C Desk formation with 13 seats per side, totaling 39 seats
- *Confirm breakfast and lunch will be served on time
- *Each seat should include agenda, wifi access, group locations, and SWAG
- *SWAG usually includes but is not limited to: pens, notebooks, cups, school attire
- *Be available to assist FAC chair if needed

For any questions or concerns, contact the Chair, Vice-Chair, or Secretary.

Welcome Packet (SAMPLE)
IBHE-FAC Meeting @ Morton College
April 17th, 2025

3801 S Central Ave
Cicero, IL 60804
Centennial Room- B Building

GPS- 3801 S Central Ave, Cicero, IL 60804 or “Morton College” in Cicero, IL

Driving Directions- Morton College is located in Cicero, Illinois, just southwest of downtown Chicago. From the north or northwest (O’Hare, Chicago, or suburbs via I-90/94 or I-290), head south on Central Avenue toward Pershing Road and the campus will appear on your right. From the south (I-55 corridor, Midway Airport, or suburbs like Joliet), travel north on Cicero or Central Avenue to reach the college entrance on the left past Pershing. Visitors driving from the west (I-88, I-294, or I-355) can connect to I-290 or I-55 and follow signs for Cicero/Central Avenue south. From the east or downtown Chicago can take the Eisenhower (I-290) west, exit at Central Avenue, and continue south to campus. Free parking is available, and for public transit users, the CTA Pink Line (54th/Cermak stop) and Pace Bus Route 316.

Arriving Travelers- If you need transportation to or from the airport or train station, please contact meeting host Jason Edgar at jason.edgar@morton.edu prior to your arrival to arrange pickup or assistance. For emergency accommodations, you may call or text 773-458-4839.

**Chicago Southwest Marriott at Burr Ridge,
1200 Burr Ridge Parkway, Burr Ridge, Illinois 60527
(630)-986-4100**

Chicago Southwest Marriott at Burr Ridge offers the sophisticated accommodations and amenities you need for a successful stay. Relax and unwind in our design-forward hotel rooms and suites with plush Marriott bedding, modern TVs featuring streaming

services, and in-room mini-fridges. One King Standard or Two Queen Beds at \$189.
Cutoff: March 26th

Holiday Inn Chicago Oakbrook
17W350 22nd Street, Oakbrook Terrace, IL 60181
(630) 833-3600

Holiday Inn Oakbrook guest rooms are recently renovated in November 2023, featuring high speed internet, 32" flat screen cable TV, full work desk with ample lighting, iron & ironing board, microwave and refrigerator. One King Standard or Two Queen beds at \$129. Cutoff: March 27th

Thursday Dinner- *Buca di Beppo Italian Restaurant*. Located in the Yorktown Center, Buca di Beppo offers a relaxed, family-style dining experience that encourages conversation and connection among attendees. The restaurant's proximity and accommodating group setting make it an ideal location for colleagues to unwind, network, and continue discussions in a more informal environment. Address: 90 Yorktown Rd, Lombard, IL 60148. Phone: (630) 932-7673. **6PM**

Host and Secretary- Jason Edgar (773) 458-4839
Vice Chair- Jack Haines (630) 740-8842
Chair- Dan Hrozencik (630) 986-4100