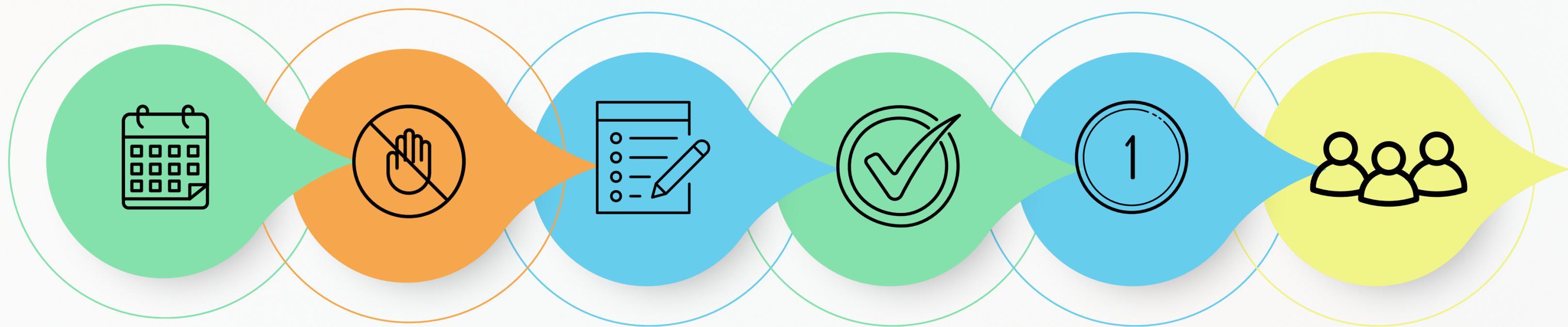


IAPMO Internal Meeting

Overview of Booking Process



Initiating the Booking Process

OPTION 1: SELF BOOKING

Employees may book a meeting room directly through Outlook.

Once the request is submitted, if space is available, a confirmation email will be sent with follow up information

OPTION 2: ASSISTED BOOKING

Employees may email travel@iapmo.org to inquire about meeting space availability.

Travel & Events will: Confirm available meeting space and book the room via outlook on the employee's behalf.

If your meeting does not require assistance (such as snacks, drinks, lunch, AV/IT support, or room setup), no further action is needed.

If assistance is required, please proceed to the next step

Meeting Intake Form

Either through the calendar confirmation email or directly from the Travel & Events team, you will receive a link to the [Meeting Intake Form](#).

The form must be completed and submitted no later than two (2) weeks prior to the meeting.

Confirmation of Meeting Needs

Once the Meeting Intake Form is completed the Meetings & Events Manager will then reach out directly to the meeting organizer to coordinate and confirm all necessary details submitted through the intake form.

One-Week Prior Meeting Confirmation

One (1) week prior the Meetings & Events Manager will contact the meeting liaison to:

- Confirm all meeting details submitted through the [Meeting Intake Form](#)
- Review lunch orders (if applicable)
- Confirm any dinner reservations (if applicable)
- Discuss onsite needs and logistics

Day of Meeting

- A Teams chat will be created day-of for the meeting liaison and support teams as the primary channel for onsite support.
- Snacks and drinks, if provided, will be set up in the meeting room before the meeting begins.
- Lunch, if provided, will be delivered around 11:45 AM and placed in the common area outside the meeting room.
- lunch will be removed at 2:00pm
- The meeting liaison will leave the room tidy at the end of the day.

For Full Policy and Procedures please see <https://www.iapmohr.org/travel>