

University of Maine System
Board Meeting Participant Guidelines

This document outlines the protocols for Board Meeting Participants. For the purpose of this document Board Meeting Participants are defined as the core group of individuals who regularly travel to full Board of Trustees meetings including, the Trustees, Chancellor, Vice Chancellors, Associate Vice Chancellors, System Staff members who support Board Committees, Presidents, Faculty Representatives to the Board and Student Representatives to the Board.

Attendance Emails

A few weeks prior to each Board meeting, an attendance email will be sent out to Board meeting participants requesting an RSVP for your attendance. The bottom of the attendance email provides important information concerning hotel payment arrangements and your invitation to the reception and dinner if applicable.

- The attendance email requests the following information:
 - Will you be attending the Board Meeting on Sunday?
 - Will you be attending the Board Meeting on Monday?
 - Do you anticipate late arrival or early departure?
 - Do you need overnight accommodations for Sunday?
 - Do you have any previously unreported dietary restrictions?

Based on your RSVP, the Board Office will record your anticipated attendance for the Board meeting and secure hotel accommodations, if requested.

Hotel Accommodations

- If you indicate that you need hotel accommodations, a reservation will be made for you at the hotel that the Board Office has secured a room block.
- Because these reservations are made through a room block, there are no confirmation numbers available. Please assume if you have requested a room, one is reserved for you.
- System staff members and Presidents are required to pay with their own UMS travel card at check in.
- The hotel room for Trustees, Faculty Representatives to the Board, and Student Representatives to the Board are paid for by the Board Office. This group may be asked to present a personal credit card at check in for incidentals only.
- Only the Board Office can make changes or cancellations for these room block reservations. Please contact the Board Office and not the hotel directly, if any changes are needed.

Reception & Dinner

- Most two-day Board meetings include a reception and dinner on the Sunday evening portion of the Board meeting.
- Board Meeting Participants as defined in this document are included in the reception and dinner.
- Occasionally, the Board meeting dinner will be for the Board members only. If that is the case at any point, other Board Meeting Participants who usually attend the dinner will be notified.

Board Meeting Agenda

The Board Meeting agenda, which is the first document in the meeting materials, will include all information about meeting locations and timing. It will also indicate the location and timing for the reception and dinner.

Board Meeting Participant Instructions Document

The Board Meeting Participant Instructions Document is posted directly after the agenda in the Board meeting materials. It includes important information for Board Meeting Participants such as:

- Campus parking location for the Board Meeting
- Hotel name and location
- Dinner invitation
- Emergency contact information