



**PIA Standard Operating Procedure SOP-324 v2**  
**Parachute Industry Association Publications**  
August 15, 2024

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Meeting Logistics SOP

Referenced Documents:

1. PIA Regular Meeting (Excel workbook specific to each meeting)
2. PIA Meeting & Symposium Details (Excel workbook specific to each symposium)
3. PIA Meeting Site Questionnaire
4. PIA Hotel Site Visit Checklist

I. General

SOP-324 v2 defines the procedures under which the PIA Meeting Logistics Committee, shall operate. It includes methods for evaluating potential sites and organizing the meetings.

Nothing within this document is meant to conflict with the by-laws or articles of incorporation of the PIA. In the event of such conflict, the by-laws or articles of incorporation shall take precedence.

II. Purpose

Meeting Logistics will ensure continuity of evaluating PIA Meeting locations and the processes to organize successful meetings. They will work together with Symposium Chairperson with regards to site evaluations as the 1st Regular PIA meeting is held right before symposium on odd years.

III. Organization

Meeting Logistics is a permanent, standing PIA Committee and shall consist of an elected Chairperson, a Vice Chair, and at least eight other voting members appointed by the chair. The chair shall be nominated and elected to office by the general membership of PIA and shall serve a two-year term.

IV. Site Selection

Meeting Logistics Chair determines potential PIA Meeting Sites. There are many factors to consider when evaluating a potential PIA Meeting site (reference; PIA Meeting & Symposium Details (for locations) and Symposium Site Visit Evaluation document). After determining potential site locations, Symposium Chair then works with an Event Planning Agency regarding what venue and hotels would be appropriate for a group our size. The agency will send each hotel the PIA Hotel Site Visit Questionnaire to be completed and returned to the M/L Chair (and Symposium Chair when appropriate). The Chair will then use the responses from these questionnaires to determine what hotels to conduct a site visit with. The Agency will work with the hotels and create a site visit schedule which will be provided to the M/L (and Symposium Chair when appropriate)

During each hotel site visit, the PIA Site Visit Checklist is used and completed. The scores from each checklist will support in determining the best site for PIA Meetings at that location.

M/L Chair will work with the Event Planning Agency with regards to hotel selection. All hotel negotiations are conducted by the Agency and they are also responsible to work with CVB (Convention Visitors Bureau) on behalf of PIA as well.

V. PIA Meetings

- 1st Regular meeting is held end of February
- 2nd Regular meeting is held end of August
- Symposium is held at the end of 1st Regular Meeting on odd years.

VI. PIA Regular Meeting Considerations

When organizing PIA Meetings, use the PIA Regular Meeting Excel workbook that contains individual tabs addressing the following:

- Overview
- Committee Members
- Event Planning Agency
- Meeting Agenda
- Meeting Details
- Hotel
- Meeting Rooms
- Meeting Room Layouts
- Hotel Room List
- Breaks & Food
- Meeting Break Foods
- Friday Eve Dinner
- Meeting Schedule
- Entertainment
- Entertainment Options