

CEO DIALOGUE – AGREEMENT

REFUELING IN FLIGHT MINISTRIES & **HOST ORGANIZATION/ASSOCIATION**

DATE OF EVENT: **DATE**

LOCATION OF EVENT: **LOCATION**

DATE OF AGREEMENT: **DATE**

GENERAL

1. This event will be exclusively for the LEADERS of **HOST ORGANIZATION/ASSOCIATION**
2. The CEO Dialogue will begin at **TIME** on **DAY OF WEEK, DD/MM/YYY**
3. The Dialogue will end by **TIME** on **DAY OF WEEK, DD/MM/YYY**
4. The price charged to participants will be set by the **HOST ORGANIZATION/ASSOCIATION**.
5. To ensure that everyone is able to engage in the discussion, the maximum number of participants will be 16. However, having a minimum of six LEADERS participate should be adequate to stimulate and sustain discussion.

REFUELING IN FLIGHT MINISTRIES WILL PROVIDE

1. A Lead Facilitator: **RIF LEAD FACILITATOR**.
2. The Co-Facilitator will be an industry leader within **HOST ORGANIZATION/ASSOCIATION** (selected by RIF Ministries and approved by **HOST ORGANIZATION/ASSOCIATION**).
3. Travel expenses for **RIF LEAD FACILITATOR**.
4. Printed materials (name tags, table tents, handouts, etc.). Sponsors of RIF Ministries may receive recognition via printed materials.
5. A small gift for each participant.

HOST ORGANIZATION/ASSOCIATION WILL PROVIDE

1. Promotion of the CEO Dialogue throughout its membership.
2. Registration for the event including the collection of all monies from the participants.
3. Two nights lodging and related meals for **RIF LEAD FACILITATOR**.
4. A meeting room with comfortable chairs in a hollow-square design that can accommodate up to 18 people (two facilitators and up to 16 participants).
5. Two easels with flip-charts and markers.
6. \$1000 program fee paid to RIF Ministries.

PARTICIPANTS AGREE TO

1. Participate in confidential discussion with the propriety of personal information shared during the CEO Dialogue.
2. Pay participant program fee to **HOST ORGANIZATION/ASSOCIATION**.
3. Cover any necessary fees for participant for travel, lodging and meals.

If you have questions or would like more details, please feel free to contact info@refuelinginflight.com. The schedule will be modified to meet the logistical realities of your event.

HOST ORGANIZATION/ASSOCIATION Representative _____ Date _____

RIF LEAD FACILITATOR _____ Date _____

