

April 9, 2020

**By EMAIL: [WIOATitle@dwd.wisconsin.gov](mailto:WIOATitle@dwd.wisconsin.gov) and [bwtdwering@dwd.wisconsin.gov](mailto:bwtdwering@dwd.wisconsin.gov)**

**ORIGINAL BY U.S. MAIL**

State of Wisconsin  
Department of Workforce Development  
State Rapid Response Coordinator and  
Dislocated Worker Unit  
P.O. Box 7972  
Madison, WI 53707

Re: Notice of Layoffs  
Meetings & Incentives, Worldwide, Inc.  
10520 7 Mile Road, Caledonia, WI 53108

Dear Ladies and Gentlemen:

Although we do not believe that notice is required pursuant to the Wisconsin Plant Closing and Mass Layoff law (Wis. Stat. § 109.07) or the federal Worker Adjustment and Retraining Notification (“WARN”) Act, we are providing you with this notice as set forth below on a voluntary basis to engage the State’s Rapid Response resources on behalf of our affected employees.

Due to the unforeseeable, dramatic downturn in business caused by the COVID-19 pandemic and resulting and resulting cancellation of conferences, corporate events, tradeshow and other events we regularly assist clients with, Meetings & Incentives Worldwide, Inc. (“M&IW”) regrets to inform you that it has been forced to implement a mass layoff affecting employees of M&IW. While many of our employees work remotely out of home offices, the mass layoff will affect not only those employees, but also employees at its Caledonia, Wisconsin offices, located at 10520 7 Mile Road, Caledonia, 53108.

The company has approximately 295 U.S.-based employees, with 60 employees physically working in our Caledonia offices. A total of 71 employees will be adversely affected by the mass layoff, including 15 working in our Caledonia office. None of the employees are covered by a collective bargaining agreement.

The affected employees are part of an ongoing series of separations, which began on March 5, 2020 with all separations anticipated to be accomplished by April 5, 2020. The company anticipates that the layoff will only be temporary, lasting less than 6 months. Our goal at this point is to recall employees prior to September 1, 2020. Furthermore, at this point the company intends to continue its operations to the extent possible and anticipates that the entire operation will not be closed. We will provide an update should this information change.

The recall of employees subject to lay-off is certainly anticipated at this time. In accordance with Company policy none of the employees have bumping rights. The job titles of positions to be affected and the number of affected employees in each job classification are on Exhibit A, attached hereto, and incorporated herein by reference.

By copy of this letter, we are providing notice to the Village President of the Village of Caledonia. The affected employees have also been provided with notice and will be provided all compensation and benefits in accordance with Company policy.

For further information, please contact the following individual:

Andrew Beere  
Sr. Manager, Human Resources  
Meetings & Incentives, Worldwide, Inc.  
10520 7 Mile Road, Caledonia, WI 53108  
(262) 835-6725

We are grateful to all of our employees for their many contributions to the business and look forward to their return to work when this pandemic has passed. The information contained in this letter is based on the best information available to the company at this time.

Sincerely,



Andrew Beere  
Sr. Manager, Human Resources

Enclosure

cc: Village of Caledonia, Attn: Village President Jim Dobbs  
[jdobbs@caledonia-wi.gov](mailto:jdobbs@caledonia-wi.gov)

**EXHIBIT A**

**LAYOFF LIST BY POSITION AND NUMBER**

<b>POSITION TITLE</b>	<b>NUMBER OF AFFECTED EMPLOYEES</b>
Account Assistant, Incentive Services	1
Accounting Specialist	1
Analyst, Level 1	1
Analyst, Level 2	1
Auditor, Finance	1
Auditor, Level 2	1
Buyer	4
Coordinator	8
Designer, Event Technology	1
Designer, Level 2	1
Event Marketing Lead	1
HCP Payment & Compliance Training	1
Manager, Onsite Execution	2
Manager, Recruiting & Training	1
Marketing & Program Coordinator	1
Manager, Program Management	1
Processor, HCP (NEER)	1
Program Manager	3
Program Manager, Level 2	2
Program Specialist	2
Registration Project Manager	2
SharePoint Administrator	1
Sr. Air Administration Coordinator	1
Sr. Analyst, Reconciliation & Compliance	1
Sr. Buyer	4
Sr. Buyer, Team Lead	1
Sr. Conference Manager	2
Sr. Coordinator	9
Sr. Coordinator, Group Travel	1
Sr. Express Travel Manager	3

Sr. Program Manager	9
Strategic Projects & Account Management	1
Travel Coordinator	1