

September 1, 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:

Pursuant to the Wisconsin Plant Closing and Mass Layoff law (Wis. Stat. § 109.07) and the federal Worker Adjustment and Retraining Notification (“WARN”) Act, we are providing you with this updated notice to engage the State’s Rapid Response resources on behalf of our affected employees.

On April 9, 2020 we notified you that due to the dramatic downturn in business caused by the COVID-19 pandemic and resulting and resulting cancellation of conferences, corporate events, tradeshows and other events we regularly assist clients with, Meetings & Incentives Worldwide, Inc. (“M&IW”) was forced to implement a series of layoffs affecting employees of M&IW. While many of our employees work remotely out of home offices, the layoffs affected not only those employees, but also employees at its Caledonia, Wisconsin offices, located at 10520 7 Mile Road, Caledonia, 53108.

The company had approximately 295 U.S.-based employees at the time of the initial layoff, with 60 employees physically working in our Caledonia offices, and remote employees located across the United States. A total of 114 employees have been adversely affected by the ongoing layoffs, including 8 whose employment has been permanently severed.

The affected employees were part of an ongoing series of layoffs, which began on March 5, 2020. While the Company anticipated that the layoffs would only be temporary, because COVID-19 continues to plague the country and the world, at this time we have determined that we do not anticipate recalling any of the employees currently on layoff prior to the second quarter of 2021. 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 once business needs allow. 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 continue to be 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 Service	1
Account Associate	1
Account Specialist, Sales Support	1
Account Lead	3
Accountant	1
Accounting Assistant	2
Accounting Specialist	1
Analyst	1
Analyst, Level 1 (PT)	1
Analyst, Level 2	1
Analyst, Reconciliation & Compliance	1
Associate Buyer	1
Auditor Finance	1
Buyer	5
Coordinator	9
Designer, Event Technology	1
Designer, Level 2	1
Event Concierge/Planner	1
Event Marketing Lead	1
HCP Payment & Compliance Training	1
Human Resources, Generalist - level 1	1
Lead Reconciliation & Compliance Reporting	1
Manager, Attendee Registration	1
Manager, HCP Payments & Compliance	1
Manager, Hotel Procurement	1

Manager, Onsite Execution	2
Manager, Program Management	1
Manager, Recruiting & Training	1
Marketing & Program Coordinator (PT)	1
Processor, HCP (NEER) (PT)	1
Processor, HCP Expense Management	1
Program Manager	5
Program Manager, Level 2	3
Program Specialist	2
Registration Project Manager	2
SharePoint Administrator	1
Sourcing & Event Consultant	1
Sr. Air Administration Coordinator	2
Sr. Analyst, Reconciliation & Compliance	2
Sr. Auditor	1
Sr. Buyer	6
Sr. Buyer & Team Lead	2
Sr. Buyer, Hotel Procurement	2
Sr. Conference Manager	2
Sr. Coordinator	10
Coordinator, Digital Marketing	1
Sr. Coordinator & Project Specialist	1
Sr. Coordinator, Group Travel	1
Sr. Data Architect	1
Sr. Express Travel Manager	4
Sr. Processor	1
Sr. Program Manager	12
Sr. Program Specialist	1

Strategic Account Manager	1
Strategic Projects and Account Management	1
Team Lead Strategic Sourcing Specialist	1
Travel Coordinator	1