

## APPENDIX B- INTERNATIONAL ITE MEETINGS IN DISTRICT 6

At approximately four to five year intervals, District 6 has the opportunity to host a joint International/District 6 ITE meeting. In these joint ITE meetings, ITE Headquarters performs many of the tasks undertaken by the LAC for District 6's normal Annual Meetings. As a result, the policies and guidance offered in the document do not necessarily apply at the International Meetings. Nevertheless, since the District must conduct certain functions in conjunction with these meetings, it is appropriate to have some guidance for these events. The District Board approved recommendations, developed by the 1989 San Diego LAC and based on their experience, in February 1990. In addition recommendations follow from the 1999 Las Vegas LAC and the 2003 Seattle LAC:

1. The Local Arrangements Committee, as approved by International ITE, should include a District 6 Coordinator (typically the LAC Chair that is appointed by International and/or the District 6 liaison who is typically a Board member), who will serve as the primary day-to-day contact between the Board and the LAC.
2. A meeting between the LAC and the ITE Executive Director must be arranged approximately 20 to 24 months from the joint annual meeting date to:
  - A. Determine roles and responsibilities of the local arrangements committee and ITE staff. ITE International Policy on Joint Meetings should be reviewed for guidance.
  - B. The integration scheduling of District 6 events, including the District Board Meeting, Traffic Bowl, Annual Business Meeting, Western States Luncheon, and the Leadership Breakfast, with the International Annual Meeting.
  - C. Negotiation of various items between International and District 6 such as:
    - International will provide function space at no cost as provided by the hosting hotel for those events.
    - International will schedule these events in cooperation with the District 6 representative to include time, function room, and room set up and these will appear in the published marketing materials subject to this information being provided on schedule.
    - International will include on the registration form the District 6 event requiring registration and will collect, account, and disburse as agreed to these funds; and will provide information as to the numbers that have registered for these events. Make sure that the International meeting registration form includes optional District 6 activities (Traffic Bowl, Western States Luncheon District 6 Annual Business Meeting) and costs so International members can attend if they pay for the District 6 event. In the past one cost to attend both the International Meeting and the District 6 meeting have been provided. In addition, a **separate line to track District 6 students/faculty advisors that receive "free" registration** to the District portion of the meeting is needed in order to have an accurate number of delegates for meal guarantees.
    - District 6 will be responsible for the budgeting, costs, menu selection and guaranteeing the District 6 events.
    - International to provide District 6 with part of the revenue from exhibit booths to compensate the District for not holding a separate annual meeting. This price needs to be negotiated early.
    - ITE will provide District 6 five complementary room nights for the LAC Chair, the cost of which is to be borne by International.
    - All other sleeping rooms costs associated with the District 6 meeting, including those

- traditionally supplied by the District 6 for their officers and the student paper winner will be the responsibility of the District 6. International may offer nights on the concierge level to District officers. If so, International staff will aid in booking these nights (though restrictions on the number of nights and split of when these nights can be booked exist). Even if International books the room nights, the District is financially responsible for the cost.
- Provision for International Compendium CD to be provided to those who register only for District 6.
  - Provision for International Compendium CD to be provided free of charge to each of the current District 6 Student Chapters, which will be disbursed, to a representative of District 6 for disbursement to the student chapters.
  - The establishment of District 6 accounting within the International Annual Meeting's accounting system, including types of registration and District 6 event attendance.
  - Hotel facilities, arrangements, negotiations to include District 6 needs.
  - Functional space requirements.
  - Sleeping room blocks.
  - International meeting delivery.
  - District 6 meeting delivery.
  - Coordination.
  - Integration of District 6 accounting with International Budgeting.
  - Booths at the prior International and District 6 meetings. Must provide layout to International.
  - Technical tours.
  - Ground operator/destination management selection for International.
  - Accompanying person program/tours.
  - Registration, especially the District 6 registration form design that must be on one page, and accompanying explanation. A separate form with instructions on the form or on the adjacent page is required. It is very important to make it clear that registration to District 6 was in addition to International Annual Meeting registration or to have one price to attend both. Present the registration form to the Board about 18 months from meeting for review.
  - Ideas for "Theme Party" and "Get Acquainted Social".
  - "Welcome" speakers.
  - Local showcase.
  - Technical articles of area's transportation activities to ITE Journal prior to the meeting.
  - Marketing at regional level.
  - Volunteer staffing and scheduling.
  - Awards (determine which luncheon that awards can be issued)
  - Traffic Bowl as Monday night event or integrate into schedule (make sure that this event does not overlap with the technical sessions).
  - Exhibit area.
  - Acquisition of photographs in the public domain for use in the "ITE Journal" and in promotional materials.
  - Development of a District 6 Annual Meeting website dedicated to the meeting with links from the International and District 6 websites.
  - Develop a free exhibit pass for local maintenance personnel.
  - Review International Program brochure.
  - Coordinate review of technical papers for District 6 with International, so topics and presenters can be included in the International Program.
  - Develop a "Welcome to District 6" part of program on Wednesday.
  - Develop a "local" tour.
- This is one of the most important items to start on early.

3. In addition to the semi-annual meeting of the ITE District 6 Board on Sunday afternoon, the Coordinator should arrange facilities and services for the following functions. These activities will be scheduled on the day after the Annual Meeting to eliminate conflicts with International ITE events:
  - 
  - A. An Elected (Section Leaders) Leadership Breakfast
  - B. "What's New in the West" technical session (about 90 minutes)
  - C. Mid-morning coffee break
  - D. The Annual District 6 Business Meeting
  - E. The Western States Luncheon
  - F. District 6 or International Traffic Bowl
  - G. District 6/International President's Reception

} Can be combined
4. The International Compendium of Papers/CD ROM should include the technical papers presented at the "What's New in the West" session.
5. A budget and other accounting procedures will be required in a manner similar to a District 6 Annual Meeting. Due to the different type of meeting, the items to be included in the budget and the accounting system would be reduced. Accounting for the District 6 part of the meeting can be included with the accounting system of the International Annual Meeting. The District 6 Board must still approve the District 6 portion of the meeting, including registration fees.
6. An opportunity must be provided at the Annual Business Meeting and/or at the Western States Luncheon to recognize award winners and to recognize the service of individuals to District 6. It is recommended that the awards be given out at the Western States Luncheon due to the amount of time required to recognize the award recipients and the lack of the ability to recognize such individuals at the Awards Banquet due to the joint meeting structure.
7. If possible, the Coordinator should attend the three District Board meetings (normally July and January) immediately prior to the International Meeting to keep the Board advised of meeting arrangements. If this is not feasible, a written report must be submitted to the District President prior to the Board meetings. Copies of any written progress reports should be given to both the International Executive Director and the District 6 President.
8. Complimentary guestrooms, which are typically provided to District officers at normal Annual Meetings, are not provided at the International Meetings.
9. The registration fee reductions discussed in Appendix C – Policies do not apply at these Meetings; however, the District 6 Board has instituted a policy of paying for the technical and event registration of those student members from the District who attend these International Meetings.

All other regulations and guidelines promulgated by International ITE will apply to the conduct of these Meetings. The LAC's Coordinator must keep both the Board and ITE Headquarters advised of the special needs and concerns.

**The most sage advice is to coordinate with International early and to get commitments in writing.**

In order to facilitate negotiations with International staff, the District has invested an immense amount of time and resources to outline meeting aspects that would be beneficial for a success full joint meeting. The letter below, sent by the District to International, outlines many of these items.

*The District 6 Board met in a work session January 29, 2004 to discuss the past joint*

*meeting in Seattle and ways to build from the success of the prior two joint meetings in Las Vegas and Seattle. It is our objective to work with International to provide joint annual meetings that enrich District members through the exposure to the breadth of International meeting technical programs, help promote the transportation engineering profession in the west by having a critical mass of professionals at the meeting site, retain key unique elements of District 6 Annual Meetings, provide for a positive experience for our District 6 leaders/volunteers that participate in the local arrangements committee and break even financially (not creating a potential financial burden to those District 6 members who may not attend). Because of the high historic attendance and excellent financial performance of the joint District 6/International Annual Meetings, the District 6 Board believes these objectives can be met in the future.*

*To assure that the objectives noted above are met, the District 6 Board has outlined the key elements of District 6/International joint meetings that we would retain in the joint meeting format and the methods to address the financial needs. While we have dropped numerous elements of our typical Annual Meeting to fit within the International program, the following elements are considered to be the core elements of the District 6 program.*

### **Technical**

*Retain the overall technical session format from Seattle in future Joint meetings including the following elements:*

- *One call for papers initiated by International with District 6 LAC involvement in paper selection*
- *Seamless District 6 technical session sponsorship throughout the meeting with a District 6 “What’s New in the West” session. The session should continue to include District 6 member’s papers (with the ability to spread out these technical sessions throughout the three day meeting if so desired – six sessions were developed in Seattle which worked well).*
- *District 6 President’s Welcome statement at Opening Session*
- *International handled all costs associated with the technical sessions, including DISTRICT 6 sponsored technical sessions.*

### **Major Meal Functions**

*Use District 6 registration fees to offset the cost of the following three District 6 meals. Registration for the District 6 meeting will include tickets for each of the three meal functions. Only non-District 6 members will be allowed to purchase single meals for these events.*

- *Monday Business Luncheon*
- *Tuesday Western States Luncheon*
- *Tuesday Traffic Bowl*
- 

*International will provide rooms for each of these events at no cost to District 6, which includes a podium, microphone, and a screen, if needed. District 6 shall be responsible for providing International with the room layout and work with International to set initial guarantees. District 6 shall be responsible for meal selection and for providing final meal guarantees to International/hotel. Final meal guarantees will be provided 24 hours in advance.*

### **Other Key Meeting Activities/Elements**

*These District 6 activities/elements will be funded by the District 6 share of exhibitor fees and booth fees and/or other meeting subsidy/revenue sources, except where specifically noted. Room space will be provided as noted below, at no cost to District 6. For each of these meeting elements, the District 6 President shall be the person responsible for providing/coordinating with International on head counts, meal selection, and room needs. While the most recent (2003) share of exhibitor fees allocated to District 6 was \$45, District 6 would rather the following activities/events be funded with residual fees/subsidies and not negotiate a fixed share of the exhibitor fee.*

***Sunday James H. Kell Student Competition for District 6 Students:*** *International will provide space to conduct the student competition, presently held between 1 PM and 6 PM. District 6 will supply the room specifications to International and pay for the cost of the announced awards.*

***Sunday District 6 Board Meeting:*** *International will provide space for a meeting from 8 AM to 5 PM. District 6 will provide the room specifications and layout to International and will be responsible for the cost of any AV equipment that is needed. A buffet luncheon is served at this meeting with coffee and refreshments. This will commonly include 25 to 40 people. The final number of attendees to be provided to International/hotel one week in advance by the District 6 President.*

***Tuesday District Leadership Breakfast:*** *International will provide space for a meeting from approximately 7 AM to 10 AM. This meeting (which includes a buffet breakfast) will include leadership from District 6 and is commonly attended by 40 to 80 people. The final number of attendees will be provided to International one week in advance by the District 6 President.*

***Hotel Room Nights:*** *It is policy of District 6 to provide free rooms nights for the District President, Vice President, Secretary Treasurer and Student Paper Award winner at the District 6 Annual Meetings out of the block of free rooms given by the hotel at our annual meeting location (we are commonly offered one free room per 50 rooms sold). Up to four room nights for each of the three officers and three room nights for the Student Paper Award winner (totaling 15 room nights) are required (at District 6 meetings we provide 18 room nights for this). Given that we would expect that at least 200 - 250 District 6 members from outside the venue would be attracted to the meeting that would more than produce the adequate room nights to create compensation coverage for this, the officer/student award rooms should be provided by International at no cost to District 6.*

***Other LAC Responsibilities to be funded by International:***

- 1. LAC Attire:*** *Up to 30 logo shirts will be provided to LAC volunteers to recognize their efforts, help publicize the meeting and allow meeting attendees to rapidly identify LAC members.*
- 2. Publicity***
- 3. LAC Debrief Session after the conclusion of the meeting***
- 4. General Chair Travel Expenses:*** *Chair travel to District 6 Board meetings.*
- 5. Spouse Gifts:*** *Small gifts to spouses of District 6 Executive Board.*
- 6. Name Tags for District 6 delegates and spouses***
- 7. Name tag ribbons for District 6 officers***
- 8. Room Nights.*** *International will continue to provide five (5) room nights to the LAC Chair at no cost the LAC Chair.*
- 9. One free registration for the District 6 Student Paper Award winner***

### **General Items**

- *International will be responsible for registration for all attendees including costs of all credit card charges and accounting.*
- *International will publicize District 6 events when International events are publicized and shall include all District 6 events in the program. District 6 will be responsible for providing International with a description of each event, an approved budget for District 6 items, which are to be placed in the registration materials, web site and on the registration form (the list included in the 2003 Annual Meeting materials is a good working example). A separate line for District 6 students will be added to the registration form to aid the LAC in tracking these students and for providing meal counts.*
- *District 6 shall be responsible for projector units for their meeting elements. As part of the general room set up, International will cover the cost of a podium, microphone, and screen for those District 6 events, which require one.*
- *International will provide District 6 space to promote the future District 6 annual meetings*
- *International will provide a copy of the CD compendium for each District 6 only registrant.*
- *International will provide one copy of the CD compendium for each of the District 6 student chapters (currently 31) to the Career Guidance Chair of District 6 for distribution.*
- *Sponsorships received from District 6 members and/or by the District, that would offset an already budgeted item, will be split between International and the District with a 1/3 to 2/3 allotment, respectively.*

### **Co-hosted District 6 Events**

*At a Joint meeting, District 6 will not have a separate District 6 President's reception. Instead, a joint International/District 6 President's reception will replace this event. The International President and District 6 President will work together to identify an invitation list within the attendance limits set by International for this co-hosted event. International will pay the cost of the reception, printing invitations.*

**District 6 Support.** *District 6 will subsidize the following meeting elements, unless otherwise noted:*

***International Director Travel and Accommodations:*** *District 6 will pay for District 6 International Director travel and hotel rooms at the Joint Meeting. International will allow District 6 International Directors to book their rooms within the ITE hotel block on the concierge level and seek discounted rate structure.*

***Traffic Bowl Special Equipment.*** *District 6 will provide the special equipment to conduct the traffic bowl competition.*

***Projection Units:*** *District 6 will arrange for projector units for its Board meeting, Leadership breakfast, student events, luncheons and Traffic Bowl should they be necessary (assuming that off-site equipment can be brought to the venue at no cost).*

***Student Initiatives:*** *District 6 waives full registration for students at our meetings and awards \$1000 for its student competitions. For Joint District 6/International meetings, the District 6 student paper winner receives free registration to the International portion of the joint meeting (as noted above). In the future, should the District decide to provide other District 6 students free registration to the International portion of the meeting, District 6 (or International) may provide those District 6 students that register in*

*advance (early) a \$50 voucher as an offset to the Joint meeting registration fee redeemable at the ITE Bookstore, for use at the Joint meeting. International would collect these vouchers, report the total amount received from District 6 students to the District 6 Secretary-Treasurer and potentially reduce the next District 6 dues payment by an equal amount (should this program be pursued).*

*To best serve the membership of ITE, it is our policy to have meeting expenses and income break even for District 6 events. These guidelines are provided to International meeting planners and managers to allow them to work with the District 6 Board and LAC to help achieve that desire with the minimum of unique negotiation for our joint meetings.*

*We would like to agree to a set of guidelines well in advance of the next Joint meeting to assure the maximum amount of LAC volunteer and leadership time is spent promoting the Joint meeting and making it a successful event for ITE membership.*

## **APPENDIX C – ANNUAL MEETING POLICIES OF THE DISTRICT 6 BOARD**

In order to encourage Annual Meetings of the highest possible quality, to comply with International ITE requirements, and to promote an appropriate level of Annual Meeting consistency, the Board has adopted the following policies. To accommodate the opportunity for innovation by a LAC, the Board may consider requests for deviations from these policies on a case-by-case basis. The LAC should describe such exceptions in the initial offer to host the meeting, or as early as possible in the planning process.

### **Meeting Dates**

*The Annual Meeting of ITE District 6 will be held in July, unless it is held in conjunction with International ITE's Annual Meeting or approved for a different month by the District 6 Board. Consideration of a June meeting will be given for the hotter regions of District 6 or when hotel room costs warrant a June meeting.*

### **Hotel Contract**

*The hotel contract should be submitted to the District 6 President and the International ITE Executive Director for review prior to final acceptance.*

### **Annual Meeting Structure**

*While LACs have considerable leeway in the scheduling of events at Annual Meetings, the Board expects that the following sessions will be scheduled:*

- 1. The Semi-Annual Meeting of the ITE District 6 Board on Sunday afternoon.*
- 2. A Get-Acquainted Reception for attendees/accompanying persons on Sunday evening.*
- 3. A Kick-Off Luncheon on Monday.*
- 4. A Traffic Bowl on Monday afternoon.*
- 5. A Family Oriented Event on Monday evening.*
- 6. A Section Leader's Breakfast on Tuesday.*
- 7. The Annual Business Meeting on Tuesday.*
- 8. An Annual Awards Banquet on Tuesday evening.*
- 9. The Western States Luncheon on Wednesday.*

**Annual Business Meeting.** *The District's Annual Business Meeting may be combined with a Tuesday Luncheon, subject to the following conditions:*

*At least 2 hours are allotted for the Business Meeting and Luncheon.*

*Meal service can be conducted in an inconspicuous manner.*

*Time shall be provided for an ITE presentation, typically by the International President.*

**Traffic Bowl.** *A Traffic Bowl has been a part of Annual Meetings since 1994. It is the policy of the Board to include this activity in all Annual Meetings. Student participation in the Traffic Bowl should be considered and is encouraged. Specific guidelines and sample questions can be obtained from the District Administrator.*

**Annual Awards Banquet.** *The Annual Awards Banquet must provide an opportunity for the District President to formally recognize the contributions of various District 6 award winners.*

*Previous meetings have successfully provided a variety of activities for youngsters, including child-care facilities for the very young during the banquet and immediately prior meal hours. These functions have been well received, contribute to the family atmosphere of the meeting, and allow technical attendees and their accompanying persons to take full advantage of the meeting activities. LACs are encouraged to provide these functions at a reasonable cost (or free of charge) or provide a reference list of reputable child care providers.*

**Western States Luncheon.** *The Western States Luncheon must provide the opportunity to acknowledge the contributions of those who have provided service to the District during the preceding year. Also at this Luncheon, the senior International elected officer will formally install the District Officers for the coming year.*

**James H. Kell Student Competition.** *A “Student Request for Proposal Competition” or the James H. Kell Student Competition was established in 2002. It is scheduled on Sunday afternoon. ITE students are placed in a group with an ITE member mentor. About eight professional ITE members are needed to participate in the groups and another three to five professionals are needed to judge the competition. A group of students will be awarded \$1,000 for the best oral presentation. The District 6 ITE Career Guidance Chair shall coordinate this competition. (Adopted February 1, 2002).*

**Technical Tours.** *It is the policy of the Board to encourage, but not require, a field trip. An additional charge can be made for any optional technical tours or field trips.*

**General-Social Activities.** *The District and the previous Local Arrangements Committees can rightly be proud of the social functions that have accompanied the Annual Meeting. These functions are one of the features that separate our meetings from those in other Districts. Nevertheless, the primary purpose of the meeting is to enhance the technical competence of the attendees; therefore, an overemphasis on the social aspects of the meeting is strongly discouraged.*

### **General Financial**

*It is the Policy of the Board to have the Annual Meetings be as economical as possible. Technical registration fees should cover the cost of publicity and registration, coffee breaks, room and A/V rental, CD of compendium of papers, and related technical and administrative costs, while event fees should cover their associated costs. The technical fees should not subsidize the social program, nor vice versa. The registration fee proposed by the LAC must be submitted to the District Board for review and approval.*

*The finances of the meeting shall not subsidize an exhibition of commercial products and the costs of any exhibition shall be borne by fees charged to the exhibitors and vendors. Opportunities for exhibit and event sponsorship may be marketed to firms by the LAC. Revenue generated by the Exhibition can be used to support Annual Meeting functions after covering costs of the exhibit. (The finances for the exhibit must be separate from those of the Annual Meeting, and this activity should neither subsidize nor profit from the meeting.) The exhibit must be in a separate room from the technical sessions. It must be closed (during the meeting's lunch and dinner functions and) at (other) times established in cooperation with the LAC. The exhibit area may be adjacent to the meeting area and may be situated to facilitate viewing during breaks.*

*All costs associated with The Semi-Annual Meeting of the ITE District 6 Board on Sunday afternoon, the Get-Acquainted Reception for attendees and accompanying persons on Sunday evening, and A Section Leader's Breakfast on Tuesday, will be covered by the LAC through the (technical) registration fee for the meeting. The cost to attend all of these functions is free.*

*The District President usually has a small reception, prior to the Annual Awards Banquet, to recognize those who have volunteered services to the District during the preceding year; the LAC will incorporate the cost in the meeting budget.*

*To encourage attendance at the Annual Business Meeting, the meal cost may be reduced by 50%, with the remainder included in the (technical) registration fee. Members may attend the business portion of the meeting without being required to pay for the Luncheon.*

*The LAC may establish a one-day registration fee at approximately 50% of the full registration fee for those individuals who attend only one day of the meeting.*

*Typically, the Board will provide an advance, up to \$6,000, to cover pre-meeting expenses. This advance will be available up to 24 months before the meeting. Total advances exceeding \$6,000 will require additional justification.*

*The Board expects the General Chairperson (or designee) to attend the three Board meetings (normally July and January) immediately prior to the Annual Meeting to discuss meeting arrangements, including the budget. Costs for these trips may be charged to the LAC budget. The General Chairperson shall attend the prior District 6 Annual Board Meeting and arrange a meeting with that LAC.*

*The Board does not expect the Annual Meeting to generate a surplus. However, any surplus that does occur reverts to the District, while any deficits will become the responsibility of the District.*

### **Registration Waivers**

*The International ITE President or designee normally attends the District 6 meeting. The LAC shall plan to waive the President's technical and event registration fees, and shall pay for the President's hotel costs or provide a complimentary room. The LAC is not expected to pay for the President's travel costs.*

*The (technical meeting) registration fee for Retired Life members of the Institute and will be waived; however, these members are expected to pay for any meals or events they attend.*

*The District 6 President shall waive the registration fees for the ITE International President, Executive Director, and candidates for International Vice-President that attend the District 6's Annual Meeting.*

*The District 6 Annual Meeting registration fees are waived for District 6 Student Faculty Advisors that are members of ITE. (Adopted February 1, 2002).*

*Based on past "student oriented" programs, students are provided free registration, including the costs of meals.*

*Full registration for Lifetime Achievement recipients must be provided, including the cost of meals. A current list of past Lifetime Achievement recipients is available on the District's web site.*

*The Annual meeting registration fees for the LAC Chair and Vice Chair or Co-Chairs (up to 2 registrations) shall be waived for the meeting that they are chairing (August 23, 2003).*

### **General Items**

*Candidates for International Vice-President may also attend District 6's Annual Meeting. They are traditionally offered the opportunity to address the membership at the Business Meeting or other prominent occasion, and they may also appear on the technical program.*

*The Student Paper Award winner shall be included on the program. For joint meetings with International ITE, arrangements may have to be made with ITE Headquarters.*

*The LAC will publish a Compendium of Papers presented at the Annual Meeting. The Compendium of Papers can be provided in a CD. All papers submitted in compliance with the requirements (including the Copyright release) and due dates for inclusion in the Compendium, and which are presented at the Annual Meeting, will be considered for the District's "Best Paper" Award. The paper review process will be a coordinated effort of the LAC's Technical Committee Chairperson and the Chairperson of the District's Technical Committee, with the latter assuming the responsibility for selecting the "Best Paper" award winner. Additional Compendiums shall be printed (one for each of the District's Student Chapters). The District's Career Guidance Chair will be responsible for distribution of the Compendiums.*

*The LAC will provide a photographer who will be responsible for documenting the meeting's technical and social events. Copies of the photographs must be provided in a timely manner to the Editor of WesternITE.*

### **Vendors**

*Consultants and vendors should be encouraged to participate in the Annual Meeting in a manner that will be mutually beneficial to these organizations and to the attendees. If the LAC plans to incorporate a formal exhibit of commercial products, an LAC member shall be designated (special committee, chaired by an International ITE Industry Council member, should be established) to coordinate this event. The LAC must comply with Policy 17-9 adopted by the International Board of Direction, which follows.*

### **17-9 MEETING AND CONFERENCE RELATED REVENUE**

*International affairs shall be designed to a scale that meets their particular needs. The fees for these affairs should be set high enough to cover all costs.*

*Opportunities for exhibits, advertising, and sponsorship may be marketed to firms, organizations, and individuals by the Institute.*

*Districts, Sections, and Chapters should adopt guidelines and procedures consistent with this Procedure.*

*Revised November 3, 2001*

*The consultants and vendors using the exhibit area shall be responsible for all costs associated with the exhibit space, including all insurance and security costs.*

*Hospitality suites provided by consultants and vendors may not be conducted during those times when formal meeting events are scheduled.*

### **Prior LAC Reports**

*Recent Annual Meeting Committees have prepared detailed reports on the planning and operation of their meetings, detailing successes, problems, and failures. Copies of these reports are on file with the District Administrator. While these reports do not constitute policy, the District Board strongly encourages future meeting organizers to review these reports early in their planning process, and to take full advantage of the wealth of information they contain.*

*Amended February 1, 2002.*

*Updated January 28, 2005*

*Appendix goes here*

## APPENDIX E – TYPICAL HEAD TABLE SEATING

The table seating will need to be done in advance in order to have time to make table tents for those in attendance. Seating at the head tables can vary from year to year as the delegates in attendance, number of speakers. The greatest variation in the seating is typically at the Western States Luncheon as not all committee chairs, and International Officers, and spouses/guests are in attendance on Wednesday for lunch. The District 6 President is responsible for determining seating.

### ***Opening Session Head Table List (Monday Morning)***

1. LAC General Chair
2. Invocation
3. Welcoming local speaker
4. Keynote speaker
5. District 6 President

### ***Kick-Off Luncheon Head Table List (Monday)***

1. District 6 President
2. ITE Executive Director
3. Featured speaker

### ***Business Luncheon Head Table List (Tuesday)***

1. District Administrator
2. District 6 Past President
3. District 6 Secretary-Treasurer
4. District 6 Vice President
5. Featured speaker (ITE International President?)
6. District 6 President
7. Podium
8. District 6 International Director-1
9. District 6 International Director-2
10. District 6 International Director-3
11. ITE International Vice President Candidate-1 (or speaker on their behalf)
12. ITE International Vice President Candidate-2 (or speaker on their behalf)

Traditionally, the Western States luncheon seating has been the most time consuming. Over the years, there have been a variety of officers and committee chairs that have typically been seated at the head table. While it is ultimately up to the President to provide the seating arrangements, the LAC will need to be the one coordinating the seating set up with the hotel and creating and placing the table tents. Therefore, the seating chart has been provided in order to aid the LAC.

While it looks overwhelming, keep in mind that most of officer and committee chairs do not have an accompanying spouse/guest and several of the committee chairs are not in attendance. In the past, Western States luncheon tables have ranged from 24-36 people, with the average of about 30 delegates.

The head table typically consists of the District officers and a typical layout has been provided. Row 2 presents a list of the committee chairs that are typically candidates for second row, while Row 3 presents a list of International officers/staff that are typically candidates for the third row (each with an accompanying spouse/guest). In addition, a list of other (with spouses/guests) that are typically worked into the seating on a “space availability” basis is provided.

***Western States Luncheon Head Table List (Wednesday)***

**Row 1**

**Podium**

1. District 6 President
2. District 6 President’s Spouse/Guest
3. District 6 Vice President
4. District 6 Vice President’s Spouse/Guest
5. District 6 Secretary –Treasurer
6. District 6 Secretary –Treasurer’s Spouse/Guest
7. District 6 Past President
8. District 6 Past President’s Spouse/Guest
9. District 6 Administrator
10. District 6 Administrator’s Spouse/Guest
11. LAC Chair
12. LAC Chair/Guest

**Committee Chairs**

1. Technical Committee Chair
2. Membership Committee Chair
3. WesternITE Managing Editor
4. Student Initiatives Chair
5. WesternITE Web Page Manager
6. Career Guidance Committee Chair
7. WesternITE Technical Chair
8. California Registration Chair
9. Legislative Committee Chair
10. Vendor Committee Chair

**International Officers/Staff**

1. District 6 International Director-1
2. District 6 International Director-2
3. District 6 International Director-3
4. ITE Executive Director
5. ITE International President
6. ITE International Vice President
7. ITE International Past President

**Others (if space is available)**

1. District 6 Secretary-Treasurer Elect
2. District 6 International Director Elect
3. ITE International Vice President Candidate-1
4. ITE International Vice President Candidate-2

## APPENDIX F - ITE District 6 Annual Meeting Statistics

<b>Meeting</b>	<b>1997 Salt Lake City</b>	<b>1998 San Jose</b>	<b>2000 San Diego</b>	<b>2001 Albuquerque</b>	<b>2002 Palm Desert</b>	<b>2003 Seattle (joint)</b>	<b>2004 Sacramento</b>
Total Room Nights		73%	884	480	798	NA	561
Peak Room Nights	165				270	NA	166
Room Guarantee	225				650	NA	450
Food Invoice	\$39,332.08	\$73,445.83	\$75,391.78	\$43,252.69	\$113,845.20	**	\$73,443.31
Full Registrations			327	217	376	308	246
Students/Faculty Advisors			13/7	16/2	49/4	40??/?	80/4
Total Attendance			452	291	526	377	472
Full Registration Rate					\$375	\$120	\$400
Vendor Exhibit Booths				50	40	164	45
Vendor Registration Rate					\$1,100	\$45	\$1,250
Get Acquainted			300	228	300	NA	300
Kickoff Luncheon			305	196	342	NA	278
Family Night					445	NA	290
Business Luncheon			280	178	307	300	270
Annual Awards Banquet			250	186	328	NA	260
Western States Luncheon			165	138	213	306	180
Traffic Bowl						310	230

NA = Not Applicable

\*\* \$12,000  
\$ 6,646  
\$12,448  
\$ 1,764  
\$ 1,561  
\$34,419

Annual Business Meeting (300@\$40)  
Traffic Bowl (310@\$21.44)  
Western States Luncheon (306@\$40.68)  
District 6 Board Meeting (Average of 30 @\$58.80)  
Leadership Breakfast (50@\$31.22)  
Note: International covered session breaks and President Reception

## APPENDIX G -ITE DISTRICT 6 HOTEL NEGOTIATIONS CHECKLIST

Based upon past meetings, there are several items that hotels will include in their contracts that can have significant financial implications to the District and should be subject to competition between hotels when you are selecting between hotel venues for the meetings. By requiring the hotels to disclose the presence or lack of these items can help assure that you will not have surprises at the end. The list below provides an annotated checklist to help you with negotiations.

- **What will you guarantee as a hotel room rate for our meeting?**

It is important to get the hotel to guarantee as low a rate for hotel room for District Annual Meeting attendees as you can negotiate. You should ask for “lowest rate availability”. This is an industry term for the lowest rate available (note that “rack rate” is the highest rate). You should also ask what the government rates and how many rooms per night can be provided. We also want the negotiated rate to apply to our ITE guests for three days before and three days after our meeting to accommodate people’s vacation plans. Do homework on the hotel by checking what the AAA and advertised web rates are. To get the best rate, you may need to have more than one hotel under consideration to have them compete on this basis.

- **What is your room night guarantee (attrition)?**

Some hotels require that you guarantee a block of hotel room nights will be utilized with your meeting. These blocks of rooms are good for the District to assure rooms are available to meeting attendees at the guaranteed rate. On the other hand the hotels use the room night blocks as a means to protect themselves to make sure they fill their hotels. Hotels will commonly require an attrition clause in their agreement that can be very expensive if you do not set the attrition rates as low as you can. Historically District 6 has seen attrition rates between 500 to 1000 room nights (it is call attrition since the penalties go down as the room nights go up). The hotel will set up an attrition schedule where by they will penalize you set dollar amounts if you do not achieve the required number of room nights (penalties can be very significant - \$10,000 to \$25,000 or more). Your objective should be to not have attrition penalties, but since that is unrealistic for many hotels, the true objective would be to set the attrition rates (both in room nights and penalties if not met) as low as possible. District 6 has commonly been able to achieve 300 to 500 room nights.

One recent “trick” of the trade with hotels is setting attrition and room rates – then offering lower room rates via the web or travel agents. Meeting attendees find these rates and utilize them and the hotel does not count the room nights against your guaranteed block – they fill their hotel AND get the attrition penalty. Be sure to include in your agreement a statement that should the hotel or its affiliated brands offer a lower rate through any publication, web, travel agents or other means that the District 6 room rate will be lowered to that room rate AND/OR such activity will void the attrition clause. Some hotels with various properties in the same city will do the same thing with other hotels. The Hilton and Marriott have many different hotel brand names – so you need to be careful to state that this applies to both the hotel and their affiliated brands.

- **How many “comp” rooms are provided and at what rate?**

Some hotels will provide complementary room nights (free) for every 50 room nights that are utilized by Annual Meeting attendees. We should as for one for every 40 room nights as part of our negotiations. These “comp” room nights are typically utilized to off set the room costs for District 6 officers and the student paper award winner. These rates can vary and District 6 is looking to get as many comp rooms as possible to reduce meeting costs. A detail of the number of room nights required by District 6 is in the LAC Handbook.

- **Do you provide a “comp” suite room?**

In addition to complimentary room nights, hotels commonly will include suite nights. As you negotiate for “comp” rooms, you always want to get as many suite nights as you can possibly get. District 6 needs at least one suite for four nights for the President and they can utilize for their President’s reception (preferably the Presidential suite). Since suites rarely sell out, it never hurts to be aggressive in requesting suites. Possible negotiations would be to ask for upgrade to suites if advanced registration meets or exceeds certain attrition levels (for example if you negotiate for 1 complimentary room night for every 40 room nights, have the comp rooms upgraded to suite level or concierge level should our minimum room night block be met two weeks prior to the meeting).

- **What charges does the hotel have for setting up technical session or other rooms?**

Some hotels charge separately for setting up rooms (risers, head tables, podiums, microphones, AV equipment). As you negotiate with the hotel, your preference should be to have as many of these set up charges eliminated as possible – particularly if you have higher room night attrition rates. Room set up is an important thing to try to negotiate into the agreement at either a fixed low rate or free. You will need to have them write in the agreement that rooms will be provided with adequate seating, presenters head tables, podium, microphones, screens, lighting, projection units (multi-media projectors) and wiring. Many conferences bring in projectors for use – but the hotels many times have significant room set up charges handled by another company within the hotel – so you need to ask what are the full and total costs to set up rooms – and that there are no additional charges than the ones you negotiate. When we are required to agree to attrition rates, these room set up charges should be negotiated out of the contract.

One trick of the trade is when additional seating has to be brought in that you are charged for that service. You need to make sure you size the rooms appropriately initially and then negotiate that additional seating will be provided if necessary (hopefully at no cost). Technical session rooms can be sized by historic meeting attendance data.

- **What costs are included in the vendor exhibition space set up?**

Exhibition space set up can be expensive and many hotels have outside services provide the draping and layout. Any charges that the hotel has need to be defined and separate what other charges are necessary to have an exhibition hall set up complete and ready to use. Power, telephones and storage/security are good things to ask about. Vendors prefer loading/unloading their own equipment/displays. If the hotel has union rules that require the vendors use union hotel staff to load/unload equipment, it should be clearly understood so the vendors are aware of these conditions. Rates or charges associated with exhibition space set up, security, storage or services should be part of the contract negotiation and written in the agreement.

- **What are the meal costs?**

You will need to agree to meal rates for the luncheons, banquet, breaks, leadership breakfast and board meeting lunch. Same rates from recent meetings are available for comparisons. Most hotels make money on food by our inability to guess the number of meals correctly. Historic data about the number of meals in relation to overall registration numbers is also available from District 6 to guide your decisions. You should work with the hotel to provide meal numbers as late as you can (24 hours in advance rather than 72 to 96 hours). This gives you better flexibility to guess accurately. It is important to ask what are the costs if we have additional people at a luncheon than our guess and what happens if are high. You should also ask how they determine the number of people for breaks. Ask what service charges are for meals. Some hotels will also request food attrition penalties (ie. guarantee to use \$50,000 of meals/food service at the hotel). We have rarely had to sign agreements with food attrition. The way the attrition works is a use it or lose it in many contracts. District 6 has commonly done \$40,000 to \$50,000 in food historically. You need to basically have all food events at the hotel to exceed these numbers.

- **What cancellation penalties are there?**

Hotels will commonly require a fee if we cancel our meeting for the lost potential revenue. There are two parts to this clause of importance – the amount of advanced notice required where no penalty would apply (typically 6 to 12 months) and the conditions under which no penalty would apply should other events occur (natural disaster, war...). It is important to define terrorism as war in these clauses in the post 9/11 world.

- **Who is authorized to sign hotel agreements?**

The District 6 Board signs the hotel agreement. Prior to signing the agreement, the document must first be reviewed by ITE HQ and key D6 board members. This may take several months of time, so plan accordingly in discussion with the hotel.

## APPENDIX H - LAC COMMITTEE TASKS FOR LAC'S

Two previous LAC's have provided very detailed lists of items that were accomplished in coordination with their Annual Meetings. These lists provide a wealth of information and provide immense detail in aspects of hosting an Annual Meeting. While each Annual Meeting has a unique flavor of the region, the majority of items associated with hosting an Annual Meeting are constant. As such, a few specific items may not be applicable for your meeting, though others may be added.

### **2004 Sacramento LAC- Committee Tasks**

Due to a scheduling change, the Publicity Chair for the 2004 Sacramento LAC was unable to continue. Therefore, other LAC members performed all of the activities that are typically associated with the publicity chair.

<b>2004 ITE District 6 Conference Action Items</b>
<b>General Chair/Co Chair</b>
Encourage student participation by providing meals and/or other benefits
Schedule "Student Request for Proposal Competition" for Sunday ( <b>\$1,000 in awards</b> )
Schedule conference room for Sunday meeting & provide refreshments & lunch
Provide a room on Sunday for the Student Request for Proposal Competition with tables & chairs
Develop budget, approximate # of attendees, and projected break-even point
Mail the registration package to the entire District membership around the middle of April & place on website
Encourage early registration by offering a discount
Arrange for a secure storage area at the hotel for projectors, registration material, etc.
Establish a tellers' committee to receive and count election ballots for District 6 officers
Get estimates for exhibition set-up with different booth sizes
Contract with exhibition company
Work with general and financial chairs to determine booth costs
Compile potential exhibitor list from past conferences, phone calls, emails
Design exhibitor brochure, mail to list
Arrange for 24-hour security for exhibition space
Check whether or not exhibition company provides pipe and drape, electrical service, table and chair & name sign
Assemble list of exhibitors for program
Provide choice of box lunches for vendors at their booths or for them to have lunches with delegates
If feasible, reserve a free booth for future District 6 meetings
Make a decision with financial and general chairs what exactly the vendors get with their registration
At events with alcohol, will people be able to pay cash as well as use tickets?
Small reception to honor volunteered services
Include Student Paper Award winner <b>on the program</b> and provide room
Provide a Hospitality Suite for accompanying persons during non-event hours with coffee and refreshments

Free guest rooms for District Officers
Have name cards for people selected by General Chair and Dist. 6 President to sit at the head tables
Work with hotel/hotel committee on setup of session rooms
Design and print program and program-at-a-glance
Obtain photographer for documenting meeting's technical and social events to send to <i>WesternITE</i>
Delay the printing of the pocket-sized programs to accommodate the inevitable last minute changes
Provide a gift to the technical speakers and session moderators
Include hotel map in pocket-sized program
Provide a small gift for the speakers, moderators, and keynote speakers
Order gifts for speakers and delegates
Order/sell polo shirts
Buy polo shirts for LAC members
Order spouse gifts
Prepare detailed report on the planning & operation of the meeting for future meeting organizers
Create cell phone contact list of volunteers and committee members
Obtain prominent speaker who can address national issues at the opening technical session
Identify Volunteer Coordinator
Line up opening session speaker, local welcoming speaker, and keynote lunch speaker
Set up photographer for Sunday-Wednesday
Include something in each of the five <i>WesternITE</i> issues preceding the meeting
Get meeting date into ITE Journal/website calendar and have "ite.org" provide a link to your meeting's website
Prepare agenda for the Kick-Off Luncheon, Annual Business Meeting & Western States Luncheon**
Formally invite ITE international vice president candidates, international president and vice president**

<b><i>Hotel Arrangements Chair</i></b>
Provide a head table sufficient for 7 District Leadership members including place cards
Reserve several tables for District Board and accompanying persons with microphone at Annual Awards Banquet
Find out the hotel's rules/policies for exhibitor brochure
Place table flags and banners for each state at each table at the Western States Luncheon
Provide head table with specific seating arrangements including a place card for each person (over 30 people) at the Western States Luncheon
Provide a US flag at the Annual Business Meeting
Free transit passes in registration package
Make sure we have a US flag for the Tuesday business luncheon
Arrange to have bulletin board by the registration booth for postings
Food for volunteers*
Select menus for food events*
Send an email to the District 6 President, VP, Secretary-Treasurer, Int'l President, Int'l VP, 2 ITE Int'l VP candidates, ITE Executive Director to ask when they're arriving, leaving, and what kind of accommodations they want & make the arrangements*

<b><i>Financial Chair</i></b>
\$6,000 advance provided by the Board to cover pre-meeting expenses
Surplus reverts to the District, deficits become responsibility of the District
Ensure that every Annual Meeting checking account opened has an end of month cut-off date
Include complete description of account (account code) on each check stub
Mark the date paid, check number and total amount paid on each paid invoice
Break down each deposit by category on check stub or separate sheet of paper
Organize a summary sheet showing all transactions in and out of the account
Send all required documentation to the accountant's office for preparation of tax return by 11/15
Issue Form 1099-Misc. to any individual or sole proprietor paid for service
Send all copies of financial data submitted to accountant to the District Secretary/Treasurer

<b><i>Registration Chair</i></b>
Waive Int'l President's fee and provide room/hotel costs
Waive Int'l Vice President candidates' fees
Waive registration fees for Student Faculty Advisors that are members of ITE
Promptly send a package to ensure that all registrations are confirmed in writing
One mailing to the membership - no bulk mail
Mail out registration brochures, collect money and registration forms,
Put together a package to be received upon arriving at the registration desk
Prepare a registration desk and personnel equipped with answers to a broad variety of questions
Color code event tickets, do not mail them to pre-registrants
Provide receipts and take requests for refunds at registration desk
Use different color name tags or ribbons from ITE INT'L for attendees, speakers, and officials
At registration, provide a different table for those already registered
Assemble delegates' packets, vendor packets, spouse packets
Set up registration desk for late registrants and people buying single tickets
Set up area within the registration desk for vendor check-in area
Arrange for computer, printer, and copier for registration desk
Prepare the registration brochure
Prepare the delegate confirmation packet
Drink Tickets
Create Delegate List for Registration package
Send refunds for cancelled checks

<b><i>Technical Chair</i></b>
Compendium of Papers review, selection, and publication
Send letters/emails to the selected authors of the abstracts and rejection letters/emails to the others
Inform authors of accepted abstracts of the paper formats and deadlines for the Compendium
Inform the authors of the time limits for their presentations & ask them to specify their visual aid
Before printing the Compendium, request that the papers are single-spaced and double-sided
Explore the possibility to borrowing presentation equipment from consultants, universities, etc.
Initiate out Call for Participation to WesternITE, web page, sections and chapters
Collect abstracts, evaluate them and assemble program from them
Fill holes in program with other speakers
Get others to put sessions together
Select moderators for sessions

Ensure there are four speakers for each session (5 is too many)
Mail instructions to speakers and moderators shortly before meeting (perhaps by email)
Mail/email confirmations to those who sent abstracts
Mail/email confirmation letters to all who sent abstracts to let them know whether they're on the program or not
Assign a volunteer to each session to help with set up, A/V, etc.
Collect papers for compendium
Have compendium CDs made for delegate packets
Organize Saturday/Sunday training seminar
Post technical program on website and refer to it in registration brochure to reduce number of pages in brochure
Work with technical tours committee to develop article for WesternITE
Tell moderators in sessions with best paper candidates not to switch program order to ensure that they aren't speaking concurrently
Assign one member to each technical session to supervise arrangements and to assist speakers/moderator
Have spare projectors and bulbs readily available
Write thank you letters to all program participants
Get A/V equipment
Distribute speaker gifts
Set up speaker prep room
Make name cards for speakers, moderators and place them in room
Have easels and boards at each room identifying session
Organize best paper award and plaque with District 6 technical committee
Send thank you letters to speakers and moderators
Provide a laser pointer at the podium of each session
Provide slide projectors, overhead projectors, LCD projectors, screens, VCR and TV
Design PDH worksheet for insertion in delegates' packet

### ***Technical Tours Chair***

Coordinate a technical tour involving a transportation feature that is relatively unique to the area
Use large bold type on name tags
Secure a band/DJ for banquet
Select 3-4 tours
Write descriptions of tours for program and registration brochure
Work with technical program committee to develop article for WesternITE
Determine costs/income for tours
Assign tour guides for tours
Provide drinks, snacks for tours

### ***Family Activities Chair***

Arrange for separate entertainment for the youngsters during the banquet
Carefully plan accompanying person and youth events so the time spent in transportation is minimum
Schedule/coordinate accompanying person and youth programs
Make arrangements for Kid's room on Tuesday evenings
Confirm bus staging area adjacent to Convention Center
Decorate banquet room
Work with entertainment/family committee to decorate banquet room
Coordinate technical and family functions carefully to decrease schedule conflicts between youth events/child care and tech sessions

<b><i>Vendor Chair</i></b>
Member designated to coordinate formal exhibit of commercial products
Ensure that consultants and vendors using the exhibit area are responsible for all costs associated with the space, including all insurance and security cost
Accept checks and registration forms from exhibitors then send to registration committee for nametags
Direct vendors to someone at the hotel if they want to set up a hospitality suite (NOT during meeting functions)
E-mail/mail out pre-registered delegates list in mid-June
Ensure that the cost for each booth included nametags for two people and are \$50 each for additional
Collect voting forms for best new booth, tally, and have plaque/trophy made
Assume responsibility for any formal exhibit area & ensure that financial aspects be independent of others*
Send in confirmation letters to vendors who've sent payment and registration form*
Create Vendor Diagram*

<b><i>Traffic Bowl Chair</i></b>
Contact Section/Chapter Presidents for traffic bowl teams
Make them name signs and scoring system
Buy door prizes
Make 1st, 2nd, and 3rd place certificates and make copies for each member of the winning teams
Develop questions and answers
Arrange for an emcee and a scorekeeper
Arrange for 3 judges
Secure equipment from Ray Davis who keeps the District's roaming equipment
Get the traffic bowl trophy back, and arrange to engrave and present it to the winning team at the Western States
Mail checks and certificates to winning teams or hand out at Western States Luncheon

<b><i>Miscellaneous Items Performed by Non-LAC Chairs</i></b>
Obtain overhead projector, LCD projector and US Flag
Assemble VIP gift baskets & place in hotel rooms
Organize best brochure/video contest and give prize
Make up posters with easels for contributors to show at registration table or elsewhere
Make sign and have easel with exhibition hours
Poster Boards acknowledging sponsors
Poster Boards identifying events and directions
Bring easels for Monday evening
Staff registration booth with volunteers
Coordinate with future LACs and see if they want any publicity materials in our registration packets
Submit articles/call for participation in WesternITE
If possible, get a convention and visitors' bureau volunteer to man a table with tourist information at the meeting
Send a press release about your conference

<b><i>Item Not Included for This LAC</i></b>
Prepare a sample process flow chart
Prepare forms for voting on the People's Choice and Best New Product and Service awards
Secure musical entertainment for get-acquainted social and president's reception
Provide another form of entertainment at banquet (I.e. hypnotist, comedian, improv troupe, dancers)
Arrange with local bank to allow credit card usage, if option selected by LAC
Print out names of delegates for door prize drawings at traffic bowl
Get a plaque/trophy for best booth winner and present at Awards Banquet
Make and have welcome banner put in airport
Poster sessions?
Mention the posters and easels in the program
* = In coordination with LAC Chair/Co Chair
**=Check with District 6 President to ensure that these items are completed

### **2001 ALBUQUERQUE LAC - VICE CHAIR AND COMMITTEE TASKS**

#### **Vice General Chair**

- Contact consultants and vendors for interest in sponsoring free student registrations and/or meals.
- Thank contributors in writing.
- Make up posters with easels for contributors to show at registration table or elsewhere. Also, be sure they're mentioned in the program.
- Coordinate volunteers.
- Help general chair be sure time line is on track and list of tasks are completed.
- Line up opening session speaker, local welcoming speaker, and keynote lunch speaker.
- Can you get free transit passes to insert in delegates', vendors' and spouses' packets?
- Formally invite ITE international vice president candidates, international president and vice president.
- Establish a tellers' committee to receive and count election ballots for District 6 officers.

#### **Family Activities/Entertainment Chair**

- Secure musical entertainment for get-acquainted social and president's reception.
- Secure band/DJ for banquet.
- Do you want to have other entertainment at banquet, too? Ideas: hypnotist, comedian improv troupe, dancers.
- Decorate banquet room.
- Arrange for childcare (professional) during banquet. Coordinate with hotel for room.
- Arrange spouse tours/determine costs.
- Arrange Monday night family activity—investigate several options (including transportation) and determine costs.
- Direct schedule contact person at Monday night activity and Tuesday night banquet.
- Do write-up of spouse tours, Monday night activity, and banquet for program.

## **Financial Chair**

- Registration packets need to be cost out to be sent to all District 6 members. In 2001 there were about 3800 members.
- No tickets will be sold to get acquainted social. It's free to everyone.
- Assume some amount for consultant and vendor contributions.
- Keep in mind: not as many people will actually eat at the meals, as we will give away tickets. Look at historical figures.
- Some A/V estimates: \$6500 for San Diego, \$7200 San Jose. We only paid \$900 because we borrowed all equipment from consultants and only got screens and extension cord from hotel.

## **Hotel Committee Chair**

- Coordinate room set-ups with hotel.
- Authorize additional food/drinks as needed.
- Select menus for food events.
- Find out from hotel: Can we bring in outside A/V suppliers?
- Negotiate special room rates starting Saturday night and through Wednesday night
- Free rooms have to be provided to District 6 President (suite), Vice President, Secretary-Treasurer, ITE International President, and student paper winner for as many days as they want to stay.
- The VIP's expect you to make their room reservation for them. Easiest thing to do: send an email to the following people: District 6 President, District 6 Vice President, District 6 Secretary-Treasurer, District 6 Past-President, 3 District 6 International Directors, ITE International President, ITE International Vice President, 2 ITE International Vice President candidates, ITE Executive Director—tell them who you are and ask them when they're arriving, when they're leaving, and what kind of accommodations they want. We upgraded them all to the concierge level.
- Coordinate with family/entertainment committee for children's room during banquet.
- At events with alcohol, will people be able to pay cash as well as use tickets?
- Set up flags (on walls and at tables) at Wednesday Western States Luncheon. Flags have to be hung on walls.
- Coordinate with General Chair and District 6 President: who will be sitting at head tables at all meals. Have name cards for people at head tables.
- Work with entertainment/family committee to decorate banquet room.
- Make sure we have a US flag for the Tuesday business luncheon.
- Be sure the coffee/refreshment breaks are in close vicinity to the vendor exhibits.
- Arrange for volunteers to collect tickets at the hotel meals.

## **Registration Chair**

- Design and Prints
  - Nametags (for vendors, spouses, and delegate).
  - At-a-glance programs (with technical program committee).
  - Programs (with technical program committee).
  - Registration brochures.
  - Tickets to all events.
  - Voting forms: Best Booth.
  - Pre-registered delegates roster for vendors (preferably electronic).
  - Delegate roster.
  - Registration confirmation packets.

- Assembles delegates' packets, vendor packets, spouse packets.
- Man registration booth.
- Arrange with local bank to allow credit card usage, if option selected by LAC.
- Mails out registration brochures, collects money and registration forms, mails out confirmation packets.
- Registration desk needs to be set up for late registrants and people buying single tickets.
- Registration desk has vendor check-in area, also.
- Arranges for computer, printer, and copier for registration desk.
- Print out names of delegates for door prize drawings at traffic bowl.
- What goes in registration brochure:
  - This is sent out in March/April to entire District 6 membership (3800+). You'll have to get the mailing list from ITE HQ.
  - All information about meeting, including the appropriate dress for the technical sessions and other events.
  - Refers reader to website for preliminary program. By doing this rather than printing the whole preliminary program we can save some money in printing and maybe mailing. Plus, the program will change substantially before the meeting.
- What goes in delegate confirmation packet:
  - Letter confirming receipt of payment and registration form.
  - Receipt of events paid.
  - Information about local golf courses for delegates to make their own arrangements.
  - See attachment for what goes in various registration packets.

### **Technical Tours Chair**

- Select 3-4 tours. Try to tie tours to a related technical session, which is held first.
- Write descriptions of tours for program and registration brochure.
- Arrange meeting place for tours/transportation.
- Work with technical program committee to develop article for WesternITE, due 11/30/00 for January-February edition.
- Determine costs/income for tours.
- Assign tour guides for tours.
- Provide drinks, snacks for tours.

### **Traffic Bowl Chair**

- Contact Section/Chapter Presidents for traffic bowl teams.
- Make team name signs and scoring system. Scores should be easily visible to both teams and audience.
- Buy door prizes (3 prizes, total \$500).
- Make 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place certificates. Have five (5) copies of each made up with the winning team names on Wednesday morning so each member of the team can have a certificate.
- Develop questions and answers.
- Arrange for emcee and "Vanna" scorekeeper. Be sure to thank them formally afterward.
- Arrange for 3 judges (current and former International VIPs and honorary members are good choices). Be sure to thank them formally as well.
- Secure equipment from Ray Davis who keeps the District's roaming equipment.
- Get the traffic bowl trophy back, and arrange to engrave and present it to the winning team at the Western States.
- Mail checks and certificates to winning teams or hand out at Western States Luncheon.

## **Vendor Chair**

- Get estimates for exhibition set-up with different booth sizes.
- Contract with exhibition company.
- Work with general and financial chairs to determine booth costs.
- Compile potential exhibitor list from past conferences, phone calls, e-mails.
- Design exhibitor brochure, mail to list.
- Accept checks and registration forms from exhibitors. Registration forms go to registration committee for nametags.
- Get a plaque/trophy for best booth winner, to be presented at Awards Banquet.
- Arrange for 24-hour security for exhibition space.
- Check whether or not exhibition company provides pipe and drape, electrical service, table and chair, company name sign. All other special requests worked out and paid between exhibitor and exhibition company.
- Assemble list of exhibitors for program.
- Provide choice of: (1) box lunches for vendors at their booths (2) vendors can have lunches with delegates.
- Find out hotel's rules/policies for exhibitor brochure.
- If feasible, reserve a free booth for future District 6 meetings.
- Direct vendors to someone at the hotel if they want to set up a hospitality suite (NOT DURING MEETING FUNCTIONS!). Sunday evening after the Get-Acquainted Social was a good time.
- Make decision with financial and general chairs—what exactly do vendors get with their registration? For example Albuquerque gave:
  - Get acquainted social with drink tickets (for 2 people)
  - Continental breakfasts (for 2 people)
  - Coffee and refreshment breaks (for 2 people)
  - Banquet with drink tickets (for 1 person)
  - Box lunches for Monday and Tuesday (for 2 people)
- The cost of each booth included nametags (i.e., entrance to technical sessions) for two people. Additional booth personnel got a nametag, which allowed them entrance to the technical sessions, for \$50 additional each.
- Send in confirmation letters to vendors who've sent payment and registration form. Tell them that the exhibition company will send them more information. Also send "guest passes" to exhibit hall that vendors can give to potential clients who want to come see them, but don't want to have to register for the meeting.
- Give exhibition company list of registered vendors. Have them mail out more explicit instructions to them.
- Make sign and have easel with exhibition hours.
- Collect voting forms for best new booth, tally, and have plaque/trophy made.
- Arrange to have a bulletin board by the registration booth for postings.
- E-mail/mail out pre-registered delegates list in mid-June.

## **Publicity Chair**

- Orders speakers' gifts.
- Orders delegates' gifts (additional gift: note pad).
- Order/sell polo shirts.
- Buy polo shirts for LAC members (at least two each).
- Assemble VIP gift baskets. Arrange for them to be placed in hotel rooms.
- Make and have welcome banner put up in airport.

- Coordinate with future LACs and see if they want any publicity materials in our registration packets.
- Submit articles/call for participation in WesternITE.
- Get meeting date into ITE Journal/website calendar. Have “ite.org” website provide a link to your meeting’s web site.
- Set up photographer for Sunday-Wednesday.
- Send a press release about your conference.
- If possible, get a convention and visitors’ bureau volunteer to man a table with tourist information at the meeting (preferably Sunday).
- Orders spouse gifts.

### **Technical Program Chair**

- Initiates out Call for Participation to WesternITE, web page, sections, and chapters.
- Collect abstracts, evaluates them, and assembles program from them.
- Fills holes in program with other speakers.
- Get others to put sessions together. Maybe a future meeting site session?
- Selects moderators for sessions.
- Four speakers per sessions. Five too many.
- Get A/V equipment.
- Gets speakers’ gifts from publicity chair and gives to speakers.
- Sets up speaker prep room.
- Mails instructions to speakers and moderators shortly before meeting (maybe e-mail these).
- Mails/e-mails confirmations to those who sent abstracts.
- Mails/e-mails confirmation letters to all who sent abstracts to let them know whether they’re on the program or not.
- Assigns a volunteer to each session to help with set up, A/V, etc.
- Makes name cards for speakers, moderators—has them in a room.
- Has easels and boards at each room identifying session.
- Collects papers for compendium.
- Have compendium CDs made for delegate packets.
- Design and print program and program at-a-glance (with registration committee).
- Organizes best paper award and plaque with District 6 technical committee.
- Sends thank you letters to speakers and moderators.
- Organizes best brochure/video contest and gives prize.
- Organizes Saturday/Sunday training seminars.
- Do you want poster sessions?
- Post technical program on website and refer to it in registration brochure to reduce number of pages in brochure.
- Work with hotel/hotel committee on set up of session rooms.
- Work with technical tours committee to develop article for WesternITE, due 11/30/Year.
- Provide a laser pointer at the podium of each session
- A/V equipment needed: slide projectors, overhead projectors, LCD projectors, screens, and VCR/TV (?)
- Best paper candidates need to be scheduled so they’re not speaking concurrently. Tell moderators in sessions with best paper candidates not to switch program order
- Design PDH worksheet for insertion in delegates’ packet
- Mail compendium CD to District 6 Student Chapters.

## THE FINER DETAILS

Hosting an Annual Meetings entail a vast array of detail. There are a large number of almost trivial issues that can contribute to the success or failure of the Annual Meeting. While it is impossible to identify all of these issues, the following list highlights some small points that definitely warrant consideration.

- Choose a *family*-type hotel meeting facility.
- Review previous Annual Meeting reports.
- Contact previous General Chairpersons and committee members.
- Initiate publicity and "Call for Papers" at the previous Annual Meeting.
- Try innovative ways to attract program speakers.
- Establish a time limit for speakers and have moderators keep them on time.
- Exercise caution in putting vendors on the technical program.
- Designate one or two persons authorized to make commitments to the hotel.
- Past use of airline convention marketing programs has been ineffective.
- Identify a LAC Member contact for the vendors.
- Through distinctive garb or identifier, LAC members should be easily recognizable.
- Use computers for registration and financial record keeping.
- List event times in mailings to registrants.
- One mailing (mid-April) to the membership should be sufficient. **DO NOT BULK MAIL.**
- Arrange for a secure storage area at hotel for projectors, registration materials, etc.
- Use **LARGE BOLD** type on nametags; International ITE has software to help with this.
- Include hotel map in pocket-sized program.
- Color code event tickets; **do not** mail them to pre-registrants.
- Provide receipts and take requests for refunds at registration desk.
- Use different color nametags or ribbons from ITE INT'L for attendees, speakers, and officials.
- At registration, provide a separate table for pre-registered individuals.
- Provide a room for speakers to preview their slides.
- Access to a copying machine at the meeting site is desirable.
- Provide an adequate public address system in the meeting rooms.
- Provide an electronic pointer at the podium.
- Use LARGE projection screens.
- Elevate slide projectors, so they project a rectangle rather than a trapezoid.
- Have spare projectors and bulbs readily available.
- Provide a US flag at the Annual Business Meeting.
- Provide a small gift for the speakers, moderators, and keynote speakers.
- Will the Family Night be affected by inclement weather?
- Provide a Hospitality Suite for accompanying persons during non-event hours with coffee and refreshments.
- Plan adequate supervision for youth events.
- Do bus drivers and entertainers need to be fed?
- Agree when the hotel, entertainment, and other bills will be paid.
- Write thank you letters to all program participants.
- Schedule Sunday activities to accommodate people who travel on Saturday for reduced fares.
- The participants should pay for hosted special events on Sunday.

## APPENDIX I - SUGGESTIONS/RECOMMENDATIONS FROM PAST LACS

Recent Annual Meeting Committees have prepared detailed reports on the planning and operation of their meetings, detailing successes, problems, and failures. A summary of several of the LAC's has been provided in this document. Copies of these reports are on file with the District Administrator. While these reports do not constitute policy, the District Board strongly encourages future meeting organizers to review these reports early in their planning process, and to take full advantage of the wealth of information they contain.

### 2004 LAC – SACRAMENTO

Key suggestions from the 2004 LAC for consideration by the Board for future joint meetings are as follows.

- ❑ Consider hiring an event coordinator each year to assist the LAC.
- ❑ Consider having the District 6 Vendor Committee Chair take the lead on vendor arrangements for the Annual Meeting.
- ❑ Consider having the District 6 Board develop more detailed instructions for the Registration Committee including a standard spreadsheet and badge program, directions on deadlines and extensions, a notification process for canceled tours/workshops, and instructions for staffing the registration booth.

In addition, the following observations and suggestions were provided by the Local Arrangements Committee (LAC) for future meetings.

<b>Registration</b>
Participating in LAC meetings is critical
More people showed on Sunday than expected
Have pre-printed name tags
Start Monday at 7:30 AM
Most of the activities are compressed into last 2 months
Lots of emails during last weeks
Be clear on whether deadline is for receipt or postmark
Use colored badges and minimize tickets
Have detailed instructions for individuals working the reg. desk
Have a 3 <sup>rd</sup> spot for registering “walk-ins”
Approximately 20 walk-ins + 10 during prior week
Have plenty of supplies
Printed 450 final programs and ran-out
The “pocket program” was popular
Registration booth is source of information
Decided not to provide for credit card payments, which saved money & time
Would be ideal to have someone assisting the Reg chair who can create updated lists of participants for tours and other events

<b>Finance</b>
Get ATM card for easier deposit process
Get accounting codes from district very early
every deposit and expense needs to be coded
Suggest a little box on registration form for people at the reg desk to enter check # or “cash” to better match payments with purpose

<b>Vendors</b>
Get early buy-in from fire marshal
Hired a vendor contractor, which was a big plus – they coordinated all vendor activities
One company thought they were pre-registered because they sponsored the race event
Tentative schedule for vendors changed and a few were upset (we didn't have consistent information for them)
Many of the vendors registered late
Invited local technical staff to attend for a special “free” session (30 attended)
Have food for breaks in vendor area
Good response to vendors being open and combined with Sunday social
Having some vendor spaces as low-cost, table-only style is useful – some vendors don't want the higher-end spaces
Need security guard for vendor room during off hours

<b>Hotel</b>
Thoroughly review annual meeting reports from prior meetings
Contact prior meeting committee persons
Have good communications with hotel and general chair
Get a lot of volunteers
Need space for extra tables in common area to display information
Need a secure area near registration desk
Need a secure area for A/V equipment
Have a separate prep room for speakers
Need dedicated A/V coordinator (separate from technical chair)
Used 6 projectors & 7 laptops (need additional laptops for student competition)
Need many signs, which need to be appropriately located – good advanced planning is important
Need lots of easels
Good to have “alternative” hotels for those who can't afford the primary hotel
Estimate the meals on the low side
Set-up overflow tables (“reserved”) near the kitchen
Watch the noise level in the room during meals (clanking of dishes)

<b>Technical</b>
Allow for inevitable last-minute information to come from speakers
Need efficient way to load the speaker data onto individual machines
Simple is better
Approximately 1/2 provided information in time for compendium
Email is the only practical way to communicate with so many people
Only 1 speaker cancellation
The program (speakers/moderators) constantly change
Suggest the District create an FTP site for transferring technical files
Important to have a good sub-committee (4+) to identify subjects, review papers, recruit speakers, etc.
Local committee identified best 8-10 papers to submit to District. The District makes final decision on best paper.

<b>Technical Tours &amp; Band</b>
Some cancellations hurt tours
Band needs place to load or unload
Have band play background during social hour
Select “dance” music
Talk to the District 6 Board about starting the Tuesday evening social at 6:00 PM

<b>Family Night &amp; Spouse Tours</b>
Allowed students to fill empty spaces on tours for free
Be careful on entering registration data for tours – lists weren’t always accurate
Need to get insurance via ITE for off-site activities
Get many volunteers to staff the tours and decorations
Caterer selection is difficult; want good food and familiarity with site
Magicians were a plus at the family event

<b>Miscellaneous</b>
Be consistent with respect to sponsorship & promotional materials by private firms
Make names in large font for name badges
Have 2 co-chairs to distribute work and “back-up” each other
Need clarity on what is included with student registration
LAC committee meetings were at hotel, which was helpful
Create binders for each of LAC members (prior meeting notes, LAC manual, contract, etc.)
Checklist of “to do’s” based upon LAC manual was helpful
Assign student competition liaison from LAC
All electronic files will be forwarded to Montana

**2003 SEATTLE MEETING-JOINT**

Key suggestions from the 2003 LAC for consideration by the Board for future joint as well as observations and suggestions for future meetings are presented below.

**Suggestions for Future Joint Meeting Financing**

- Set registration fees at a level to cover ALL D6 LAC meeting costs (and student subsidy?).
- And/or obtain commitment from D6 Board for direct D6 coverage of student subsidy costs for the D6 events that involve meal and refreshment costs. (This causes student subsidies to come from all D6 members, not just meeting attendees.)
- DO NOT allow D6 members to purchase separate event tickets. That option should be limited to non-D6 International-meeting registrants only.
- Demand pass-through of a minimum of 10 percent of the vendor booth revenue collected by International.
- Demand International coverage of at least ten hotel room-nights on the concierge level for the LAC chair and other D6 use.

### **Suggestions for Advance Finance Planning**

- At least one year in advance, and before drafting a preliminary meeting budget, contact the International staff meeting coordinator (currently Julie Walker) to obtain an itemized listing of all hotel cost items including service fees and taxes.
- Be sure to identify ALL prospective hotel costs of serving the events: meals, refreshments, room setups, audio/visual equipment.
- Have the LAC set policies on LAC dress, D6 delegate gifts, speaker/moderator gifts, spouse and VIP gifts, clothing sales, and general chair expense.
- Include budget for publicity at prior D6 and International meetings and D6 Board meetings (requires decisions up to 18 months in advance of meeting date).

### **Major Challenges**

Major challenges that faced the 2003 LAC are provided in order to aid future LAC at joint meetings.

#### **International Staff Expectations**

- Do not expect that suggestions that the LAC makes for items such as the meeting logo or themes for the theme party will bear out through the process of being approved and finalized. The final result may come as a surprise.
- Make sure that the LAC thoroughly understands the difficulty that they will have in getting the Technical Tours from the stage of a figment of someone's imagination to a black-and-white written commitment from the agency involved.
- There should be a definite understanding that once the ideas for the Accompanying Person Tours have been developed and the ground operator secured, International should take over the full development of the tours. They are experienced and equipped to handle it.

#### **LAC Understandings**

- If there is a desire to have a separate D6 call for papers, coordinate with International very early on. The call for papers from International will have a deadline near September 1 the year prior to the meeting—very close to the ending of the previous annual meeting. A separate call for D6 papers would need to be coordinated with International at least six months ahead of that. The deadline could probably be extended until the first of the year, but that would have to be coordinated with International.
- Specifics as to exact payment for room nights should be negotiated and agreed to in writing 18 months before the meeting. For example, a commitment by International for 10 room nights might mean only that they will allocate 10 room nights from their room block and may mean nothing as to who pays. Be specific and in writing.
- Some guidelines should be established regarding the inviting of attendees to the Leadership Breakfast.
- Students need to be required to register for D6 activities if the district is to continue the policy to subsidize their attendance. It is an elusive job to try to account for students without some form of registration form.
- It is important that meal tickets be kept and counted. This is the only way that the LAC has to verify the count from the hotel. A head count of seated attendees should be taken mid way in the meal to double-check the result.

## **2001 ALBUQUERQUE MEETING**

Key suggestions from the 2001 LAC for consideration by the Board for future joint as well as observations and suggestions for future meetings are presented below.

### **Technical Recommendations**

At a minimum, the 2001 LAC recommends that future technical committees do the following:

- Review the LAC annual meeting manual and comply with its requirements
- Publicize a call for papers/participation through all available sources
- Contact accepted speakers by mid-January with acceptance and general guidance
- Maintain contact with accepted speakers through the spring to ensure compliance
- Provide moderators with electronic copies of the speakers' papers
- Post the technical programs on the web and update as necessary
- Plan on a CD, rather than a printed, compendium of papers
- Encourage technical paper submission in a PDF format
- Don't set unreasonably early paper submission deadlines
- Provide several free workshops on Sunday, but restrict attendance to meeting registrants
- Establish PowerPoint as the meeting's presentation software
- Explore opportunities for borrowing PCs and projection equipment
- Consider providing a computer specialist to assist speakers (e.g., jump drive, crash recovery)

### **Registration Recommendations**

- The work to put together the preliminary program and registration material, as well as the final program, took substantially more time and effort than we anticipated.
- Try to get permission from the District 6 Board to let you offer free full registration to both honorary and retired life members. They deserve it.
- Don't print up too many delegate rosters—very few people picked them up or asked for them, and I have about a hundred left in my office.
- People want the necklace-style nametags, not the clip-on type!
- Offer credit card payment for registration.
- Be sure to have some cash on hand to give change, as well as a safe place to store it.
- Past LACs have said that a copy machine is a necessity. We had a Kinko's nearby, and didn't really need a copy machine on-site.
- Make these decisions up front: do speakers get the lower ITE member registration rate if they're not members? Do speakers get the early registration rate if they register late? Then stick with your decisions.
- We set up a meeting code with Southwest Airlines and Enterprise Rent-a-Car, which we advertised in our registration brochure. I was surprised to hear that 56 people had used the Southwest meeting code. We also advertised International ITE's discount codes for Alamo, Avis, Hertz, and National car rental companies.

### **Hotel Recommendations**

- Enlist Tom Brahms' help in negotiating your food and beverage minimum.
- Use historical figures to come up with your meal guarantees. Underestimate, rather than overestimate, the numbers.
- Extend your room block Saturday through Wednesday nights.
- Have cash on hand for tips to give the wait staff up front. We spent \$300 on cash tips to the wait staff—most of it the first couple of days—and felt we got great service in return the whole meeting.
- Take time to review the banquet event orders a week or two before the meeting to ensure that all of your table set-ups, audio-visual needs, and food and beverage orders are exactly how you want them.

### **Publicity Recommendations**

- PUBLICIZE, PUBLICIZE, PUBLICIZE.
- The earlier you start publicizing and keep publicizing the larger the turnout will be for your meeting. This is up to you!
- COORDINATE EARLY!
- Coordinate early with the prior meetings and get in contact with the LAC for the meeting after yours.
- HELP OUT THE OTHER LAC SUBCOMMITTEES AS IT GETS CLOSER TO THE MEETING.
- Your heaviest work will happen the two years or so prior to your meeting. Towards the end, you will be ordering gifts and such. Help out your fellow LACers with what they are working on if you can.
- TRY TO MAKE THIS FUN BUT AT THE SAME TIME REMEMBER THE RESPONSIBILITY YOU HAVE.

## APPENDIX J – SAMPLE LAC BUDGET

Below is a realistic example of the potential sources of income and expense should serve as a detailed starting point for the LAC's budget development. As suggested by the example, it is useful to plan a budget based on a range of possible attendance levels. The budget that each LAC submits needs to have **3 attendance levels**, however, only two are shown in this example to illustrate that some costs increase with the number of attendees while others remain constant. Typical registration estimates are 200, 250 and 300 attendees; however, the number of attendees should be adjusted to reflect the venue. Remember it is prudent to underestimate than to over estimate, though it is best to be as realistic as possible.

Accounting codes for the items in the sample budget are not listed, as accounting codes are unique to a LAC. Appropriate accounting codes can be obtained from the Secretary-Treasurer.

<b>TYPICAL ANNUAL MEETING BUDGET</b>						
<b>Description</b>	<b>250 FULL REGISTRANTS</b>			<b>300 FULL REGISTRANTS</b>		
	<b>Unit Price</b>	<b>Quantity</b>	<b>Amount</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Amount</b>
<b><i>Registration Income</i></b>						
<i>Early Member Registration</i>	\$400	215	\$86,000	\$400	240	\$96,000
<i>Early Registration– Non Member</i>	\$500	15	\$7,500	\$500	36	\$18,000
<i>Late Registration-Member</i>	\$500	15	\$7,500	\$500	18	\$9,000
<i>Late Registration-Non Member</i>	\$600	5	\$3,000	\$600	6	\$3,600
<i>Honorary Registration</i>	\$0	2		\$0	10	
<i>Student Faculty Advisor-Member of ITE</i>	\$0	5		\$0	6	
<i>Retired Life</i>	\$0	12		\$0	15	
<i>Student Registration</i>	\$0	70		\$0	80	
<i>Life Time Achievement Registration</i>	\$0	5		\$0	5	
<i>Spouse/Guest Registration</i>	\$100	40	\$4,000	\$100	50	\$5,000
<i>One Day Registration (Mon or Tues or Wed)</i>	\$250	55	\$13,750	\$250	60	\$15,000
<b>Registration Subtotal</b>		<b>250</b>	<b>\$121,750</b>		<b>300</b>	<b>\$146,600</b>
<b><i>Hotel Income</i></b>						
<i>Kick-off Luncheon (Mon)</i>	\$40	10	\$400	\$40	10	\$400
<i>Annual Business Meeting Luncheon (Tue)</i>	\$40	10	\$400	\$40	10	\$400
<i>Traffic Bowl Refreshments (Tue)</i>	\$50	0	\$0	\$50	0	\$0
<i>Annual Awards Banquet (Tue)</i>	\$80	10	\$800	\$80	10	\$800
<i>Western States Luncheon (Wed)</i>	\$50	10	\$500	\$50	10	\$500
<b>Hotel Subtotal</b>			<b>\$2,000</b>			<b>\$2,000</b>
<b><i>Traffic Bowl Income</i></b>						
<i>No Income</i>						
<b>Traffic Bowl Subtotal</b>						
<b><i>Publicity Income</i></b>						
<i>Polo Shirt Sales</i>	\$35	25	\$875	\$35	30	\$1,050
<b>Publicity Subtotal</b>			<b>\$875</b>			<b>\$1,050</b>

<b><i>Exhibitor Income</i></b>						
Exhibitor Fee Booths 1	\$1,250	15	\$18,750	\$1,250	15	\$18,750
Exhibitor Fee Booths 2	\$1,000	15	\$15,000	\$1,000	15	\$15,000
Exhibitor Fee Booths 3	\$750	10	\$7,500	\$750	10	\$7,500
Additional booth personnel	\$100	10	\$1,000	\$100	10	\$1,000
<b>Exhibitor Subtotal</b>			<b>\$42,250</b>			<b>\$42,250</b>
<b><i>Technical Income</i></b>						
Compendium CD	\$10	0	\$0	\$10	0	\$0
Sunday Workshops	\$50	60	\$3,000	\$50	65	\$3,250
<b>Technical Subtotal</b>			<b>\$3,000</b>			<b>\$3,250</b>
<b><i>Family/Entertainment Income</i></b>						
Monday Family Night Dinner	\$50	30	\$1,500	\$50	35	\$1,750
Monday Family Night Dinner (Children <12 Free)	\$0		\$0	\$0		\$0
Spouse/Guest Tour 1-	\$30	25	\$750	\$30	30	\$900
Spouse/Guest Tour 2-	\$30	25	\$750	\$30	30	\$900
Spouse/Guest Tour 3-	\$0	25	\$0	\$0	30	\$0
Spouse/Guest Tour 4-	\$5	10	\$50	\$5	15	\$75
Golf Event	\$70	40	\$3,000	\$70	45	\$3,750
Child Care during banquet	\$10	0	\$0	\$10	0	\$0
<b>Family/Entertainment Subtotal</b>			<b>\$6,050</b>			<b>\$7,000</b>
<b><i>Technical Tour Income</i></b>						
Technical Tour 1	\$30	15	\$450	\$30	20	\$600
Technical Tour 2	\$20	15	\$300	\$20	20	\$400
Technical Tour 3	\$25	15	\$375	\$25	20	\$500
<b>Technical Tour Subtotal</b>			<b>\$1,125</b>			<b>\$1,500</b>
<b><i>Other Income</i></b>						
District 6 – 1 <sup>st</sup> Advance			\$2,000			\$2,000
District 6 – 2 <sup>nd</sup> Advance			\$2,000			\$2,000
District 6 – 3 <sup>rd</sup> Advance			\$2,000			\$2,000
Scholarship Programs			\$10,000			\$11,000
<b>Other Subtotal</b>			<b>\$18,000</b>			<b>\$19,000</b>
<b>TOTAL INCOME</b>			<b>\$193,050</b>			<b>\$222,650</b>
<b><i>Registration Expenses</i></b>						
Final Program	\$7.00	350	\$2,450	\$7.00	400	\$2,800
Registration Desk Contract Staff	\$15.00	88	\$1,320	\$15.00	88	\$1,320
Delegate List	\$1.00	420	\$ 420	\$1.00	450	\$ 450
Invoices for Registration	\$1.00	420	\$ 420	\$1.00	450	\$ 450
Ticket Paper (reams)	\$12.00	4	\$ 48	\$12.00	4	\$ 48
Name Tags (100 count)	\$25.00	5	\$ 125	\$25.00	5	\$ 125
Postage-Registration Packet	\$0.79	4300	\$3,397	\$0.79	4300	\$3,397
Folding & Labels-Registration Packet	\$0.18	4300	\$ 774	\$0.18	4300	\$ 774
Printing-Registration Packet	\$0.60	4300	\$2,580	\$0.60	4300	\$2,580
Confirmation Letters--postage, envelope, letter head	\$2.00	320	\$ 640	\$2.00	430	\$ 860
Special WesternITE Issue Printing	\$2.00	300	\$ 600	\$2.00	430	\$ 600
Misc. Mailing Expenses			\$ 100			\$ 100
<b>Registration Subtotal</b>			<b>\$12,874</b>			<b>\$13,504</b>
<b><i>Hotel Expenses</i></b>						
Special Guest Accommodations (room-nights)	\$149	16	\$2,384	\$149	14	\$2,086
Rooms Attrition	\$104	0	0	\$104	0	
Technical Workshop Coffee Break (Sun)	\$15	40	\$600	\$15	50	\$750
Board Meeting Luncheon (Sun)	\$36	30	\$1,080	\$36	30	\$1,080
Board Meeting Refreshments (Sun)	\$20	30	\$600	\$20	30	\$600

Technical Workshop Refreshments (Sun)	-	-	-	-	-	-
Get Acquainted Social (Sun)	\$38	250	\$9,500	\$38	300	\$11,400
Continental Breakfast (Mon)	\$16	250	\$4,000	\$16	300	\$4,800
Coffee Break AM (Mon)	\$10	300	\$3,000	\$10	360	\$3,600
Vendor Box Lunches	\$27	140	\$3,780	\$27	160	\$4,320
Kick Off Luncheon (Mon)	\$33	300	\$9,900	\$33	360	\$11,800
Coffee Break PM (Mon)	\$10	300	\$3,000	\$10	360	\$3,600
Continental Breakfast (Tues)	\$20	200	\$4,000	20	225	\$4,500
Leadership Breakfast (Tues)	\$30	75	2,250	\$30	75	2,250
Coffee Break AM (Tues)	\$10	250	\$2,500	\$10	300	\$3,000
Annual Business Meeting Luncheon	\$32	275	8,800	\$32	330	10,560
Vendor Staff Buffet	\$34	120	\$4,080	\$34	160	\$5,440
Traffic Bowl Refreshments (Tues)	\$15	275	\$4,125	\$15	325	4,875
President's Reception (Tues)	\$42	75	\$3,150	\$42	75	\$3,150
Annual Awards Banquet (Tues)	\$60	280	\$16,800	\$60	336	20,160
Continental Breakfast (Wed)	\$16	150	\$2,400	\$16	200	\$3,200
Coffee Break AM (Wed)	\$15	150	\$2,250	\$15	200	3,000
Western States Luncheon (Wed)	\$30	210	\$6,300	\$30	230	\$6,900
Hotel Food Total (minimum = \$)			\$91,515			108,315
Higher of total or hotel minimum (food)			\$47,000			\$47,000
Audio/Video Equipment			\$5,000			5,000
Misc. Mailing Expenses			\$100			\$100
Exhibit Room Rental (4 days)			\$10,500			\$10,500
<b>Hotel Subtotal</b>			<b>\$109,499</b>			<b>\$126,001</b>
<b><i>Traffic Bowl Expenses</i></b>						
Prizes (Cash)			\$1,000			\$1,000
Door Prizes (3)			\$500			\$500
Misc. Mailing Expenses			\$100			\$100
<b>Traffic Bowl Subtotal</b>			<b>\$1,600</b>			<b>\$1,600</b>
<b><i>Publicity Expenses</i></b>						
Gift Baskets-VIPs	\$50	12	\$600	\$50	10	\$600
Spouse Gifts	\$15	165	\$2,475	\$15	1800	\$2,700
Delegate Souvenirs	\$15	320	\$4,800	\$15	370	\$5,500
Spouse Gifts	\$25	40	\$1,000	\$25	50	\$1,250
Photography			\$300			\$300
LAC Shirts	\$30	60	\$1,800	\$30	60	\$1,800
Misc. Banners			\$100			\$1,000
Polo Shirts to Sell	\$30	30	\$900	\$35	35	\$1,050
Misc. Mailing Expenses			\$210			\$210
<b>Publicity Subtotal</b>			<b>\$13,085</b>			<b>\$14,460</b>

<b><i>Exhibitor Expenses</i></b>						
Piping & Draping, Electrical Hook-Ups			\$5,000			\$5,000
Plaque – Best Booth			\$150			\$150
Security			\$1,000			\$1,000
Vendor Consultant Services			\$3,000			\$3,000
Exhibitor registration brochures			\$500			\$500
Misc. Mailing Expenses			\$200			\$200
<b>Exhibitor Subtotal</b>			<b>\$9,850</b>			<b>\$9,850</b>
<b><i>Family/Entertainment Expenses</i></b>						
Music-Get Aquatinted Social			\$3,000			\$3,000
Facilities for Monday Night			\$4,000			\$4,000
Monday Family Night Dinner Buses			\$3,000			\$4,000
Monday Family Night Dinner	\$20	350	\$7,000	\$20	420	\$8,400
Monday Family Night Dinner (Kids<12)	\$20	50	\$1,000	\$20	60	\$1,200
Awards Banquet Entertainment & Decorations			\$1,200			\$1,200
Spouse/Guest Tour 1	\$10	25	\$250	\$10	30	\$300
Spouse/Guest Tour 2	\$20	25	\$500	\$20	30	\$600
Spouse/Guest Tour 3	-	25	\$0	-	30	\$0
Spouse/Guest Tour 4	-	10	\$0	-	15	\$0
Spouse Tours Transportation (2 buses)			\$900			\$900
Golf Event Sunday	\$65	40	\$2,600	\$65	45	\$2,925
Child Care		10	0		15	\$0
Misc. Mailing Expenses			100			\$100
<b>Family/Entertainment Subtotal</b>			<b>\$23,550</b>			<b>\$26,625</b>
<b><i>Technical Tour Expenses</i></b>						
Technical Tour 1			\$1,000			\$1,000
Technical Tour 2	\$20	15	\$300	\$25	20	\$400
Technical Tour 3	\$25	15	\$375	\$25	20	\$500
Transportation			\$1,300			\$1,300
Misc. Mailing Expenses			\$100			\$100
<b>Technical Tour Subtotal</b>			<b>\$3,075</b>			<b>\$3,300</b>
<b><i>Technical Program Expenses</i></b>						
Requests for Abstracts (b/w copying)	\$0.03	3800	\$114	\$0.03	3800	\$114
Respond to submitted abstracts	\$2	150	\$300	\$2	150	\$300
Compendium CDs			\$2,000			\$2,000
Mailing Compendium CDs to Student Chapters	\$2	31	\$62	\$2	31	\$62
Misc. Mailing Expenses			\$100			\$100
Prepare original CD compendium			\$1,000			\$1,000
Final Program Printing			\$1,500			\$1,500
Posters for technical sessions			\$700			\$700
Technical Training Session - Instructor Costs			\$2,000			\$3,000
Thank you letters to speakers			\$300			\$300
Misc. Mailing Expenses			\$100			\$100
<b>Technical Program Subtotal</b>			<b>\$8,176</b>			<b>\$9,176</b>

<b><i>Financial Expenses</i></b>					
Bank Charges			-		-
Checks Printing & Checkbook binder			\$107		\$107
Misc. Mailing Expenses			\$100		\$100
Auditor			\$1,500		\$1,500
Quicken Software			\$53		\$53
<b>Financial Subtotal</b>			<b>\$1,760</b>		<b>\$1,760</b>
<b><i>General Chair Expenses</i></b>					
Travel - Mid-Year Board Meeting (18 months prior)			\$450		\$450
Travel - Annual Board Meeting (12 months prior)			\$1,300		\$1,300
Travel -Mid-Year Board Meeting (6 months prior)			\$600		\$600
Meeting Report			\$500		\$500
LAC Debriefing Session			\$500		\$500
Misc. Mailing Expenses			\$100		\$100
<b>General Chair Subtotal</b>			<b>\$3,450</b>		<b>\$3,450</b>
<b><i>Co-Chair/Vice Chair Expenses</i></b>					
Misc. Mailing Expenses			\$100		\$100
<b>Co-Chair/Vice Chair Subtotal</b>			<b>\$100</b>		<b>\$100</b>
<b><i>Other Expenses</i></b>					
Repay District 6 1 <sup>st</sup> Advance			\$2,000		\$2,000
Repay District 6 2 <sup>nd</sup> Advance			\$2,000		\$2,000
Repay District 6 3 <sup>rd</sup> Advance			\$2,000		\$2,000
<b>Other Subtotal</b>			<b>\$6,000</b>		<b>\$6,000</b>
<b>TOTAL EXPENSES</b>			<b>\$193,019</b>		<b>\$215,826</b>
<b>SURPLUS (DEFICIET)</b>			<b>\$31</b>		<b>\$9,824</b>

## APPENDIX K -- REGISTRATION DESK ITEMS

### Vendor Plastic Logo Bags

- Area Map
- Tourist books
- Program
- At-a-glance program
- Special edition of WesternITE
- Guide to the exhibitors
- State map
- Note pad

### Vendor envelope with vendor name label

- Blue vendor nametags
- Ticket envelope with these tickets:
  - 4-Get Acquainted Social Drink Tickets
  - 2-Banquet Social Hour Drink Tickets
  - 1-Banquet Ticket

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### Delegate Plastic Logo Bags

- Delegate gift
- Note pad
- Area Map
- Compendium CD
- Best booth ballot
- PDH worksheet
- Program
- Transit Pass
- Tourist books
- State map
- At-a-glance program
- Guide to the exhibitors
- Special edition of WesternITE

### Delegate envelope with delegate name label

- White delegate nametag
- Nametag ribbon for students, speakers, District 6 Officers, and honorary members
- Ticket envelope with these tickets:
  - 2 – Get Acquainted Social Drink Tickets
  - 1 – Kick-Off Luncheon Ticket
  - 1 –Family Night Ticket
  - 1 –Business Luncheon Ticket
  - 1 – Traffic Bowl Ticket
  - 1 –Traffic Bowl Drink Ticket
  - 2 –Awards Banquet Drink Tickets
  - 1 –Awards Banquet Ticket
  - 1 –Western States Luncheon Ticket
  - Other tickets as registered for
- Receipts of events paid for
- “POLO SHIRT” label if polo shirt pre-purchased
- “SPOUSE GIFT” label if spouse registered
- If spouse registered, add to delegate envelope:
  - Tan spouse nametag
  - Additional transit pass
  - Additional program
  - Additional at-a-glance program
  - Tickets:
    - 2 –Get Acquainted Social Drink Tickets
    - 1—Family Night Ticket
    - 1 –Traffic Bowl Ticket
    - 1--Traffic Bowl Drink Ticket
    - 2—Awards Banquet Drink Tickets
    - 1 –Awards Banquet Ticket
    - Other tickets as registered for

### **Handouts at Registration Table**

- Delegate/vendor rosters
- ITE International brochures
- Future meeting info
- Transit maps

**APPENDIX L-COPYRIGHT TRANSFER AGREEMENT**



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# APPENDIX M -- EXHIBITOR/VENDOR FLOW CHART



