

# Institute of Transportation Engineers

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International Board of Direction Procedure  
As adopted February 2005

## 9-9 Joint Annual Meetings with ITE Districts

Should a District decide to forego holding their regularly scheduled annual meeting so as to hold their annual meeting in conjunction with and jointly with the ITE Annual Meeting then in consideration of that, ITE offers to the District the following concessions:

- a. Four percent of the revenue from the rent of exhibit booths in that year's ITE Annual Meeting exhibit.
- b. Complimentary Compendium of Papers CD-ROMs for each of the District's Student Chapters.
- c. Inclusion of District events and registration in the marketing materials and on the registration form. Collection of revenues and remittance of revenues collected for those events and registrations to the District. ITE will not charge the District for any credit card, bank fees or administrative time incurred associated with these revenues.
- d. Meeting arrangements for functions of the District exclusive of setting guarantees and assuming financial responsibility for the District's functions.
- e. If function room rental fees are assessed the ITE by the venue, then the District will be responsible for the charges associated with their meeting space. If no function space fees are assessed by the meeting venue, then ITE will provide space on a complimentary basis.
- f. If there is an International President reception held, the District Chair will have the opportunity to invite up to 30 persons at no charge to the District. Should the District wish to include additional invites, they may choose to do so with the understanding that they will reimburse the Institute for the number of persons over 30 times the unit cost.
- g. Should the District choose to assist ITE in soliciting sponsorships for ITE International activities, as approved by ITE, then ITE will provide the District with 15% of the revenue collected for sponsorships that they attain from organizations that have not been a sponsor in the past two years. If the district solicits sponsor(s) for a district only event, the district may collect and retain 100% of these funds.
- h. ITE Headquarters will negotiate and execute the contracts. The District Chair/President will be provided with draft copies of venue contracts prior to their execution with an opportunity to provide comments within a two week time frame.

For joint District and International annual meetings, there will be a meeting of LAC members and ITE's Executive Director approximately 2 years prior to the meeting. The Institute will appoint a General Chair for joint meetings approximately three years prior to the meeting.