



# **ITE Annual Meeting Planning Guide for Local Arrangements Committees**

**Revised 8/2017**

The Annual Meeting should be the largest annual gathering of Institute members. Considerable ITE headquarters staff and volunteer time and resources are committed annually to plan, market, and conduct the Annual Meeting. The income and expense associated with the Annual Meeting budget is a significant element of the Institute's finances so the Headquarters and International Board of Direction are responsible for making final decisions relating to site and venue selection. The selection of a site for an annual meeting is a major decision of the International Board of Direction in that the site selected may impact the number of members that attend which in turn affects the finances of the Institute. The decision should be based on objective information and each candidate site should be weighed against these criteria. Of paramount importance is the selection of the site that advances the objectives of the Annual Meeting.

In the Annual Meeting site selection process, additional "fixed" costs and/or financial exposure for the Institute should be considered. The decision should seek to keep the registration, travel and housing costs affordable for members to attend. Ideally site selections will be made at least 24-36 months in advance of the year of the meeting. The Executive Director/CEO will provide guidance to the Board as to how far in advance the selection should be made based on trends and market conditions for booking hotel rooms, meeting space, and convention center space.

The essential requirements of the Annual Meeting constitute the core vision of our members:

- Provide a regular opportunity for Institute members from the various geographic regions comprising the Institute to (1) exchange technical ideas, practices and experiences, and (2) develop and renew professional relationships.
- Provide a regular opportunity for Institute members to, in person, conduct the necessary business activities of the Institute.
- Provide a regular opportunity for councils and committees of the Institute to meet and conduct their activities.
- Provide a regular opportunity to recognize Institute members who have provided service to the Institute in an official capacity during the previous year.
- Provide a regular opportunity to recognize significant achievements through the Institute's award program.
- Provide a regular opportunity for manufacturers, distributors, consultants and others to present and display new products and/or services.
- Provide a site (city) and facility whose associated attendance costs (lodging, transportation, registration fees, exhibition fees, etc.) will encourage sufficient attendance (including members, prospective members, guests and exhibitors) to allow the Annual Meeting to be financially self-sufficient.

Desirable Annual Meeting elements can contribute to the success of the Annual Meeting and to the perception that the membership as a whole has toward the overall Annual

Meeting concept. Desirable Annual Meeting elements include the following:

- Provide an opportunity to encourage and focus the active participation of a specific region in the planning of an Annual Meeting and to receive such recognition.
- Provide opportunities for Institute members for professional development through the presentation of seminars offered in conjunction with the Annual Meeting.
- Provide a site (city) and facility that offers social amenities that will attract Institute members, family and guests to attend the Annual Meeting.
- Provide opportunities for Institute members to examine and observe traffic and transportation facilities and practices in different geographic locations.

The above listed essential and desirable goals have the following implications which could significantly impact the Institute's budget for Annual Meeting programming, site (city) selection and facility selection. Therefore, all final decisions must be made by the Headquarters and International Board of Direction.

- Programming: The Annual Meeting program must provide opportunities for technical sessions, networking, and assembly of the voting members, recognition sessions, and exhibit area access. Desirable programming elements include opportunities for professional development seminars and attractive activities for family and guests.
- Site (city) Selection: The Annual Meeting city must be reasonably accessible to attendees from throughout the membership's geographic distribution. To enable members to experience a broad range of transportation facilities and practices, it is desirable that the Annual Meeting be rotated annually to include each quadrant of the country.
- Facility Selection: The Annual Meeting facility (including housing) must be of a physical size and layout that readily accommodates the essential technical (sessions and exhibit area), administrative, and networking functions of the meeting. It is desirable that facility costs (reflected in the overall registration fee for the meeting) and housing costs be at a level which does not unreasonable preclude a member's attendance at the meeting.
- ITE Staff will follow guidelines as outlined in the Annual Meeting Planning Guide for site selection, contract approval, and partnership with the local arrangements committee (LAC). The Board will review the Annual Meeting Planning Guide every three years.

# ITE INTERNATIONAL - ANNUAL MEETING PLANNING GUIDE

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## JOINT ANNUAL MEETINGS WITH ITE DISTRICTS

It is the intent of the Institute that its Annual Meeting will be held in partnership with one of the Institute's Districts and its regularly scheduled annual meeting. A joint meeting between two Districts also will be considered. The philosophy of the Annual Meeting will be to work with the District(s) in order for all to share in the success of the meeting. Initial planning for the meeting will include working out a suitable arrangement to ensure this mutual success.

Process for Selection:

1. The IBOD identifies the region for a particular year based upon a rotation schedule which could change should there be mitigating circumstances.
2. The District(s) confirm their willingness to partner with International on the Annual Meeting and assist the Headquarters with identifying potential cities they believe meet the criteria.
3. Headquarters reviews the cities and confirms that there are appropriate venues within those cities to accommodate an Annual Meeting.
4. The International Board selects the host city and the Headquarters selects the final venue.

Roles and Responsibilities of the Institute:

1. ITE Headquarters and the International Board of Direction will make all final decisions with regard to city site selection and venues associated for the Annual Meeting.
2. ITE headquarters will negotiate and execute all contracts associated with the ITE Annual Meeting.
3. ITE headquarters will handle all of the meeting's logistical arrangements.
4. District events will be included in the meeting's marketing materials and on the meeting's registration form.

Roles and Responsibilities of the LAC:

1. Develop a Local Arrangements Committee that will incorporate at least 80% of its volunteers from the Section and 10%-20% from the District(s) depending upon whether it is a joint District meeting.
2. Promotion of the Annual Meeting in the host district and section.
3. Presence in ITE's booth as part of the exhibit hall at the preceding Annual Meeting to promote the next Annual Meeting and to provide local information.
4. Work with staff and outside vendors to develop technical tours and identify potential spouse/hospitality events.

5. Identify places to dine, local ground transportation, availability of entertainment, places of interest to visit, and local landmarks as well as sites for off premises social events.
6. Arrange for local media to publicize the Annual Meeting.
7. Assist with identifying high profile local speakers for the technical program and plenary sessions.
8. Provide maps, restaurant guides, and other information to guide members to Annual Meeting facilities and to local attractions.
9. Participate in a de-briefing to discuss suggestions and recommendations aimed at improving future Annual Meetings.
10. Staff an informational booth near the meeting registration area.
11. Solicit volunteers to serve as key meeting support staff.

## **SITE SELECTION**

### **A. Selection of a quadrant (region) in which the annual meeting will be held.**

ITE Annual Meetings will rotate among four established quadrants, which have been designated based on the location of current District boundaries and an equitable distribution of membership numbers.

Quadrant 1 Northeast (Districts 1, 2, 7)

Quadrant 2 South (Districts 5, 10)

Quadrant 3 Central (Districts 3, 4, 9)

Quadrant 4 West (Districts 6, 7)

The goal of the meeting schedule is to provide a regular rotation among these four quadrants, recognizing that special circumstances may dictate the specific order.

In selecting a quadrant for the meeting, consideration will be given to the following:

1. There is likelihood of an enthusiastic Local Arrangements Committee (LAC) capable of handling an International meeting with strong District and Section support.
2. A significant grouping of International ITE members resides within a reasonable driving distance of the potential host cities.
3. Availability of nonstop or one-stop competitive airline connections from most major North American destinations and reasonable international service by multiple airlines.
4. Area is served by available mass transit or privately owned transit facilities with ten to fifteen minute maximum headways during the peak period.

5. Shuttle service serving airports, hotels, restaurants or convention center.
6. At least one major transportation facility is available which can provide the basis for at least one technical tour of potential widespread interest o conference delegates.

B. Selection of potential host cities.

ITE Staff, with the District's guidance, will prepare a list of potential host cities within the selected regional quadrant that will ultimately be approved by the International Board of Direction

In selecting targeted cities for the meeting, consideration will be given to the following:

1. Image and attractiveness as a meeting destination.
2. Relative and competitive costs.
3. Convention and visitor's bureau support and services offered.
4. Affordable and varied restaurant within a short walking distance of host hotel.
5. Areas is served by available public mass transit or privately owned transit.
6. Shuttle service is available between host hotel, airport, local restaurants, local shopping, and/or convention center.

C. Selection of Host Hotel/Meeting Facilities.

ITE Staff, with the LAC's recommendations, will prepare a list of potential host hotels within the identified targeted cities.

In selecting potential host hotels/meeting facilities, consideration will be given to the following:

1. Host hotel should have at least 500 committable delegate rooms on peak nights.
2. Function room space availability and configuration meets Annual Meeting RFP requirements.
3. Meeting rooms are in close proximity to exhibit space and conveniently available within the host hotel or within a convention facility that is within walking distance of the host hotel.
4. New or recently remodeled facilities are preferred.
5. The host hotel can meet the minimum number of committable sleeping rooms.
6. The rate for single/double rooms is competitive within the city location and

- includes 20-25% committable government rate rooms.
7. Available dates meet Annual Meeting RFP guidelines (late July and early August dates strongly preferred).
  8. Hotel offers reasonable set up fees and labor rates.
  9. Location, suitability, and quality of exhibit space.
    - a. Access to loading dock.
    - b. Proximity to other principal meeting space.
    - c. Cost of exhibit space (no extra rental fees strongly preferred).
    - d. Exclusive use of meeting room space (24 hour holds strongly preferred).
    - e. Adequacy of size of meeting space to accommodate plenary sessions and technical breakout rooms.
    - f. Ceiling height, appearance, and configuration conducive to no visual or audio sound obstructions.
  10. Availability of quality service support firms.
    - a. Audiovisual.
    - b. Exhibit decorators and drayage firms.
    - c. Destination management firms for spouse/guest activities and ground transportation.
    - d. Food and beverage catering menus offer competitive pricing and varied menu options.
  11. Meeting facility includes pre-existing and complimentary wireless Internet access.
  12. Meeting facility includes space for an adequate exhibit hall area.

Convention Centers – The use of convention centers will be considered if no individual hotel is available that can provide all of the amenities and meeting space needed for an Annual Meeting. The convention center should, at a minimum, meet the following requirements:

1. Convention center is located preferably within 0.25 miles (400 meters), but no more than 0.5 miles (800 meters) from the host hotel.
2. Exhibit hall is large enough to house at least 100 10 ft. x 10 ft. (3m x 3m) exhibit booths; exhibit space is functionally contiguous to meeting rooms.
3. Meeting rooms are available to accommodate the technical program and other activities.
4. Technical meeting rooms and exhibit space can be housed in one facility.
5. The convention center is financially sound.
6. The convention center exists or is under construction at time of site selection with construction completion date in advance of meeting dates.
7. Climate controlled access or covered walkway is available from host hotel to convention center.
8. Access to convention center meets all ADA requirements.

9. A variety of sit down and fast food restaurants and sandwich shops is available within two blocks of the convention center.
10. Convention center facility includes pre-existing and complimentary wireless Internet access.

Note: A more detailed report may need to be prepared for each of the short listed cities and may include draft hotel (and convention center) contract(s). The detailed report should include information relevant to the selection criteria noted above.

The Executive Director/CEO will review the above information and recommend to the Board for approval which city he/she feels should be selected to host the Annual Meeting. The president of each of the sections in which the short listed cities are located may be contacted to seek an expression of interest and commitment, on behalf of the section, to undertake the LAC roles should their city be selected.

## **ANNUAL MEETING MISCELLANEOUS**

### **A. Hospitality Rooms Policy Statement**

1. All hospitality rooms (open houses, cocktail parties, receptions, social hours, or whatever they may be called) during the time of the Annual Meeting shall be conducted in a professional manner.
2. No such affairs shall be scheduled in conflict with any official function open to a majority of members of the Institute.
3. Announcements of the time and place of such affairs sponsored by individual industry or commercial organizations shall be made only on lists or signs approved by ITE staff. No signs shall be posted in the lobby, in hotel corridors, or in hotel elevators.
4. No handbills or product literature of any description shall be distributed except in the sponsors' rooms.
5. Hospitality rooms which feature the sponsors' products in an atmosphere not befitting the dignity of a professional meeting are not acceptable.
6. All industry or commercial organizations shall clear their hospitality room event through the Institute's headquarters staff, and will at that time be advised by headquarters staff of the above statement of policy.
7. ITE staff shall have the authority to police the Annual Meeting as far as this policy is concerned. All failures to abide by the agreement will be called to the attention of the Executive Director/CEO.
8. The Executive Director/CEO has the authority to deny the privileges of a hospitality room at future Annual Meetings to those organizations which evidence shows are not abiding by the terms of this statement of policy.

### **B. Honoraria and Complimentary Hotel Rooms**

1. Honoraria and Travel Expenses – Payment of honoraria and/or travel expenses



of program participants are, in general, not paid for by the Institute and any offer to pay an honorarium and/or travel expense to any program participant (except professional entertainers at social functions) must be budgeted for and approved prior to the offer by the Executive Director/CEO.

2. Complimentary Hotel Rooms – The host hotel normally provides a small number of suites or sleeping rooms at no charge. These shall be assigned by the Executive Director/CEO.

C. Invitation to Guests

The President of the Institute and/or the Executive Director/CEO may invite to the Annual Meeting presidents and Executive Officers of other engineering and related organizations.

D. Admission to Sessions

Admission to all technical sessions and Annual Meeting events will be by badge or ticket presentation only.

E. Speakers

The selection of the Institute of an individual to speak at or to serve as a session leader at an ITE Annual Meeting or any Institute sponsored conference shall be based on that individual's knowledge and experience, the individual's potential to expand the base of knowledge of the transportation profession, and on the interest that the participation of the individual is expected to generate among potential attendees. In recognition of the stature of the individual professional invited to participate in these ITE programs, the Institute will accept confirmation of acceptance of the invitation, declination, and/or recommendation for a replacement, which are received directly from the invited individual. Responses from an organization, agent, or employer shall not be considered final unless confirmed by the individual invited.

F. International Speakers Program

Efforts will be made to involve international speakers and subject areas into the technical program of the Annual Meeting in order to facilitate the interchange of technical knowledge on transportation engineering, to enable the Institute to become familiar with more members of District 8, to increase the international content of Annual Meetings, and to increase the number of international members with familiarity with the Institute's Board of Direction's programs and operations so that these persons can promote the activities of ITE at the local level.

