



Institute of Transportation Engineers  
Missouri Valley Section

# Meeting Guide

Updated December 2016

*MOVITE - bringing individuals together to advance the knowledge  
and skills of transportation professionals.*

## **INTRODUCTION**

A primary activity of MOVITE is to hold two meetings a year - one in the spring and one in the fall. These meetings bring together members spread out over our six-state section to share technical information, to learn and to socialize with fellow transportation professionals. MOVITE has a rich tradition of fostering both professional growth and personal connections amongst its members who share a passion for traffic and transportation planning and engineering.

Each meeting is planned and executed by a Local Arrangements Committee (LAC) comprised primarily of MOVITE members who work and/or reside in the vicinity of the meeting locale. The purpose of this handbook is to serve as a guide for a local arrangements committee hosting a MOVITE meeting. This handbook will help to organize, plan, and conduct a “typical” MOVITE meeting. While each meeting is similar with respect to its basic format, each meeting provides plenty of opportunity to reflect the flavor of the local community. Therefore, the intent of this handbook is to identify the elements to be considered in hosting a meeting and give guidance based on previous meetings and traditions as well as the policies of our organization.

Hosting a meeting and being part of the planning committee is very rewarding but requires considerable work and organization. As with so many things, the devil is in the details. In some ways, organizing a successful meeting is mostly about the details. This handbook provides tips for the committee from initial planning to the post-meeting documentation. It is intended to assist in the organization and decision-making process for each meeting. It is not the intent of this guide to plan the meeting but rather to be a resource for those with meeting planning responsibility.

The MOVITE President and the board member(s) from the hosting state are responsible for overseeing the coordination of the meeting. The MOVITE President will appoint the LAC Chair to begin making preparations for the meeting.

A number of MOVITE policies are pertinent to the planning of a MOVITE meeting. All members of the Local Arrangements Committee are encouraged to read these policies thoroughly early in the process. They are posted on the MOVITE website.

## **HOSTING A MEETING**

**Meeting Location** - There are several policies and traditions that guide the determination of the host state for each meeting. The MOVITE Executive Board will determine the host state for each meeting several years in advance.

The Spring Meeting is rotated amongst the six MOVITE states generally opposite of the Fall Meeting rotation; thereby giving each state an opportunity to host a meeting about every three years. The Fall Meeting, also known as the Annual Meeting, is traditionally held in the home state (and city) of the sitting MOVITE President.

The MOVITE President, board members(s) from the host state, and the LAC Chair will determine where specifically in the state the meeting will be held.

**Meeting Days** - MOVITE meetings are traditionally held on Wednesday, Thursday, and Friday. Deviation from these days can be considered, particularly when a meeting is held in conjunction

with another organization, but the deviation must be approved by the MOVITE Executive Board well in advance.

Events on Wednesday generally include a technical workshop (four to eight hours), afternoon outing such as golf or bowling, and a social reception in the evening. The technical workshop helps to strengthen the meeting program and may be used to satisfy continuing education requirements. Technical sessions are held in the morning and afternoon on Thursday and in the morning on Friday.

**Meeting Dates** - By policy, the Spring Meeting is to be held between March 15 and May 15 and the Fall Meeting is to be held between September 1 and October 31.

Several factors need to be considered in selecting the exact dates for a meeting. First would be conflicts and close dates with meetings of other organizations that might attract MOVITE members. Some of these might include state traffic conferences, APWA, and other ITE meetings or events. The Fall Meeting must, by policy, be scheduled at least three weeks apart from the ITE International Annual Meeting. You should be sensitive to holidays (federal, state and local) and how they might affect attendance. Special events in the meeting locale such as a festival could be a means to attract meeting participants. Lastly, of course, is the availability of the hotel and/or convention center where you wish to host the meeting.

The weather should also be considered. A late spring date or early fall date could help ensure better weather, especially important if outdoor activities are planned for the meeting, e.g. golf tournament, barbecue, etc.

Once the location and dates for the meeting are set, it is important to notify members as well as other organizations that may schedule a conflict.

**Co-Sponsored Meetings** - MOVITE encourages co-sponsorship of MOVITE meetings with other related professional organizations. Co-sponsorships may be made with MOVITE taking the lead with respect to the arrangements or with the other organization taking the lead. A written agreement with the co-sponsor that spells out responsibilities and the distribution of profits or losses must be made by the Local Arrangements Committee and approved by the MOVITE Executive Board one year prior to the co-sponsored meeting. For a co-sponsored meeting in which MOVITE takes the lead, the co-sponsor shall not receive more than 50 percent of meeting profits. In the event the other organization has a defined monetary liability for losses, profits distributed to that organization shall not exceed that amount. For a co-sponsored meeting in which the other organization takes the lead, MOVITE shall receive profits and/or share in the liability for losses in accordance with the agreement approved by the MOVITE Executive Board.

With the advent of chapters in the MOVITE section, a chapter oftentimes serves as the LAC. Such an arrangement is encouraged but is NOT considered a co-sponsored meeting. As such, no agreement is made in advance to spell out the distribution of profit or loss. By policy, the MOVITE Executive Board may elect to share any profit with the chapter, but only after the meeting.

**Midwestern District Meeting** - The District Annual Meeting is rotated amongst the four sections in the Midwestern District. Therefore, MOVITE is requested to host a meeting every four years. More often than not, MOVITE will elect to host a joint Spring MOVITE Meeting with the District

Annual Meeting. Generally the meeting days and dates are based on District policies and traditions.

The District Annual meeting offers a different set of challenges and opportunities in that the meeting occurs in the summer (June) and must appeal to ITE members in eleven states. Otherwise, the meeting considerations generally follow those outlined for a typical MOVITE meeting. In addition to using this planning guide, the local arrangements committee should refer to the Midwestern District policies for specific requirements unique to a district meeting.

It is the responsibility of the MOVITE President to develop an agreement with the District President with respect to seed money and the distribution of profit or loss. The MOVITE member on the Midwestern District Board should provide coordination between the section and district.

## **SELECTING HOTEL/CONVENTION CENTER**

MOVITE meetings are traditionally held in a hotel (with sufficient meeting space) or convention center with an attached hotel. Selecting the hotel is the most important early planning responsibility. It is not unusual to find hotels booked for meetings as far as two or three years in advance. Therefore, it is important to obtain an early commitment from your desired hotel.

There are myriad factors that go into selecting the right hotel for your meeting. MOVITE has no specific requirements you must meet but traditionally cost consideration is a high priority. We stay away from five-star hotels with five-star prices but also want a facility that would be attractive to and comfortable for meeting registrants. Think “neither cheap nor extravagant” when trying to identify a good hotel for the meeting. Downtown areas have proven to be good venues for a meeting with the various attractions and amenities available to attendees. These areas also tend to give you more options for an off-site event in close proximity to the hotel.

The local Chamber of Commerce or Convention and Visitors Bureau can assist you in identifying hotels as well as provide you with promotional material. Another option available to you is HelmsBriscoe, a hospitality service firm under contract with ITE. Information about this service is included in Appendix A. Be aware though, that this service does not replace the need to review contract terms with the MOVITE President and Section Administrator.

If you shop among several possible sites, you may find competition between hotels but most tend to follow industry trends. There are three primary issues to your dealing with hotels - guest rooms, meeting space and food service.

### Guest Rooms

The goal is to get a guaranteed rate for a block of rooms. You might even try to get two rates - one for government employees and one for non-government employees. The number of guest rooms needed varies by location and is best estimated from recent MOVITE meetings, including the last one in your city and/or state. The hotel will establish a cut-off date to guarantee a specific number of rooms and the rate(s). Try to get that date as close to the meeting date as possible. The most important point in negotiating guest rooms is that you do NOT want to guarantee a minimum number of guest room nights. That introduces a cost risk that you simply can't control (or even influence for that matter). We are not like a corporate meeting whereby the company makes arrangements for its employees to stay in the hotel. At most MOVITE meetings, a high percentage of attendees tend to be local.

Always ask the hotel whether they will provide you with any complimentary guest rooms. It may be tied to reaching a certain number of guest room purchases by meeting registrants, but it's not uncommon for the hotel to offer something to you for holding your event at their facility. You will be spending a large amount of money for meeting rooms and food service.

### Meeting Space

Before reviewing a potential meeting site, it's best that you have some idea of the various activities you plan to have. Of course you need a space or spaces for the technical presentations on Thursday and Friday. It is preferred that the meeting rooms include tables and chairs; not just chairs set up theater style. Classroom style with narrow rectangular tables is the most common arrangement used. One large room is often adequate but if you plan concurrent sessions, a different strategy would be necessary. Lunch on Thursday is always held at the meeting site but it's best to have a separate room for lunch to avoid the awkward time it takes to convert the meeting room. Other space needs might include the MOVITE board meeting, the Wednesday technical workshop, a Wednesday social reception area, a Thursday night dinner or event, exhibitors and registration. A somewhat common, and strongly preferred, practice is to hold breaks in an exhibitor room (or hallway). A secure room for exhibitors is the best option but is not always available.

The LAC may also find it desirable to have a small secure room in proximity to the meeting space to store its materials.

It is likely that the hotel will (want to) charge you for meeting space. That makes it all the more important to identify all of your needs and be specific about the rooms or spaces you are reserving, how they will be set up for you, and what you need besides tables and chairs, e.g. speaker platform, podium, microphones, projector screen, head table(s), extra table(s) to hold door prizes, etc. If you are planning many meals at the hotel, you should ask if meeting room charges can be waived. If you end up paying though, **be sure to ask whether any additional charges such as taxes or a service charge would be added to the meeting space rental.**

### Food Service

Each meeting will typically include several meals at the meeting site. On Wednesday, you may have lunch and/or a break for the Technical Workshop, drinks and hors d'oeuvres at the social reception, and dinner and possibly drinks for the board meeting. Thursday usually includes breakfast (oftentimes just a continental breakfast), a mid-morning break, lunch and a mid-afternoon break. Dinner could be an option but formal activities on Thursday night at the hotel have become rare. Friday normally includes a full breakfast (the Past Presidents' breakfast) and mid-morning break. Breaks usually include drinks and snacks although the Friday break could be limited to drinks.

Meal costs will probably represent your largest budget item with the hotel. Review menus and prices to at least target prices before entering into a contract. You may or may not be able to set the menu in advance. **Be sure to ask the hotel to clearly identify charges added to the meal cost, typically taxes and a service charge. These items alone could add 30 percent or more to your food and drink cost.** You will also negotiate a time period in advance of each meal that you must provide a firm number to the hotel. Keep that as close to the time of the meal as possible. One challenge for the LAC is that frequently not all registrants attend each event where food is served. Sometimes it might be prudent to provide a number lower than the number of registrants in order to save some money and not waste food. Some advice from other LAC Chairs could be helpful to you on this matter. Another means of determining head

counts is to ask registrants to indicate on the meeting registration form which meals/events they plan to attend.

Other possible hotel costs you could encounter include audio/visual equipment and Internet access in meeting rooms or exhibitor space. Having members of the LAC provide audio/visual equipment could save some money but you need to be sure the hotel will allow it.

Parking is another matter to consider, particularly if attendees would need to park in a garage that charges a fee. You could ask for a discounted rate, including free parking, but such discounts are often hard to get. In any event, you should make attendees aware of this additional cost.

A formal agreement with the hotel is customary and necessary. The agreement should spell out the meeting dates and your arrangements for guest rooms, meeting rooms, food service and any other service or product you need from the hotel. You may not be ready to decide every last detail, e.g. the lunch dessert on Thursday, a year or more in advance but it is extremely important to include as much detail as possible, including unit food budgets for each event. Once you sign an agreement, any change is almost certain to go in the hotel's favor. Further, if you do this well in advance of the meeting, memories fade and your contact(s) at the hotel might change.

Before signing an agreement, be sure to share it with the MOVITE President and Section Administrator for review. This review helps ensure that you have included sufficient detail and to be sure other contract terms such as indemnification and insurance are acceptable. MOVITE does maintain general liability insurance that would cover official activities associated with meetings.

One last tip - if the hotel staff is not helpful, responsive and cooperative as you plan and negotiate, they will most likely be difficult to deal with when it comes time for final details and the meeting itself. A positive relationship with hotel staff should be considered in your selection process.

## **MEETING ELEMENTS**

A typical MOVITE meeting includes several elements that need to be considered, planned and coordinated by the Local Arrangements Committee.

### **Technical Workshop**

Each Spring and Fall Meeting should include a one-day (four- to eight-hour) technical workshop on a transportation/traffic engineering related topic. The Local Arrangements Committee should coordinate with the President to determine the subject, content and instructors for each workshop. A source of inspiration for a topic could include ITE Technical Topics and the various ITE blogs.

The Technical Workshop is typically held on Wednesday and is expected to be self-sufficient. All costs associated with the workshop should be covered by the fee charged participants. If space is available, you could accept people not registered for the full meeting. In that case though, a surcharge of 10 to 20 percent should be added to the workshop fee for those people. The workshop should conclude before the evening social reception.

A list of past workshops can be found in the History section of the MOVITE website.

### **Golf or Other Optional Activity**

A Wednesday golf tournament is an enduring tradition of MOVITE. While another activity could be tried, golf is certainly the expectation of many members.

The number of golfers varies at each meeting. The typical arrangement with a local golf course is a series of tee times for our participants. There is no prescribed format; that is up to the LAC. Tee times should be scheduled to allow time for golfers to attend the evening social reception. Providing lunch should be considered as the start time tends to be near lunchtime.

A golf outing or similar optional activity associated with a meeting must be self-sufficient. All costs associated with the activity should be covered by the fee charged participants and/or sponsorship(s) specific to the event. Sponsorship fees though, shall not exceed 50 percent of the total cost of the activity.

### **Social Reception**

It is customary for the LAC to host a social reception on Wednesday evening to serve as a welcome to meeting registrants. The duration of this event is usually 60 to 90 minutes. The time of the reception, usually early evening, should allow those playing golf (or participating in another planned activity) the opportunity to attend.

One option for hosting this reception is in the exhibit area if a separate room (not a hallway) is provided for the exhibitors.

Such a reception typically includes alcoholic beverages and hors d'oeuvres. It is important that the LAC adhere to the MOVITE policy regarding alcoholic beverages (see below).

#### ***Alcoholic Beverages Policy***

*Sensible and responsible consumption of alcoholic beverages is allowed at official functions such as social hours and dinners at Spring and Fall Meetings. Whether or not to drink alcoholic beverages is entirely a personal decision but steps must be taken by Local Arrangement Committees to create a responsible environment.*

- *Bar service shall accept either complimentary tickets or cash. Complimentary tickets provided by the LAC shall be limited to two per person.*
- *Non-alcoholic beverages and food or snacks shall be available.*
- *It is preferred that alcoholic beverages be served by professional and experienced bartenders.*
- *Nobody under the legal drinking age shall be served alcoholic beverages.*
- *The duration of alcoholic beverage service shall not exceed two hours at any event.*

### **Board Meeting**

The MOVITE Executive Board traditionally holds its meeting on Wednesday evening of each Spring and Fall Meeting. Most times the meeting is held in the host hotel or conference center. The time, location and format of the meeting will be decided by the MOVITE President, so early and close coordination should be made. Be sure to discuss audio/visual equipment that may be needed. Free WiFi access in the meeting room is highly desirable.

The room should be arranged to accommodate 16 to 20 people at the table (20 to 24 for the Fall Meeting). Suitable table arrangements include U-Shape, Square (with open middle) and Executive Board (multiple tables pushed together to form a large rectangle). As many attendees will have laptops and paperwork, each place setting should be larger than normal (about twice the place setting for a meal). Further, extension cords and power strips should be conveniently placed in or around the tables for convenient access from any place setting. Extra chairs should be available as well, for guests and any members that choose to observe the meeting.

It is common for dinner to be served at this meeting. The President will make that decision and provide guidance on how he or she would like it to be handled. Bar service may also be requested. In any event, basic beverages such as water and/or iced tea should be available in the room over the duration of the meeting.

### **Exhibitors**

A long-standing tradition with MOVITE is the exhibition of traffic/transportation products and services by manufacturers, vendors and consultants at each meeting. The LAC should reach out and invite regular exhibitors and perhaps identify other local firms that may wish to participate.

It has become common practice to hold meeting breaks in the exhibit area, whether in a separate room or a large hallway, to maximize interaction between exhibitors and registrants. Again, a secure room for exhibitors is the best option. This area for exhibitors needs to be close and convenient to the meeting rooms.

Exhibitors should be allowed to set up on Wednesday but should also be required to be set up before registration opens Thursday morning (Wednesday evening if the social reception is held in the exhibit area).

Such exhibits may incur additional costs at the hotel or conference center, e.g. table setup, power, special lighting, room charge, etc. These additional costs are generally factored into the exhibitor fee. By policy, you should invite exhibitors to participate in all activities of the conference, including meals and social events.

It is a good gesture for the LAC to acknowledge and express appreciation for exhibitors during the meeting.

### **Technical Program**

The Local Arrangements Committee puts together the technical program, the heart of the meeting. Items to be considered in planning the technical program include:

- Meeting Theme
- Speakers
- Speaker Panels
- Single Sessions vs. Concurrent Sessions
- Non-Technical Topics
- Speaker Expenses
- Length of Sessions
- Moderators
- Audio/Visual Equipment
- Contingency Presentations
- Program Schedule

It is helpful to organize the meeting and the technical program around a theme. A theme also helps plan publicity and program preparation.

Once a theme has been established, the LAC could choose to issue a Call for Papers or Abstracts to all MOVITE members and ITE Chapters within MOVITE to generate topics and speakers. This should be done well in advance to allow sufficient time for people to respond, for the LAC to select speakers and find other speakers as needed, and to finalize the technical program in time for distribution of registration materials at least two months in advance of the meeting.

Most speakers at MOVITE meeting are members, as our tradition is to share our knowledge with other members. Rarely do we bring in an outside professional speaker, especially if fees and travel expenses are involved. Members who do speak are not reimbursed for travel expenses nor are they given complimentary registrations. In any event, be sure to develop a clear understanding with your speakers about their expenses, if any, that you will pay.

The LAC should strive to develop a program that is relevant and timely to all members in all states of our section. You might contact the State Director from each MOVITE state to discuss pertinent topics that may be considered for the technical program. Other sources of inspiration could be ITE Technical Topics (see ITE website) or the various ITE blogs. The technical program tends to have presentations about local projects, programs or issues. This helps hold down expenses as some local speakers may not be members, and it is frequently a source of pride to the Local Arrangements Committee. Just be careful about developing a program that focuses too much on the local area.

Most presentations are made by individual speakers but speaker panels might work well if the subject matter to be covered by each panel member is well-defined. Some examples of panels might be people from state government, local government and the private sector, or representatives from different states in the section. A structured panel followed by a general question and answer period works very well within a time schedule. Unstructured panels work well if panel members are guided by an experienced moderator who prompts questions when there is a lull in the discussion and keeps the discussion on track without permitting either a panel member or someone from the audience to dominate the conversation. In either case, it is appropriate to establish and communicate the ground rules to help the panelists and moderator(s) prepare.

The LAC may also consider a vendor or vendors to make a presentation as part of the technical program. The presentation, however, must be neutral, i.e. it is not a sales pitch or an opportunity to denigrate a competitor. It must be clear that MOVITE is not endorsing one product over another.

Not every presentation has to be technical. You should consider at least one presentation that addresses other matters that could be helpful to a professional in his or her daily work life or career. Just a few examples include ethics, dealing with the media, maintaining a work/life balance, leadership, generational characteristics, and learning to manage.

Depending on the theme of the meeting and/or the number of presentations, you could consider concurrent sessions during a portion of the program. One example of dual-track sessions might be one with an emphasis on planning and the other on operations.

Obtaining speakers is a critical aspect of the meeting planning. Contact and commitments should be pursued as early as possible, at least six months in advance of the meeting. You want to have the technical program completely committed by the three-month point so that your registration materials include a detailed meeting agenda. Last minute cancellations can upset the best of plans so have a contingency plan in that event. Many times the contingency speakers are LAC members or other members attending the meeting.

Speakers generally like to have at least 20 minutes to adequately address a subject. Time for questions should also be allowed. If time is a problem, it is better to allow more time for fewer sessions than to crowd the speakers when sessions run over time. Discuss the amount of time with each speaker to be certain that they are comfortable with the time to be allotted.

Once speakers have committed, survey them for their audio-visual needs. Be prepared to offer the use of a projector and internet access. Also, obtain a brief bio from each speaker to use in making introductions at the meeting.

Nearly all presentations rely on computers and projectors. It is important to develop a strategy for managing the needs of each speaker. For example, do you maintain one computer for all presentations and have presenters provide their files on a flash drive. Be sure equipment and individual files are tested ahead of time and do what is necessary to avoid awkward transitions and possible failures. It is important to designate someone to be at the meeting to address technical issues with computers and projectors.

Likewise, the hotel or conference center will typically be responsible for the projection screen and microphones. Make sure everything is in working order at the beginning of each day or each event and know who to contact in the event problems arise during the meeting.

Talk with speakers about lighting needs in the room and be sure a few members of the LAC know how to adjust lighting in the various meeting rooms.

Finally, each session should have a moderator to introduce speakers, control the question/answer period, and to keep the session on time. MOVITE Executive Board members, LAC members, and other local members frequently serve as moderators. Be sure to provide moderators instructions and bios in advance and plan to have copies of the schedule and bios at each session.

#### Developing a Program Schedule

The technical program schedule needs to be developed in conjunction with other meeting activities on Thursday and Friday - registration, breaks, lunch, MOVITE Business Meeting, an awards ceremony, etc.

On Thursday, the earliest starting time is typically around 8:30 a.m. You want to provide sufficient time for meeting registrants to check in (many won't until Thursday morning) and new registrants to complete the registration process.

Breaks are traditionally provided mid-morning and mid-afternoon. A minimum of 20 minutes is recommended, especially to allow time for attendees to browse the exhibits and talk with exhibitors. Remember that we want exhibitors to feel that their time to exhibit is worthwhile. Time may be provided somewhere within the program, e.g. at the time attendees are released

for a break, to introduce the exhibitors and express appreciation for their attendance. Meeting participants should be encouraged to visit the exhibit area.

Lunch should be provided at the hotel in the interest of time and because of other activities that typically take place with the lunch. It is typical to have the MOVITE Business Meeting as part of lunch. While the President will give you an idea of how long the meeting will take, 20 to 30 minutes is the norm. So you'll probably need to budget about 90 minutes for lunch. Other possible lunch activities could include remarks from invited guests, e.g. ITE Vice-President candidates, the ITE President and/or Midwestern District Director, or award presentations.

A brief break between lunch and the afternoon technical sessions would be appropriate simply to allow time for people to move to the meeting room(s).

On Friday, the Past Presidents Breakfast usually starts at 7:30 a.m. Its duration will depend on any speaker or presentation planned for the event.

Technical sessions generally conclude around 4:30 or 5:00 p.m. on Thursday and 11:30 a.m. or noon on Friday.

### **Opening Remarks**

It is customary for the LAC Chair and/or MOVITE President to offer remarks about the meeting at the beginning of the Thursday morning session. Frequently, the LAC invites a local dignitary, e.g. the mayor, to welcome the conference attendees as well.

### **Meeting Breaks**

Breaks in the technical program should be provided mid-morning and mid-afternoon on Thursday and mid-morning on Friday. As noted in other sections of this guide, a minimum of 20 minutes should be planned for each break. Beverages - coffee, tea, water, soda pop - as well as snacks are typically provided at both breaks on Thursday. Beverages only may be provided at the Friday morning break.

### **Thursday Lunch**

Several remarks have already been made about the Thursday lunch. It is traditionally a formal meal, i.e. not a boxed lunch or other casual arrangement.

Try to avoid buffets if possible, especially ones that take considerable time, e.g. make your own tacos. If you choose to serve a buffet, provide at least two lines for attendees to fill their plates. Putting plated desserts on a separate table or at each place setting is helpful too.

A head table and speaker podium is generally needed, particularly if the Business Meeting will be held during lunch.

### **Thursday Night Event**

The one aspect of the typical MOVITE meeting that is anything but typical is the Thursday night event. In the early days of the organization, a formal dinner with perhaps a local dignitary as speaker or even an entertainer was commonplace. In recent years, the formality is gone but typically a meal is offered. It could be at a local restaurant or pub followed by the establishment's entertainment, it could be dinner on a patio followed by yard games, it could be a catered meal at a museum or other local attraction, or it could be dinner and an awards

ceremony at the meeting hotel. The point is that the LAC has wide latitude in planning this event.

One challenge to hosting this event away from the hotel is that transportation should be offered meeting registrants. This, of course, takes time and may discourage some attendance.

### **Past Presidents Breakfast**

Friday breakfast is called the Past Presidents Breakfast, a relatively new tradition for MOVITE. A full breakfast is to be served (a buffet is fine as attendees generally don't arrive at the same time). The purpose is to gather and acknowledge MOVITE Past Presidents, typically those attending the meeting and those residing nearby. The breakfast is open to all meeting registrants. Be sure that is clear on the meeting agenda.

Planning for this event should be done with the Past Presidents Advisory Council which is chaired by the Immediate Past President. There is no prescribed format for this event but frequently a presentation is made.

### **Meeting Program/Registration Materials**

The LAC is responsible for preparing a meeting program and registration materials that detail the upcoming meeting and provides all information needed for someone to make arrangements to attend the meeting. This typically results in a multi-page document saved and distributed in pdf format. One example is included in Appendix B. This is not a mandated template but it gives you a sense of what is needed... and expected.

You want to be sure to include all pertinent information for:

- Hotel (including parking arrangements if appropriate)
- Meeting Registration
- Meeting Agenda
- Sponsorship (could be handled separately)
- Golf (or other optional activity)
- Technical Workshop
- Social Event(s)
- Thursday Night Activity
- Awards Ceremony (if any)
- Suggested Attire
- Cancellation Policy
- Special Needs/Accommodations
- LAC Contact Information

The meeting agenda should include date, time and location of all activities associated with the meeting, including each technical presentation. Be sure to note any special instructions, e.g. transportation to an off-site event.

Soliciting sponsors for the meeting could (and perhaps should) be handled separately from the registration packet. You may wish to reach out to sponsors much earlier so you can better target the appropriate meeting registration fee. Further, you may avoid some confusion that goes along with bundling sponsorship with meeting registration.

You may also consider a separate registration form for golf (or other optional activity). This process ensures that the person in charge knows who wants to participate and oftentimes members pay instead of their employers.

Some optional information in the document could include:

- Driving directions
- Transportation options to/from airport
- Recommended restaurants
- Local sights and highlights, including special events
- Museums and other cultural sites
- Special arrangements for extended stay at hotel... at conference rates
- Meeting sponsors and exhibitors

Registration materials must be ready at least two months in advance of the meeting. Information should be posted on the MOVITE website, shared with the Journal Editor, and the MOVITE Secretary should be asked to send an email to members notifying them that the registration packet is available. The LAC should prepare the body of the email message for the Secretary.

NOTE: Should the LAC set up a website for the meeting, the full document is not necessary but all information noted above should be included on the website. A link to the meeting website needs to be posted on the MOVITE website and the MOVITE Secretary should send out an email to all members when the website is ready to accept registrations.

The LAC should work with the Chair of the Past Presidents Advisory Council to identify and invite Past Presidents residing in the vicinity of the meeting. While many remain on our mailing lists, some do not.

### **Registration**

In addition to distributing registration information or setting up a meeting website in advance of the meeting, the LAC must set up and run a registration table at the meeting to provide the opportunity for attendees to register and for those who preregistered to check in and receive their registration packet.

The registration table should be open for about an hour in advance of the technical workshop on Wednesday. Later on Wednesday, the registration table should be open for at least an hour or two, perhaps concluding when the social reception begins. On Thursday, the table should open at least one hour before the beginning of the technical program. Maintaining the registration table past noon on Thursday is not necessary. However, registration materials should be kept close at hand to accommodate a late registration.

It is certainly preferable that people register ahead of time as it helps with planning, e.g. meal counts, and lessens the burden on the LAC at the meeting. Nevertheless, MOVITE does accept registrations at the meeting. Therefore, you need to be prepared to take payments (perhaps even provide change), issue receipts, prepare name badges, and assemble registration packets for these walk-in registrants. The use of credit cards seems to increase every year but MOVITE does not have a process for accepting credit card payments. If the LAC wants to accept credit cards, it will need to create an account with a private provider of such services.

A registration envelope or bag is to be prepared for each registrant. Packet contents may include:

- Receipt
- Name Badge
- Agenda
- Door Prize Drawing Ticket
- Social Reception Drink Tickets
- Extra Meal Ticket(s)
- Professional Development documentation
- Exhibitors
- Sponsors
- LAC Members
- Area Map
- Area dining, shopping, and attraction information
- Donated trinkets such as pens, pencils, etc.

The registration gift can either be placed in the packet or handed out simultaneously.

The LAC could choose to put several of the items noted above in a formal, printed program.

Regarding the name badge, the hanging name badge holder is the preferred style. The pin style is the least desirable. Be sure to use large fonts for the name on the badge, particularly the first name. Feel free to add the MOVITE and/or ITE logos as well as a logo developed for the meeting.

If you provide tickets to registrants, e.g. door prize drawing ticket, it is generally most convenient to place them behind the name badge.

It is highly recommended that you assemble registration packets ahead of time to make registration and check-in most efficient for you and meeting registrants.

## **OTHER CONSIDERATIONS**

Other matters that need to be considered, planned and coordinated by the Local Arrangements Committee are described below.

### **Publicity**

Publicity for each MOVITE meeting occurs at different stages in the planning process. The first step is announcing the host city, the dates of the meeting and, if ready, the theme for the meeting. It is desirable to inform members at least a year in advance so they block the dates on their calendars. Methods of notification could include a Save the Date card emailed by the MOVITE Secretary, placed in the MOVITE Journal, and posted on the MOVITE website.

The next stage is the MOVITE meeting in advance of yours. Save the Date cards could be distributed but it would also be desirable to share additional information that you have developed by this time. For example, the host hotel, planned activities, key presentations, etc.

The most important stage involves preparation of the meeting program and registration materials. The common practice now is to post the materials, or a link to the materials, on the MOVITE website and to have the MOVITE Secretary send an email to all members announcing

the posted materials. It is desirable to make this available at least three months in advance, but certainly no less than two months.

An optional task the LAC should consider is developing a post-meeting summary to be sent via email to the entire MOVITE membership and non-members in attendance at the meeting. The purpose of the synopsis is to recap the highlights of the meeting, provide contact information for technical program speakers and encourage attendance at future meetings. The post-meeting message must be approved by the applicable State Director before distribution.

A listing of the technical presentations and contact information for each presenter shall be posted on the MOVITE website within 30 days after the meeting. The planning committee shall develop the list of information and submit it to the Website Administrator.

### **Meeting Website**

It has become common practice in recent years for the LAC to establish a website for the meeting. MOVITE does not host such a website and it is still necessary to have at least basic meeting information and a link on the MOVITE website.

If the LAC is not familiar with establishing a website, try contacting LAC Chairs from recent MOVITE meetings.

### **Registration Gift**

At each Spring Meeting and Fall Meeting, the Local Arrangements Committee is expected to provide a registration gift to all paying attendees. The gift shall be modest, e.g. pen, candy jar, cooler, and shall display the MOVITE logo. Other information such as the logo of a co-sponsor, the dates of the meeting and/or the location of the meeting may also be displayed. The Section Administrator can provide the MOVITE logo to you.

Check into the time needed to apply logos and other information to be sure you order them early enough.

### **Professional Development Hours**

A growing number of jurisdictions and certification boards are requiring that individuals satisfy continuing professional competency requirements for professional development as a condition for licensure or certification renewal.

Records required of individuals include, but are not limited to:

1. A log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDH credits earned; and
2. Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.

The Local Arrangement Committee for each Spring Meeting and Fall Meeting shall prepare information for individual attendees to document professional development activities earned at each meeting (for Technical Workshop and Technical Program). Documentation should conform to the guidelines set forth by the National Council of Examiners for Engineering and Surveying (NCEES).

### **Door Prizes**

It is customary to award door prizes to attendees. There is no prescribed manner but common practice might be to give one or more at the end of each technical session, e.g. right before a break. Sometimes one or more are given out at the end of the technical session on Friday. The number, type and value of door prizes are up to the LAC. Bear in mind though, that MOVITE policy states that all door prizes must be purchased from registration and sponsorship fees and that no prize may be attributed to any person, firm or agency.

Door prize recipients are usually determined by blindly drawing a name or ticket out of a bag or bowl. You could either write the name of each attendee on a separate slip of paper or use double-roll tickets whereby the same number appears on two tickets - one put in the bag or bowl and the other given to an attendee.

It is good practice to hold off purchasing door prizes until the budget can be assessed close to the time of the meeting.

### **Speaker Gift**

A modest gift should be given to each speaker. It could be something with an ITE or MOVITE logo on it or perhaps a memento from the host city or state, just to name a few possibilities.

The speaker gift must be different from the registration gift.

### **Awards**

MOVITE presents its annual awards at the Fall Meeting and a suitable ceremony is appropriate. There is no standard practice. Sometimes the awards are made at the Business Meeting and sometimes a separate event is planned; perhaps in conjunction with the Thursday night event. The LAC should consult with the MOVITE President to plan the award ceremony.

### **Spring Meeting Guests**

If interested and available, one or both of the candidates for ITE Vice-President will attend the Spring Meeting. While each receives a stipend from ITE to run his or her campaign, it is generally limited. The LAC is not expected to cover their expenses; any such reimbursement would come from the MOVITE Executive Board.

If one or both candidates express an interest to attend, they should be treated like any registrant but it is the responsibility of the MOVITE President to offer or negotiate any cost sharing with the candidates.

The candidates should be offered an opportunity to speak to conference attendees. That could be part of the opening remarks, at lunch, or at some other time determined by the MOVITE President and the candidates.

### **Fall Meeting Guests**

MOVITE traditionally invites the ITE President-Elect and the Midwestern District Director to the Fall Meeting. The President and LAC Chair shall coordinate extending invitations to both at the earliest opportunity. Since the ITE President-Elect will not be determined until the ITE Annual Meeting, all candidates for the position should be asked to hold the meeting dates open and a formal invitation sent immediately after the ITE election.

Invited guests should be notified that MOVITE is willing to pay for their meeting registration and lodging. The guests would be responsible for all other expenses. The LAC shall manage these costs as part of the meeting. The LAC will be credited by MOVITE for the hard costs associated with the meeting registration and the actual hotel expenses. Hard costs include meals provided as part of the meeting registration and any registration gift given to the guests. The LAC shall itemize the hard costs associated with the guests on its final financial statement and provide hotel receipts.

The LAC is encouraged to offer any complimentary hotel rooms to these guests.

### **Business Meeting**

The MOVITE President conducts a Business Meeting for members at each Spring Meeting and Fall Meeting. The typical agenda includes remarks by the President on board activity and upcoming meetings, adopting the minutes from the last meeting, a Treasurer's report, and a few committee reports, including one from the LAC Chair. On rare occasions, the membership is asked to vote on a matter.

At the Fall Meeting, the Business Meeting includes the "passing of the gavel" to the incoming MOVITE President and sometimes the presentation of annual awards.

The Business Meeting is usually held during lunch on Thursday but the President will determine the time and place for the meeting.

### **List of Meeting Attendees**

You need to develop a list of those in attendance to include name, mailing address, email address and affiliation. Have this list typed, reproduced and available for distribution by Friday morning. A list of all present must be provided to the MOVITE Secretary within one week after the meeting. The Secretary will contact all non-members in attendance with an invitation to join ITE/MOVITE.

### **Signage at Hotel/Conference Center**

You may find it helpful to post signs in the hotel or conference center to guide attendees to meeting rooms. Signage could also be used outside rooms where events are held and to display the sponsors of the meeting. Check with the hotel or conference center staff to be sure this is allowed.

### **Student Activities**

MOVITE encourages college students studying transportation engineering or planning to attend MOVITE meetings, especially when in close proximity.

On occasion, MOVITE will host a student competition at a meeting. Most often that is a student poster competition.

Each year the winner of the Thomas J. Seburn Student Paper Award is offered the opportunity to present the paper at the Fall Meeting.

The LAC Chair should contact the MOVITE Vice-President to learn whether there is interest in a student competition and whether the student paper winner needs to be included on the agenda for the Fall Meeting.

## **Photography**

Take lots and lots of pictures! In this era of digital photography, there is no reason not to photograph every event and activity, from the workshop on Wednesday through the technical program on Friday. The pictures will be used in the MOVITE Journal, could be posted on the MOVITE website, will come in handy for the annual report, and, lastly, will preserve this moment in time for MOVITE history.

## **BUDGET... AND RELATED MATTERS**

The Local Arrangements Committee must develop and maintain a budget spreadsheet to track income and expenses. At this time, there is no prescribed format for such a spreadsheet but following are typical income and expense line items. The more detailed you are, the more valuable this document will be for future local arrangement committees.

### Income

- Advance from MOVITE
- Registration Fee
  - Member (Early)
  - Member
  - Non-Member
  - Student
  - Past Presidents Breakfast
- Workshop Registration Fee
  - Member
  - Non-Member
- Sponsorship Fee (one line per tier)
- Exhibitor Fee

Other line items might include extra tickets for a reception or luncheon, profit from a golf tournament or other activity, etc.

### Expenses

- Office Supplies
- Postage/Shipping
- Printing/Reproduction
- Name Badges
- Registration Gift
- Door Prizes
- Speakers (one line per item such as travel expenses, gift, etc.)
- Hotel/Conference Center
  - Meeting Rooms
  - Food Service
    - Wednesday Lunch
    - Wednesday Break
    - Wednesday Social Reception
    - Board Meeting
    - Thursday Breakfast
    - Thursday Morning Break
    - Thursday Lunch
    - Thursday Afternoon Break

- Thursday Night Event
- Friday Breakfast
- Friday Morning Break
- Audio/Visual Equipment
- Other(s)
- Thursday Night Entertainment
- Reimbursement to MOVITE

A separate page in the budget spreadsheet file is a good place to list all registrants. Include name, employer, mailing address and email address. Be sure to indicate whether or not they belong to ITE/MOVITE.

A separate spreadsheet should be created for each activity for which fees are collected and expenses paid separately, e.g. technical workshop, golf tournament, etc.

A checking account is needed to execute a meeting. Since establishing such an account can be difficult these days, MOVITE maintains separate checking accounts for the Spring and Fall Meetings. If the LAC would like to use one of these accounts, contact the Section Administrator. Some paperwork will need to be provided to the bank for those who will serve as signers, but the process should take less than a month to accomplish. Some chapters that have served as the LAC have used their own checking accounts.

#### Time to Create a Budget

MOVITE meetings are not intended or expected to make money. On the other hand, no one sets out to lose money on a meeting. The keys to financially “breaking even” on a meeting are to use a conservative yet realistic estimate of the number of attendees and sponsors, and establishment of a meeting budget which will permit a reasonable registration fee yet cover planned activities. For example, if 100 paying registrants are estimated and registration fees are \$200 per person, then a budget with expenditures of \$20,000 can be developed. If eight sponsors at an average of \$250 each are estimated, the budget can be increased by \$2,000 or the registration fee can be reduced. Activities can be planned which will stay within the budget. If it becomes apparent that the registration fee can be lowered and still break even, do so. Registration fees should be kept as low as possible to encourage attendance.

For point of reference, the full registration fee (not discounted for early enrollment) ranged from \$225 to \$250 for the six meetings held in the three years from 2012 through 2014. If you are well above this range, you should reconsider some of your expenses. At least have a conversation with the MOVITE President before publishing a relatively high registration fee.

One key consideration while budgeting is recognizing “fixed” costs that will be incurred no matter the number of meeting registrants. These include meeting room charges, speaker expenses, registrant gift, door prizes, entertainment, office supplies and printing, etc. Avoiding the larger fixed costs makes it easier to adjust expenses later should the number of registrants be less than estimated. One example of adjusting your expenses would be to hold off purchasing door prizes until you see how actual sponsorship and registration income compares with your estimate.

MOVITE policy provides “seed money” of up to \$2,000 to the Local Arrangements Committee when requested. This advance is to be repaid to MOVITE after all bills and receipts for the meeting have been satisfied (and before profit or loss sharing with a co-sponsoring organization

is determined). This money can be used in any way, but is generally used to pay for such things as registration materials, reservation deposits, or to open a bank account for the meeting.

Payment of most bills - especially those from the hotel or conference center - can and should be postponed until the conclusion of the meeting. A cash flow can be established to pay some bills when registration and sponsorship payments are received. The seed money provided by MOVITE should be sufficient to cover expenses that must be paid prior to revenue being received from registrants and sponsors.

Income will generally consist of meeting registration fees, workshop registration fees, sponsorships and exhibitor fees. MOVITE policies provide considerable guidance on how these matters are to be handled. Be sure to review Section 4 of the MOVITE policies early in the planning process.

## **COMMITTEES**

It is important to organize the Local Arrangements Committee well in advance, generally a year or more prior to the meeting. Work assignments can be given to an individual or to a subcommittee utilizing as many local MOVITE members and other volunteers as necessary to accomplish the planning and execution of the meeting. It is desirable to include people who have planned or at least participated in MOVITE meetings as well as younger members who could learn much about the organization in the process. At least a dozen volunteers is desirable to share the workload.

Typical work assignments or subcommittees could include the following:

- General Chair
- Technical Program
- Hotel/Venue Arrangements
- Finance
- Publicity and Registration (and Meeting Website)
- Exhibitors and Sponsors
- Special Events, e.g. Golf Tournament
- Social (and Guest) Activities
- Student Activities
- Awards
- Audio-Visual
- Photographer

There is no doubt that some assignments will overlap or be shared amongst individuals or separate committees, e.g. social reception at the hotel. It is essential for the Chair to see to it that responsibilities are clearly assigned so that details are not inadvertently missed in the process.

It would be helpful to have a vendor on the Local Arrangement Committee to help plan the exhibitor arrangements and to identify potential exhibitors. They'll also help you understand what is important to making the meeting successful for exhibitors.

The person selected to serve as Chair will act as the coordinator of all committee work. It is a job of developing the overall vision for the meeting, delegating responsibility, chairing timely committee meetings, and ensuring that plans are moving towards a successful event.

Sometimes, co-chairs are selected, which may be especially desirable when meetings are co-sponsored by another organization.

The Chair should stay in touch with the MOVITE President on a regular basis.

## **SHOWTIME!**

The arrangements have been made and the meeting is fast approaching. It's a good idea to check with the hotel, golf course and any other outside venue or service provider one last time the week before the meeting to be sure everything is in order and to confirm your contact people with each organization.

Once the meeting starts, it's all hands on deck. All committee members should have specific responsibilities but also be watchful for any assistance a registrant or guest might need. It's also helpful that all committee members be briefed on the overall plan so help can be reached as efficiently as possible. The Chair needs to serve as the point person for committee members during the meeting.

All committee members should wear something in common so they are visible and available throughout the meeting. It could be a colored name badge or special ribbon, a distinguishing tag or even a common article of clothing. Some local arrangement committees have worn the same colored polo shirt to distinguish themselves.

Despite all of the planning, it's inevitable that something will go wrong. Don't panic. Summon all of the good nature you can find and deal with those issues as best you can. Sometimes they turn into some of the more memorable moments of the meeting.

And last but not least, have fun. You've worked hard to make the meeting interesting, valuable and enjoyable for your guests. You should partake in it as well.

## **AFTER THE MEETING**

It's early Friday afternoon, the guests are gone, you're exhausted and you haven't been to the office for a few days. Unfortunately, there's more to be done. Before leaving the hotel you need to be sure you've collected all of your materials and equipment and you need to settle the bill with the hotel.

It is highly recommended that all committee members, especially the Chair, write down their thoughts about the meeting sometime on the last day. What went well; what didn't? What could have been done better? How could we have avoided the mishaps? What additional information should be in this Meeting Guide? This will be valuable information for future planning committees, which could be you again in few years. Doing it right away is critical. By the next day you'll have forgotten half of those thoughts.

In the weeks after the meeting you still need to wrap up loose ends and close out your books. You should aim to complete everything within 60 days of the meeting. These items include:

- Sending Thank You notes to speakers, special guests and committee members
- Paying outstanding bills and collecting unpaid registration and sponsorship fees
- Submitting photographs and highlights to the Journal Editor
- Preparing a post-meeting summary (one page) and sending to MOVITE Secretary.
- Submitting a list of speakers with contact information to MOVITE Website Administrator

- Submitting Financial Report to Treasurer and Section Administrator
- Sending check to Treasurer for meeting profit (or returning checkbook to Section Administrator)
- Submitting Meeting information to Section Administrator for Historical Record (see Appendix C)

Sometime in the aftermath be sure to congratulate yourselves on a job well done. Plan a lunch, dinner or happy hour with the local arrangements committee members as a reward and to wrap up any final details and thoughts. The cost can be covered by meeting profits.

## **SCHEDULE OF PLANNING MEETINGS AND ACTIVITIES**

A Local Arrangements Committee should be formed and begin meeting as early as possible and the committee should meet as often as necessary to ensure that items are accomplished in time to meet other scheduled obligations. Conference calls are an effective way to meet regularly without the time commitment of in-person meetings. The following is a suggested schedule, listing various, but certainly not all, committee activities.

### **18 to 24 Months Prior**

- MOVITE President appoints Local Arrangements Committee (LAC) Chair
- LAC Chair recruits key committee members
- Host city is identified
- Identify possible meeting sites
- Identify possible meeting dates

### **15 to 18 Months Prior**

- Complete committee assignments
- Discuss theme and possible program topics
- Discuss meeting format and events
- Contact LAC Chair for two prior MOVITE meetings to get details on attendance, costs and budget to use as a basis for the upcoming meeting
- Review meeting venues to determine suitability and availability
- Determine preferred meeting dates
- Identify preferred meeting venue and begin negotiations

### **12 to 15 Months Prior**

- Develop meeting theme
- Discuss social activities and investigate any outside venues, e.g. golf course
- Set preliminary budget
- Conclude preliminary negotiations with meeting venue. Lock in dates. Send draft contract to President and Section Administrator.
- Make presentation to MOVITE Executive Board

### **9 to 12 Months Prior**

- Execute contract with meeting venue.
- Complete preliminary arrangements with any outside venues
- Issue a Call for Papers or Abstracts
- Review ITE Technical Council current topics
- Contact State Board Directors for topic ideas
- Develop preliminary technical program
- Submit one-page promotion to Journal Editor and Website Administrator

### **6 to 9 Months Prior**

- Set technical program and speakers
- Set social activities
- Establish tentative registration fees
- Review/adjust preliminary budget
- Establish checking account
- Obtain MOVITE cash advance from Treasurer
- Submit updated promotion to Journal Editor and Website Administrator
- Contact all speakers and special guests for commitments
- Attend Executive Board Meeting

### **3 to 6 Months Prior**

- Finalize technical program and speakers
- Finalize social activities
- Finalize exhibitor arrangements
- Finalize registration fees
- Finalize budget
- Develop preliminary meeting program and registration materials

### **3 Months Prior**

- Final adjustments to technical program
- Review and approve meeting program and registration materials
- Contact speakers for AV needs and bios
- Finalize meals with hotel
- Post meeting program and registration materials

### **2 Months Prior**

- Confirm room and meal arrangements with meeting venue
- Confirm arrangements with outside venue(s), including any transportation
- Develop meeting assignments for LAC members

### **1 Month Prior**

- Final email reminder to members to register
- Touch base with speakers, moderators and guests

### **Two Weeks Prior**

- Confirm assignments with LAC members
- Touch base with President

### **Week of Meeting**

- Attend to last minute details
- Attend Board Meeting
- Confirm everything
- Pay hotel at conclusion of meeting

### **Within 30 Days After**

- Document thoughts on meeting
- Send Thank You notes to speakers and special guests
- Pay bills and collect unpaid fees

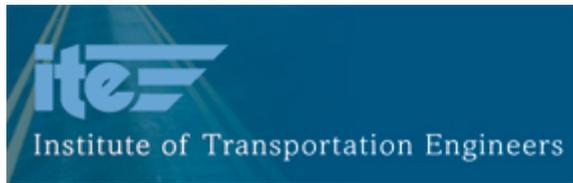
- Submit photographs and highlights to MOVITE Journal Editor
- Send post-meeting summary to MOVITE Secretary.
- Submit list of speakers to MOVITE Website Administrator

**Within 60 Days After**

- Submit Financial Report to Treasurer and Section Administrator
- Send check to Treasurer for meeting profit (or return checkbook to Section Administrator)
- Submit meeting information to Section Administrator for historical record

# **Appendix A**

## HelmsBriscoe Services



*HelmsBriscoe is the hospitality industry's leading site selection and conference resource firm.  
We know the challenges of hotel procurement firsthand and offer a cost-effective solution.*

#### The Agreement...

Once a District gives us the "ok", we will begin the initial site selection search. Please note, the services we provide are complimentary as we are compensated by the hotel chosen via a 10% placement fee on actualized rooms revenue. Based on the volume we do annually (3.55 million room nights booked by over 1000 HB associates) we are able to negotiate competitive contracts worldwide. We do not represent any hotels, but instead represent the District in all dealings.

#### The Requirements...

The District will provide the requirements for the program, such as possible locations, preferred dates, conference specifications, sleeping rooms, history and any other details that are pertinent to the initial search.

#### The Research...

We will search our database of over 22,000 hotels, which includes comments from other HB associates and meeting planners. We will compare these results to other internet sites. We will also check for any special deals available to HB representatives only, to see if any match the District's requirements. We will also provide information for any specific hotels that are requested.

#### Sending the Lead/RFP...

We will summarize your requirements in the form of a hotel lead sheet. Together, the District and HB will set a deadline for the hotels to respond with their proposals. Once received, HB will summarize all of the information in a grid format (which can be customized with just the information you want to see) and send the District representative the results of the search.

#### Narrowing the decision...

It's time to narrow the initial search. HB will access its database to gather information on any and all hotels being considered. The District will select the hotel(s) that are of interest. HB will also arrange all the details for a site inspection.

#### The Final Contender...

The District selects the hotel of choice and we move to the contract stage.

#### Negotiations...

HB will review the first draft of the contract from the hotel, scrutinize the pertinent clauses and make favorable changes. Additionally, we will ask for special concessions based on the District's needs. Please note that we are not lawyers - we make recommendations and suggestions based on industry knowledge. The edited version of the contract will be sent back to the hotel for consideration and we will negotiate until a final agreement has been reached. At that time, the District will receive a final copy for Executive Director's signature.

#### Your Site has been Selected...

The process is complete and it is time for us to step out of the picture. The District will begin to work with the hotel directly to detail the meeting. HB will be there to assist with any contractual challenges and will request the meeting's history (room pick-up and F&B spend) at its conclusion and track this year-to-year.

## **Appendix B**

### Sample Meeting Program/Registration Materials



## Welcome to Lawrence, Kansas

**Lawrence** is located 45 miles west of Kansas City and 25 miles east of Topeka. Massachusetts Street (also known as Mass Street) is the heart of the city. The Downtown Lawrence Outdoor Sculpture Exhibit brings artwork to the street corners. You'll find unique shops, art galleries, coffee shops, and restaurants for every taste. In the evenings, Mass Street has several venues featuring local music.

Mass Street favorites:

- Waxman Candles – Bob Werts, owner, has been pouring candles for 35 years.
- Watkins Community Museum – explore Lawrence's fiery history
- Hobbs – if you're looking for a unique gift or clothing, you'll find it at Hobbs
- The Kansas Sampler – if you're looking for Dorothy, she's at the Kansas Sampler. They sell products made in Kansas, and products celebrating Kansas.
- Coffee – there is a coffee shop on every corner. The Bourgeoisie Pig is one of the locally owned coffee shops – very cozy. Wheatfields Bakery is a great place for a coffee break with delicious pastries. Yes, Starbucks is on Mass Street.
- Syllas & Maddy's – They sell homemade ice cream and fudge.
- Restaurants – Free State Brewery (fresh beer and good food in a historic building), 715 (local ingredients, changing menu, great food, great service), Papa Keno's Pizza (try a slice of the Tuskeno, made with cream cheese, chicken, sun-dried tomatoes, basil, and romano cheese), and Quinton's (soup in a bread bowl)

The **University of Kansas** sits atop Mount Oread, the highest point in the city. Jayhawk Boulevard is the main street through campus. The buildings names, honoring former chancellors, beloved professor, and generous donors, reflect more than 140 years of campus history. Over time, sculptures, and other icons have been added to the boulevard. Of course, you'll see Jayhawks, KU's mascot.

Campus Highlights:

- The Chi Omega fountain at Jayhawk Boulevard and West Campus Road is a traffic circle. It's a beautiful location for a traffic engineering study.
- The Spenser Museum of Art houses a collection of artworks and artifacts in all media from Asia, Europe, and America, and a collection of Native American, African, Latin American and Australian works.
- The Natural History Museum houses exhibits focusing on the biological diversity of the Great Plains. The fossil exhibits profile extinct mammals, dinosaurs, reptiles, and fish. The museum's living exhibits include a working beehive and Kansas snakes and fish. It is also the home to Comanche, a U.S. Seventh Cavalry horse that survived the 1876 Battle of the Little Bighorn, and a 60-foot-long Mosasaur, one of the great sea creatures of Kansas.
- Booth Family Hall of Athletics honors KU's historic athletics programs, its coaches, and its student-athletes. Located inside Allen Fieldhouse.

**For more visitor information, see [www.visitlawrence.com](http://www.visitlawrence.com).**



## Meeting Information

### Technical Workshop -- Traffic Signal Inspection

This workshop will be beneficial to everyone. If you are an inspector that occasionally inspects traffic signal, you will learn ways to improve your inspection skills. If you work on traffic signals every day, you will learn some helpful hints. If you are a designer, you will learn insight to help your design.

Participants will gain knowledge of:

- Understand fundamental concepts of inspection of traffic signals
- Introduction to traffic signal components – NEMA and 170/2070 cabinets, fiber optics, detection equipment, battery backup units, etc.

John Hightower, City of Overland Park and Todd Lohman, City of Lawrence, are the instructors for the workshop. They bring years of traffic signal inspection experience.

A field review is included in the afternoon (weather permitting). Lunch will be provided with the workshop.

### MOVITE Golf Outing

A four-person scramble is planned for Wednesday afternoon at Alvamar Golf Course and Club on the Championship Course. See the registration form for additional information.

### Wednesday Night Reception

If you plan to be in Lawrence on Wednesday evening, let's meet at the Nest on Ninth, the Oread Hotel's 9<sup>th</sup> floor rooftop bar. It opens at 4:00 pm (weather permitting). The terrace provides spectacular views of the Lawrence. The Nest on Ninth features a full bar and appetizers. It will be a pay-as-you go event.

If the weather doesn't cooperate, we'll meet in the Bird Dog Bar and Grill, on the west side of the lobby of the Oread.

### Thursday Evening Dinner and Awards Banquet

The dinner provides conference attendees an opportunity to acknowledge the outstanding achievements and distinguished individual service during the preceding year. MOVITE officers who will serve in 2013 will be formally recognized. Join the celebration.

### Past Presidents Breakfast

The past presidents breakfast is a MOVITE tradition when we honor those who serve our organization. Everyone is welcome to attend.



## DIRECTIONS

### Flying

Lawrence is about a 45 minute drive from the Kansas City International Airport. For transportation options from the airport to Lawrence, check out [www.visitlawrence.com](http://www.visitlawrence.com).

### Driving

#### Access From I-70

- Exit I-70 at the East Lawrence interchange (Exit Number 204).
- Turn left (head south) on N 2<sup>nd</sup> Avenue.
- Turn right (head west) at 6<sup>th</sup> Street.
- Turn left at Tennessee Street (it's two small blocks after your right turn)
- Turn right at 12<sup>th</sup> Street.
- The Oread is on the north side of 12<sup>th</sup> Street.



#### Access From K-10

- Follow K-10 to Massachusetts Street.
- Turn right on Massachusetts Street.
- Turn left on 19<sup>th</sup> Street.
- Turn right on Kentucky Street.
- Turn left at 12<sup>th</sup> Street.
- The Oread is on the north side of 12<sup>th</sup> Street.



Please note: During the school year, the main part of campus is closed to drive-through traffic from 7:45 am to 5:00 pm. Parking control booths mark this boundary. This covers:

- Jayhawk Boulevard from West Campus Road to 14<sup>th</sup> Street
- Mississippi Street from Memorial Drive to Jayhawk Boulevard
- Sunflower Road from Sunnyside Avenue to Jayhawk Boulevard



## Registration Information

Please complete the registration form and submit via fax, mail, or e-mail. Full payment is requested at the time of registration and early registration is encouraged. Please fill out a registration form along with your sponsorship form so that name tags can be made for all guests that will be attending the conference. Student registration is free; however, a registration form is still required for each student planning on attending the conference. Full registration includes Thursday and Friday technical sessions, Thursday breakfast, lunch, and dinner, and Friday breakfast.

### Meeting Facility and Reservations:

The Oread  
1200 Oread Avenue  
Lawrence, KS 66044  
Telephone: 1-785-843-1200  
1-877-263-6347



You may reserve a room within our block by calling the central reservation department. Only that department can accept reservations, and not a clerk at the front desk. The office hours are:

- Monday – Friday: 8:30am – 6pm
- Saturday: 10am – 5pm
- Sunday: Noon – 3pm

Please be sure to refer to the group number – 776450.

The Oread hotel is located adjacent to the University of Kansas and near downtown Lawrence as well as a range of attractions and dining opportunities. The Oread offers extensive amenities to make your stay comfortable:

- Direct-dial multi-line telephones with voice mail
- 50 inch HD TVs in every room
- Mini refrigerators in every guest room
- Complimentary wireless Internet throughout hotel
- Multiple restaurants and bars conveniently located on property
- Lemon Bliss Tanning
- State of the art fitness center
- Concierge services
- Baggage and coat check

A block of rooms has been reserved for the MOVITE conference. The cut-off date for the block of rooms is **August 20, 2012**. The group rate is \$119 for single or double occupancy. Additional taxes apply.

Parking at the hotel is valet only. For those staying at the hotel, a parking fee will be charged. For those not staying at the hotel, the conference will cover the valet parking fee.

September 19-21, 2012

MOVITE Annual Meeting 2012

Lawrence, KS

The Oread Hotel



## Program (Tentative)

Wednesday September 19, 2012		
9:00 am to noon <b>Registration Opens</b>		
9:00 am – 3:00 pm	Traffic Signal Workshop (includes lunch)	John Hightower, City of Overland Park, KS and Todd Lohman, City of Lawrence, KS
1:00 pm to 6:00 pm	Golf Outing at Alavamar Golf Course	
4:00 pm to 7:00 pm	Gathering at the 9 <sup>th</sup> Floor Terrace at the Oread	(weather permitting)
7:00 pm to 10:00 pm	MOVITE Board Meeting	
Thursday September 20, 2012		
7:30 am – noon <b>Registration Opens</b>		
<b>Opening Session 8:30 am to 9:30 am</b>		
8:00 am – 8:05 am	Welcome to the Annual MOVITE Meeting	Cheryl Lambrecht
8:05 am – 8:15 am	Welcome to Kansas/T Works Update	Jerry Younger, STE and Deputy Secretary
8:15 am – 8:45 am	Evaluating the Effectiveness of the 0.08BAC: A Case Study	Nicole Oneyear, Iowa State University
8:45 am – 9:30 am	Building Effective Relationships	Zaki Mustafa, City of Los Angeles, CA
<b>Break in Vendor Area</b>		
<b>Session 1 – 10:00 am to 11:30 am</b>		
10:00 am – 10:40 am	2012 All Star Game – Lessons learned from planning a major event	Kimiko Gilmore, City of Kansas City, Mo City Manager’s Office
10:40 am – 11:20 am	More Effective Incident Management	Rusty James, KC Scout
11:20 am – noon	LED Streetlight Options	Mahmoud Hadjian, City of Kansas City, MO Tram Fenimore, City of Kansas City, MO
Noon – 1:30 pm <b>Lunch and Business Meeting</b>		
<b>Session 2 – 1:30 pm to 3:00 pm</b>		
1:30 pm – 2:00 pm	Adaptive Traffic Signal Systems	Shawn Gotfredson, City of Overland Park, KS
2:00 pm – 2:30 pm	Flashing Yellow Arrow Applications	Steve Schooley, City of Lenexa, KS
2:30 pm – 3:00 pm	Portable Traffic Signals	Arlen Yost, OMJC Signals, Inc.
<b>Break in Vendor Area</b>		
<b>Session 3 – 3:30 pm to 5:00 pm</b>		
3:30 pm – 4:30 pm	New Accessibility Guidelines for Public Rights of Way and Auditing	Michelle Ohmes, Orientation and Mobility Specialist
4:30 pm – 5:00 pm	ADA Accessibility through Work Zones	Tim Cox, NCUTCD
5:00 pm – 8:00 pm	<b>Social Hour and Awards Dinner</b>	
Friday September 21, 2012		
<b>Past Presidents Breakfast 7:30 am to 9:00 am</b>		
Open to all meeting registrants		
8:00 am – 8:15 am	Recognition of MOVITE Past Presidents	Cheryl Lambrecht
8:15 am – 9:00 am	Ethics and Engineering	Dr. Thomas Mulinazzi, University of Kansas
<b>Break</b>		
<b>Closing Session 9:30 am to noon</b>		
9:45 am – 10:45 am	Transit Signal Priority (TSP) Panel Discussion	Brian Scovill, City of Overland Park, KS Greg Rokos, City of Kansas City, MO Todd Fredericksen, Olsson Associates
10:45 am – 11:45 am	Johnson County Transit Bus on Shoulder	Joel Skelly, KDOT Shawn Strate, Johnson County Transit John Dobies, HNTB



## Registration Form

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Employer: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Conference Registration	Before September 7	After September 7	Subtotal
Full Registration (Includes Thursday meals, Thursday night dinner, Friday breakfast, and all breaks)	\$200	\$235	
Student Registration (Includes all items in the full registration)	FREE(***)	\$50(***)	
<input type="checkbox"/> I will attend Thursday Night Awards Dinner			
<input type="checkbox"/> I will attend the Past Presidents Breakfast			
<b>Technical Workshop (Wednesday)</b>			
Traffic Signal Inspection	\$50	\$60	
<b>Golf Outing (Wednesday)</b>			
Alvamar Golf Course - \$49 per person, see additional sign up form – <b>register in advance, pay at the course</b>			
<b>Extra Meal Ticket for Guest (Please List Guest Name: _____)</b>			
Thursday Lunch	\$30	\$30	
Thursday Night Awards Dinner	\$50	\$50	
Friday Past Presidents Breakfast	\$25	\$25	
<b>Sponsorship</b>			
Please see additional form and information for sponsorship			
<b>Total Amount Due</b>			

\*\*\*A student registration must be received prior to the September 12 cutoff date for planning purposes; otherwise the registration for any student attending the conference will be \$50, no exceptions to this policy.

Payment should be made out to "MOVITE", please mail, e-mail, or fax registration forms to:

Ronnie Williams  
 Burns & McDonnell  
 9400 Ward Parkway  
 Kansas City, MO 64114  
 Email: [rwilliams@burnsmcd.com](mailto:rwilliams@burnsmcd.com)  
 Phone: 816-363-7231  
 Fax: 816-822-3514  
 September 19-21, 2012

A PayPal account is available for credit card charges. Please contact Ronnie Williams for information.

A convenience fee will be charged.

MOVITE Annual Meeting 2012

Lawrence, KS

The Oread Hotel



## MOVITE Golf Outing



This golf outing is planned for Wednesday September 19, 2012 at Alvarmar Golf Course and Club in Lawrence, KS. **The Championship Course** – 18 holes, par 72, 7,092 yards – is characterized by large bentgrass greens and flowing fairways. You’re sure to enjoy the scenic beauty of the courses natural Eastern Kansas landscaping. Not only will the quality of the course and its outstanding conditions add to your experience, so will the overall environment. Challenge and beauty are the hallmarks of the Championship Course. Tee times will be filled on a first come, first served basis.

Alvarmar is located at 1809 Crossgate Drive, Lawrence, KS 66047.

**Location: Alvarmar Golf Course and Club**

**Format: 18-hole scramble**

**Time: Reserved tee times beginning at 1:00 pm**

**Cost: \$49 includes green fees and cart rental**

Golfer 1's Name: \_\_\_\_\_

Golfer 2's name: \_\_\_\_\_

Golfer's 3 Name: \_\_\_\_\_

Golfer's 4 Name: \_\_\_\_\_

If you don't have a foursome, please sign up as many golfers as you wish and the committee will combine groups as necessary. Green fees will be paid at the golf course. Please send only a registration form.

Questions about the golf tournament, please contact Paul Plotas at 816-701-3113 or Paul.Plotas@wilsonco.com.



September 19-21, 2012

MOVITE Annual Meeting 2012

Lawrence, KS

The Oread Hotel

## **Appendix C**

### Meeting Information to be Submitted to Section Administrator

## **MOVITE Meeting Information to be Submitted to Section Administrator**

- Call for Papers
- Save-the-Date Announcement
- Other Announcements
- Registration Form (Meeting)
- Registration Form (Golf and other activities)
- Meeting Program
- Other Materials in Registration Packet
- Workshop (summary document, announcement, whatever is available)
- Presentations, e.g. Powerpoint files, papers, etc.
- Name Badge (to show design)
- List of Sponsors
- List of Vendors
- List of Attendees
- Financial Statement (one-page summary of income and expenses)
- Pictures (with captions)
- Information from Special Events, e.g. Traffic Bowl (questions and answers)
- List of Planning Committee members
- Hotel Contract
- Other Contracts, e.g. caterer, bus service
- Suggestions for Improvement or Lessons Learned (planning the meeting, running the meeting, understanding the MOVITE Meeting Guide)
- Any other information you have available (to put in our historical documents or to help future meeting planners, e.g. Excel spreadsheet to track meeting finances)