

MANUAL FOR ORGANIZATION AND OPERATION OF TEXITE MEETINGS

**TEXAS SECTION,
INSTITUTE OF TRANSPORTATION ENGINEERS**

28 January 2000

(Adopted by the TexITE Executive Board as an Official Policy)

MANUAL FOR ORGANIZATION AND OPERATION OF TEXITE MEETINGS

1.0 PURPOSE

Hosting a TexITE meeting is a challenging and complex task. The purpose of this manual is to serve as a guide to the membership, officers, and local arrangements committees in the preparation for and conduct of the meetings.

The intent is to provide a framework that will ensure completeness in the planning and organization of the meetings and to provide a reasonable degree of consistency and uniformity in the conduct of the meetings.

It is not the intent of this manual to unduly restrict the freedom of the host community to tailor a meeting to take best advantage of its unique opportunities. Accordingly, the Executive Board will approve deviations to the policies set forth in this manual as circumstances warrant.

2.0 DETERMINATION OF MEETING SITES

2.1 *Rotation of Meeting Sites*

For the purpose of selecting meeting sites, the section has been divided into three geographical areas. The current areas are shown in **Figure 1**.

Meeting sites are rotated in numerical order among the three areas. Since two meetings are held each year, each area will have the opportunity to host a summer meeting followed 18 months later by the opportunity to host a winter meeting.

2.2 *Site Selection Procedure*

2.2.1 *Solicitation of Written Invitations*

Meeting sites are selected 18 months in advance by vote of those in attendance at each TexITE Business Meeting. Approximately 3 months before the site selection, the Secretary-Treasurer contacts a TexITE member in the larger cities in the eligible geographical area and requests the submission of invitations to host a meeting. (Normally, the individual contacted is the

city's chief transportation official. In addition, others in the area who may be interested in hosting a meeting may be contacted.)

2.2.2 *Desired Content of Written Invitations*

Invitations should be submitted in writing to the Secretary-Treasurer at least two weeks before the selection date. As a minimum, the invitation should include the following information:

- A commitment from one or more members or affiliates that they are willing to serve as chair of the Local Arrangements Committee and take primary responsibility for the planning and operation of the meeting.
- Names of other members willing to assist with the local arrangements; also, the types of assistance and support, if any, that will be available from the city's Convention Bureau.
- Information on potential hotel accommodations:
 - Number of guest rooms available and approximate room rates.
 - Availability of exhibit space for the Highway Products Group (HPG).
 - Number and sizes of meeting rooms and direct cost, if any, for their use. (Hotels typically offer conventions free use of a certain number of meeting rooms provided that the convention delegates reserve and use a specified minimum number of guest rooms.)

NOTE: It is desirable to obtain a commitment on rates and other hotel policies before a city is selected as the meeting site, especially in cities which have a limited number of hotels with adequate facilities. There is much less incentive for a hotel to be competitive after the city has been selected as the meeting site.

- Available meeting dates. If possible, meeting dates should be selected to avoid conflict with other organizations which may be of interest to our members and members of the HPG. These organizations include (but are not limited to) TRB, ASCE, ITS Texas, ITS America, IMSA, NCUTCD, and APWA. Future meeting dates for these organizations may be listed on their web pages. A conflict with a meeting which is also attended by the HPG members may significantly reduce the number of exhibits at our meeting.

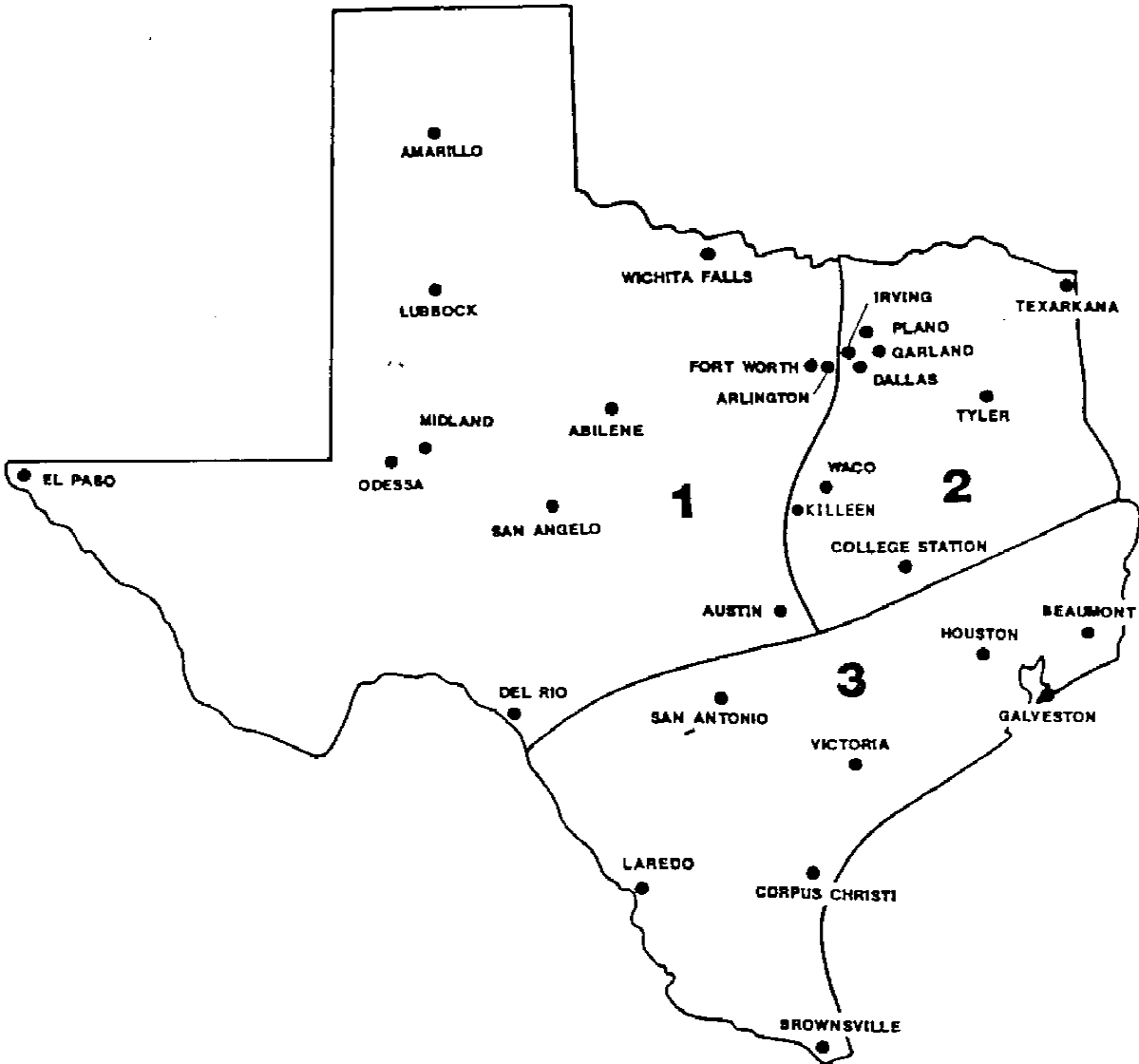


Figure 1. Geographical Areas for Meeting Site Rotation.

NOTE: TexITE's bylaws require that the Summer Meeting be held during the month of June. The bylaws impose no such restrictions on the Winter Meeting, which is traditionally held between mid-January and mid-February.

- Visuals aids, if any, that will be needed for the presentation at the business meeting (see subsection 2.2.3 below).

2.2.3 Procedures at TexITE Business Meeting

Written invitations submitted in advance are felt to be the best evidence of the local desire and commitment which is necessary to host a TexITE meeting. Impromptu invitations from the floor will be permitted, but the individual making the invitation must be prepared to follow the guidelines contained in this document to host a successful meeting.

Each competing city will be afforded the opportunity at the Business Meeting to make a brief presentation on the advantages of having the meeting in their city. Presentations at the Business Meeting are to be made only by TexITE members. After all such presentations, the site will be selected by majority vote of the voting members and section affiliates present. If no city receives a majority on the first vote, a second vote will be held to choose between the two cities which received the most votes.

3.0 LOCAL ARRANGEMENTS COMMITTEE (LAC)

3.1 Membership

All TexITE members and section affiliates who reside or work in the host city area are eligible for membership on the Local Arrangements Committee (LAC) and are encouraged to participate actively.

3.2 Selection and Duties of LAC Chair

The TexITE Executive Board shall designate one of the members of the LAC to serve as chair for the TexITE meeting. That individual, who may be either a voting member or a section affiliate of TexITE, shall: (1) chair the LAC and oversee all of its activities; and (2) serve as its point of contact with the Executive Board and with other groups both internal and external to TexITE.

3.3 Task Assignments and Subcommittees

The LAC chair may assign specific task responsibilities to individual committee members or subcommittees. The typical task areas include:

- Hotel Arrangements and Contract
- Budget and Finance
- Printing and Mailing
- Publicity
- Registration
- HPG Liaison
- Out-of-Hotel Functions
- Transportation
- Entertainment
- Spouse and Children's Activities
- Technical Session Assistance
- Golf, Tennis, etc.

In larger cities, the LAC membership may be large enough that no member will have to serve on more than one such subcommittee. It should be noted, however, that many successful meetings have been held in cities which have three or fewer TexITE members and affiliates. In smaller cities, the Convention Bureau typically provides a greater level of assistance to meetings the size of TexITE's, and this tends to compensate for the limited size of the LAC.

3.4 Overview of Committee Responsibilities

The full responsibility and authority for hosting a meeting is vested in the LAC, subject to the advice and counsel of the Executive Board.

The Committee's responsibilities include the following:

- C Selecting the meeting dates, subject to the approval of the Executive Board. Tentative dates are usually offered at time of site selection (18 months in advance of meeting); final approval is usually made by the Board 12 months prior to the meeting.
- C Coordinating the final selection of hotel with the designated representative of the Highway Products Group (HPG).
- Negotiating a hotel contract with advice and guidance from the Contract Review Committee. The TexITE President or Vice President will sign the contract. See section 7.7.

- C Preparing, for Executive Board approval, a budget and a schedule of all meeting functions. These items shall be submitted for Board consideration at the quarterly Board meeting occurring approximately 9 months before the subject TexITE meeting. The final budget and schedule of events shall be submitted for approval at the quarterly Board meeting occurring approximately 6 months prior to the subject TexITE meeting. (The LAC has fiscal responsibility for the meeting, which shall be fully self-supporting through registration fees and event ticket sales or as directed by the Executive Board.)
- C Selecting, in consultation with the Vice President, an overall theme for the meeting.
- C Assisting the Vice President in selecting a keynote speaker for the Kick-Off Luncheon.
- C Making all arrangements (except agendas) for the Kick-Off Luncheon and Business Meeting.
- C Making all arrangements for registration space and procedures.
- C Making all arrangements for meeting rooms, visual/audio aids, and refreshments for the technical sessions.
- C Making arrangements for group outings and social functions.
- C Coordinating with the HPG's designated representative regarding their needs for product exhibit space and other matters of concern to the HPG.

4.0 ROLE OF AFFILIATED GROUPS

4.1 Highway Products Group (HPG)

4.1.1 Typical HPG Activities

The Highway Products Group (HPG), which is an organization of vendor and manufacturers representatives who are members or affiliates of TexITE, typically participates in TexITE meetings in one or more of the following ways:

- By organizing and conducting product exhibits

- By contributing to the technical program
- By hosting a reception on Thursday night and a continental breakfast on Friday morning

The HPG may also choose to sponsor or contribute financially to other activities of the meeting. It is emphasized that any such sponsorship or financial contribution shall be voluntary on the part of the HPG; the LAC may accept but shall not request such sponsorship or contribution.

4.1.2 Typical HPG Concerns

Two of the HPG's typical concerns are:

- That adequate exhibit space be available with an easily accessible power supply for each HPG member booth.
- That the exhibit space is large enough to accommodate the food and beverages served during the reception.

4.1.3 Responsibilities for Coordination

Not later than 12 months prior to the meeting, the HPG shall designate a representative to coordinate its activities with the LAC.

The LAC chair shall coordinate with that HPG representative, if designated, prior to final selection of the hotel to ensure that the HPG's concerns are considered. It is recognized that hotel commitments may have to be made before the HPG has selected its representative. In that case the LAC chair shall consult with:

- The HPG representative (if designated) for any other future TexITE meeting; otherwise
- The designated HPG representative for the most recent past TexITE meeting.

At least 10 months prior to the meeting, the designated HPG representative shall contact the LAC chair to coordinate the HPG's proposed activities and facility needs (such as space for product exhibits and a meeting room for HPG's business meeting).

4.1.4 Arrangements for Exhibit Space

At the time of the initial discussions with the hotel, the LAC chair shall determine that a sufficient exhibit space is available for use by the HPG, and reserve it for their use. It shall be the responsibility of the HPG representative to assign booth locations and arrange for the reception.

4.1.5 Scheduling of HPG Activities

Except as specifically authorized by the LAC chair, HPG activities shall not be scheduled to conflict with other meeting functions or activities.

4.1.6 HPG Involvement in Technical Program

The HPG is encouraged to participate in the meeting's technical program, which is arranged by the Vice President. The HPG should contact the Vice President at least 6 months prior to the meeting with any suggestions concerning technical session topics and speakers. HPG-sponsored presentations, if included in the meeting's technical program, should focus on new or improved technology and not be used for promotion of specific products.

4.2 Consultant's Council of TexITE (CCTexITE)

4.2.1 Typical CCTexITE Activities

CCTexITE is an organization of consulting firms which have one or more employees who are members of TexITE. CCTexITE typically participates in TexITE meetings in one or more of the following ways:

- By contributing to the technical program.
- By sponsoring a portion of the cost of ITE student member's tickets for the Business Luncheon or other meeting functions.

CCTexITE may choose to sponsor or contribute financially to other activities of the meeting. It is emphasized that any such sponsorship or financial contribution shall be voluntary on the part of CCTexITE. The LAC may accept but shall not request such sponsorship or contribution.

4.2.2 Responsibility for Coordination

At least 6 months prior to the meeting, the CCTexITE chair shall contact the LAC chair to coordinate CCTexITE's needs, such as room space for its business meeting.

4.2.3 Scheduling of CCTexITE Activities

Except as specifically authorized by the LAC chair, CCTexITE activities shall not conflict with other scheduled meeting functions or activities.

5.0 BUDGET AND FINANCE

5.1 Meeting Costs

The following is a list of typical meeting costs:

- Postage and printing for pre-meeting mail-outs
- Name tags (and special ribbons such as "Host," "Officer," "Speaker," etc.)
- Printing of meeting programs, registration forms, event tickets, name placards for the head tables, etc.
- Up-front deposits (if any) for the hotel, entertainment, transportation, etc.
- Meals and beverages for Kick-off Luncheon, Business Luncheon, and other functions, including taxes and gratuities
- Rental costs, if any, for technical session visual/audio aids
- Rental costs, if any, for meeting rooms
- Refreshments for technical session breaks
- Transportation to out-of-hotel functions or tours
- Door prizes (if any)
- Prizes for golf, tennis, etc.
- Golf green fees, cart rental, etc.
- Other sporting event costs

- Admission fees and meal costs for spouse or children’s tours
- Entertainment
- Photography

Some of the items listed above may be available at no cost to TexITE. For example, the meeting rooms are normally provided on a complimentary basis by the hotel. Also, the following items may be provided by the Convention Bureau:

- ☐ Postage for pre-meeting mail-outs
- ☐ Name tags
- ☐ Door prizes

In some cities, the Convention Bureau may also provide some or all of the following services:

- ☐ Complete mailing service, including envelope stuffing, for the pre-meeting mail-outs
- ☐ Assistance at the registration desk, including the preparation of name tags

Also, some costs (such as up-front deposits for the hotel) will eventually be offset by an equal revenue. Nevertheless, the meeting budget should include these cost items since the funds will need to be on hand at the time the cost is incurred.

Sporting events and related costs (prizes, transportation, etc.) should be covered by fees for that event and not offset by the meeting registration fees.

5.2 Meeting Revenues

The following is a list of typical meeting revenues:

- Registration fees—This includes event ticket prices listed on the registration form as well as the item called “registration.”
- Contributions—This includes voluntary sponsorship of events by affiliated groups such as CCTexITE or the HPG.

5.3 Estimating the Attendance

A critical step in the budgeting process is to estimate:

- ☐ The total number of registrants by category (e.g., members and affiliates, students, spouses, children, etc.); and
- ☐ The number of attendees at each meal or event.

Historical information from the past meetings indicates the following general trends in attendance:

- ☐ A meeting in a major metropolitan area (e.g., Houston, Dallas/Fort Worth, etc.) will have substantially greater attendance than a meeting in a less-populated area.
- ☐ Overall attendance is slightly greater at a summer meeting than at a winter meeting. This is principally because the attendance of spouses and children is substantially greater when school is not in session.
- ☐ There has been a steady growth in attendance over the years. By 1990, the average attendance was approximately double the average attendance in 1975.

Allowing for these general trends, TexITE meeting attendance is reasonably predictable, particularly for summer meetings when there is less risk of inclement weather. Generally, the overall attendance can be estimated within ten percent. The attendance of individual events, particularly evening social functions, is more difficult to estimate.

Attendance by event, hotel room nights, and registration fees for recent TexITE meetings are shown in the appendix.

5.4 Pricing the Registration Fee and Event Tickets

A number of factors must be taken into account when registration fees and event ticket prices are established:

5.4.1 *Gratis Registrations and Event Tickets*

The Executive Board has established the policy that several categories of individuals will receive free registration and/or complimentary event tickets:

- Candidates for International ITE Vice President will not be charged a registration fee and will receive complimentary tickets for all meeting functions.
- Local dignitaries (Mayor, City Manager, etc.) and the keynote speaker may receive complimentary tickets to the Kick-Off Luncheon at the discretion of the LAC.
- Non-member guest speakers for the technical program will not be charged a registration fee for the day(s) on which they are speaking and may also be given complimentary event tickets if approved by the Vice President (who arranges the technical program).
- Spouses and children will not be charged for a fee for “registration” but will be charged the ticket price for events they wish to attend. Spouse’s tickets should be priced the same as member/section affiliate tickets for the same event (although the price for children’s tickets may be lower).

NOTE: To aid in the planning for future meetings, spouses and children should be encouraged to register even if they are not attending functions for which tickets are required.

Gratis registrations and event tickets affect both costs and revenues. Therefore, their number must be carefully estimated before the registration and event prices are established and reflected in the budget.

5.4.2 Student Registration

ITE Student Chapter members are charged a reduced registration fee, typically \$15 or \$20. The student registration fee includes the Kickoff Lunch, the Business Lunch, and the social event. For a number of past meetings, CCTexITE has voluntarily underwritten the cost of the Business Lunch for the students up to a specified maximum amount.

5.4.3 Targeted Profit or Loss

The targeted amount of profit or loss for each meeting is determined in conjunction with the establishment of the annual TexITE budget and will vary from meeting to meeting depending upon the location of the meeting, time of year (i.e., whether summer or winter), and other factors that affect anticipated attendance and costs. The Secretary-Treasurer will advise the LAC chair as to the targeted profit or loss amount and the budget must

be approved by the TexITE Executive Board six months before the meeting.

5.4.4 Preferred Pricing Strategy

The following pricing strategy has been used for recent meetings:

- Registration for members and students includes all events,
- Price sporting event tickets (golf, tennis, etc.) to cover the full cost of the event, including prizes.
- Guests pay no registration, but may purchase individual event tickets, which are individually priced to cover the entire incremental event cost, including:
 - meals, admission tickets, and
 - the event’s fixed costs (such as transportation, room rental, entertainment, door prizes, etc.).

This strategy allows the LAC to more accurately predict event attendance.

Although the Executive Board will consider alternate pricing strategies, this preferred pricing strategy shall be used to guide the LAC’s preliminary financial planning for the meeting.

Options that may be considered by the LAC include:

- One-day registration. The price of a one-day registration should include the lunch but not the social event, which may be purchased separately. The combination of two one-day registrations plus the social event should be greater than the total meeting registration. This type of registration should be used with care, since full registration may be adversely affected.
- Vendors registration. Vendors usually leave when the exhibit room is closed. A separate registration fee for vendors (members of HPG) who do not wish to attend the entire meeting is suggested. Since no meals are included, a fee of \$15 is customary. If the registration table is located in or near the exhibit area, it is easier to collect the fee from the vendors. The HPG may choose to handle vendor registration separately and provide TexITE with an attendee roster and combined registration fee.

These strategies, if adopted, must be included in the budget, which is subsequently approved by the TexITE Executive Board.

5.4.5 Alternative Pricing Strategies

The LAC may choose an alternate pricing strategy, such as reducing the registration fee and charging all registrants separately for the meals and social event. The individual event fees may be set to cover their specific costs, or part of the cost may be covered in the registration fee. However, these strategies are not recommended, and their adoption must be explicitly approved by the TexITE Executive Board.

5.5 Meeting Bank Account

TexITE has established a checking account for the section meetings. All meeting bills shall be paid out of this account, and all meeting revenues shall be deposited into it. The LAC chair shall contact the Secretary-Treasurer to establish access to the meetings account. The LAC chair must maintain complete financial records for all meeting-related transactions.

5.6 Tax Exempt Status

TexITE is not exempt from sales taxes.

6.0 PLANNING THE MEETING FUNCTIONS

6.1 Pre-Meeting Seminars

Some members cannot obtain employer reimbursement for travel to attend a TexITE meeting but can for seminars such as those sponsored by Texas A&M's Texas Engineering Extension Service (TEEX). Accordingly, it has been found to be mutually advantageous for organizations such as TEEX to schedule a seminar immediately prior to the TexITE meeting.

Although the seminar is often held at the same hotel as the TexITE meeting, the sponsoring organization makes its own facility arrangements. Therefore, except for a minimal amount of coordination, the seminar results in no additional burden for the LAC.

6.2 Normal Meeting Schedule

Although at least one recent TexITE meeting experimented with a Wednesday through Friday

schedule, the majority of TexITE meetings have used a Thursday through Saturday schedule. While the Executive Board will consider variations, Thursday through Saturday should be considered the norm.

6.3 Typical First Day Activities

The first day of the meeting (usually Thursday) typically has a schedule of events similar to the following:

a) Registration

The meeting registration desk is usually open for a few hours in the afternoon. Typical hours are 2 to 8 P.M.

b) Technical Tours

At the option of the LAC, one or more technical tours may take place on the first afternoon. Typical tour subjects might be a traffic signal system control center or a transit facility. Technical tours may also be scheduled for the morning of the second day, usually Friday, to return before the Kick-Off Luncheon.

c) First Executive Board Meeting

The TexITE Executive Board typically meets on the first day. The time is determined by the President, but usually runs from 4 to 6 P.M. Refreshments may be provided at the beginning of the meeting.

d) Sports Activities

A golf tournament on the first day is one of the oldest traditions of TexITE. The tournament is sometimes held at a country club, but many successful tournaments have played on municipal courses. Most golf courses, both public or private, are accustomed to holding such tournaments and will reserve consecutive tee times for the number or foursomes expected to play and arrange for "closest to the pin" and "longest drive" markers to be set out. Usually, planning the golf tournament requires minimal effort by the LAC.

Usually, an alternate sporting event is held concurrently with the golf tournament. In recent years, racquetball has replaced tennis as the usual choice. Other activities may be selected by the LAC.

e) Highway Product Group Exhibit and Reception

The HPG typically opens their exhibit space and provides food and beverages from 6 to 8 P.M.

f) Other Activities

Other activities may be organized, but are not to conflict with the HPG Exhibit and Reception. These activities shall be coordinated with the LAC chair.

6.4 Typical Second Day Activities

The second day of the meeting (usually Friday) typically has a schedule of events similar to the following:

a) Registration

The meeting registration desk usually opens early on the second day and remains open for most of the day. Typical hours are 8 A.M. to 5 P.M.

b) Committee Meetings

The time usually set aside for committee meetings is 8 A.M. to 10 A.M.

c) HPG Product Exhibits

The HPG reopens their exhibit space, typically from 8 A.M. to noon.

The HPG usually provides refreshments (coffee, food, etc.) inside the exhibit area; otherwise, the LAC should schedule a short refreshments break immediately after the time set aside for committee meetings, typically around 10 A.M.

d) Chapter Officers Meeting

The officers of the chapters within TexITE usually meet for one hour immediately before the second executive board meeting. If possible, the chapter officers meeting should be scheduled in the same room as the second executive board meeting.

e) Second Executive Board Meeting

The Executive Board usually meets a second time after the other Committee Meetings to receive committee reports. The time is determined by the President, but

typically begins at 10 A.M. and is scheduled to end by lunch.

f) Kick-Off Luncheon

The Kick-Off Luncheon, which is the formal opening session of the meeting, typically begins at noon and lasts until 1:45 or 2 P.M.

g) Technical Sessions

Technical sessions typically begin immediately after the Kick-Off Luncheon and run until 5 or 5:30 P.M. Typically, two pairs of concurrent sessions are scheduled, with a short refreshments break between the first concurrent sessions and the second concurrent sessions. (The Vice President is responsible for selecting the topics and arranging the speakers for the Technical Sessions; the LAC arranges the facilities, however.)

h) Spouse Activities (optional)

Spouses are encouraged to attend the Kick-Off Luncheon. Therefore, when planned, other spouse activities typically begin immediately after the Kick-Off Luncheon and last until 4:30 or 5 P.M. Typical activities include museum tours, sightseeing trips, etc.

i) Children's Activities (optional)

Having planned activities for elementary-age children enables more of the spouses to take part in the spouse program. Accordingly, children's activities are usually planned to run concurrently with the spouse program. A typical schedule would be noon to 4:30 or 5:00 P.M., and might include such activities as a pizza lunch followed by a skating party.

j) Evening Activities

The primary social event of the meeting is usually held from 6 to 9 P.M. or later. The event, which usually includes dinner and entertainment, is often held away from the hotel. The event should be designed as a family outing, and has been held in a science museum, an aquarium, horse track, and on a boat. The entertainment has included outdoor theater, comedy shows, and live music. If the event is held away from the hotel, transportation is typically provided for many of the members and guests. Depending on the event,

provision should be made to return some members to the hotel early if the event runs late, say after 9 P.M.

6.5 Typical Third Day Activities

The third day of the meeting (usually Saturday) typically has a schedule of events similar to the following:

a) Registration

The majority of attendees arrive before the closing of the registration desk on the afternoon of the second day. Therefore, the desk is typically open only for a very limited time (e.g., 8:30 to 9:30 A.M.) on the third day.

b) Group Breakfasts

Although less common in recent years, a specific group (such as the “city traffic engineers” or the alumni of a specific university) may desire to have a breakfast meeting. A typical time would be 7 to 8 A.M.

c) CCTexITE Business Meeting

CCTexITE normally has its business meeting on the third morning, typically from 7 to 8:30 A.M.

d) Student Paper Presentations

The presentations are typically held from 8:30 to 10 A.M. on the third morning.

e) Technical Sessions

An additional technical session is typically held from 10:15 to 11:30 A.M. (A short refreshment break is often scheduled immediately prior to this session.)

f) Spouse Activities (optional)

Third day spouse activities, if planned, typically begin at 10:30 or 11:00 A.M. and last until 2 or 2:30 P.M. Typical activities include museum tours and shopping or sightseeing trips, usually including a group lunch.

g) Children’s Activities (optional)

Children’s activities, if planned, are usually scheduled to run concurrently with the spouse program and might

include such activities as a trip to a zoo or amusement park with a lunch included. A Putt-Putt golf tournament for the children (with miniature trophies awarded to all participants) has also been a successful activity.

h) TexITE Business Luncheon

The Business Luncheon typically begins at 12 noon and usually lasts until 2:30 or 3:00 P.M.

7.0 HOTEL ARRANGEMENTS

7.1 Guest Rooms

7.1.1 Number of Rooms Required

The size of TexITE meeting is such that all out-of-town attendees can normally be accommodated in the same hotel where the meeting functions are held. The LAC should arrange for the hotel to set aside a sufficient number of rooms (i.e. “block of rooms”) to accommodate the TexITE’s expected needs. The Appendix provides information on the number of guest rooms set aside for and actually used at past TexITE meetings.

7.1.2 Rate Guarantees

In some markets, hotels will guarantee room rates 18 months or more in advance, and the LAC can secure such guarantees at the time the meeting bid is made. In other markets, it may not be possible to get an absolute guarantee until later (such as 12 months in advance). Even so, the LAC should attempt to obtain at the outset of discussions an assurance as to the maximum rates for guest rooms.

7.2 Complimentary Guest Rooms or Suites

Hotels will almost always provide some number of complimentary guest rooms or suites (comped rooms) for the organization’s use provided that some agreed-upon number of guest rooms are used by the meeting’s attendees. The LAC should obtain written assurance as to the number of comped rooms that will be provided.

Comped rooms will be provided for (1) the TexITE President, (2) the LAC chair, and (3) the two candidates for International ITE Vice President for two nights of

the meeting (typically Thursday and Friday nights). This is a total of eight room-nights. If this many room-nights are not comped, the additional cost for these rooms will be covered by the meeting budget.

7.3 Meeting Rooms

7.3.1 Number and Size of Rooms Required

Meeting room needs are typically as follows:

a) Technical Sessions

Specific needs should be coordinated with the TexITE Vice President, who is responsible for the Technical Program. Typically, there will be two concurrent sessions on the afternoon of the second day (usually Friday) and the morning of the third day (usually Saturday). Each of the concurrent sessions will need a room set up as follows:

- C Theatre-style seating for an audience of the greater of 60% of the registrants or 150. A single, non-concurrent technical session should be held in a room large enough to accommodate all registrants.
- C Lectern (with microphone) on a raised head table that will accommodate up to six speakers (in case of a panel discussion)
- C Large screen, preferably above and behind the head table. Both the audience and the speakers should have an unobstructed view of the screen.
- C Carousel-type slide projector with remote control at the lectern. The projector should be located such that neither it nor its cart obstructs the view of the screen or the speakers and such that the image can be projected over the heads of the audience.
- C Overhead projector on a separate cart.

The Vice President will advise the LAC chair of additional audio/visual needs, such as a computer projector or VCR/TV. At the present time, rental of presentation equipment (other than overhead and slide projectors) is quite expensive. The LAC should ask if local members are willing to lend equipment or ask the speaker to provide his/her own equipment.

The rooms for concurrent technical sessions should preferably be adjacent to each other. Technical session

rooms should also be reasonably close to the rooms where other meeting functions are being held.

b) Committee Meetings

During the time set aside for committees meetings, four to six committees will typically meet concurrently. The largest, usually the Technical Committee, will typically have 15 to 20 participants.

The usual procedure is to arrange for:

- C Two or three small meeting rooms, each set up to accommodate a single meeting involving up to 20 participants; and
- C At least one larger room set up to accommodate several different groups of 5 to 8 persons meeting concurrently. (Typically, this room will be arranged with round tables with eight chairs per table.)

The usual practice is to arrange for water pitchers and glasses to be placed on each table in the meeting rooms.

The LAC should confer with the Vice President regarding any special requirements for the committee meeting accommodations.

c) Chapter Officers Meeting

The Chapter Officers Meeting typically has 15 to 20 participants. A single large table is usually arranged for the meeting.

d) Executive Board Meeting

The Executive Board meeting typically has 15 to 20 participants. The LAC should confer with the President as to the specific requirements. Preferably, the Executive Board is in the same room as the Chapter Officers Meeting.

e) Exhibit Space

See section 4.1.4.

7.3.2 Requirements for Complimentary Use

Hotels will almost always provide meeting rooms on a complimentary basis (i.e., no direct charge to TexITE) provided that some agreed-upon minimum number of

guest rooms are reserved and used by the meeting's attendees. The catering cost may also impact the complimentary use of the meeting rooms. Accordingly, it is very important:

C That all conditions for the complimentary use of meeting rooms be spelled out explicitly during the initial negotiations with the hotel; and

C To stress, in the pre-meeting mail-outs, that registrants should identify that they are with the TexITE meeting when they make their room reservations.

7.4 Meal Functions

7.4.1 Room and Menu Requirements

a) Kick-Off Luncheon

The head table should be elevated and have a lectern with microphone at the center. The following persons are typically seated at the head table:

- TexITE President,
- TexITE Vice President,
- TexITE Secretary-Treasurer,
- TexITE Immediate Past President,
- five TexITE Section Representatives (two of whom will also be Chair and Vice Chair of District 9),
- District 9 International Director,
- ITE President and/or Executive Director (if attending),
- Keynote Speaker,
- Mayor, City Manager, etc. (if attending), and
- LAC Chair.

The LAC should confer with the TexITE President regarding the desired seating order at the head table. Place cards are typically made for each position at the head table.

The other attendees are typically seated at round tables with eight chairs per table. One place card for a student can be placed at each table to encourage student/professional interaction. The room must be large enough to accommodate comfortably the expected number of attendees. It is also very desirable for the room to be large enough to accommodate extra tables in the event last-minute registration exceeds expectations.

Past experience has been that the Kick-Off Luncheon meal should be served at the tables as opposed to

buffet style. With the former format, the meeting agenda (head table introductions, etc.) can begin almost immediately. With buffet style format, it has been found impractical to begin the meeting agenda before everyone has been through the serving line.

Visual aids (slide projector and screen, for example) are usually not required at the Kick-Off Luncheon, but the speaker should be consulted with in advance to be sure.

b) Business Luncheon

The head table should be elevated and have a lectern with microphone at the center. The persons seated at the head table are typically:

- TexITE President,
- TexITE Vice President,
- TexITE Secretary-Treasurer,
- TexITE Immediate Past President,
- five TexITE Section Representatives,
- District 9 International Director,
- ITE President and/or Executive Director (if attending), and
- LAC Chair.

The LAC should confer with the TexITE President regarding the desired seating arrangements at the head table. Place cards are typically made for each position at the head table.

The other attendees are typically seated at round tables with eight chairs per table. One place card for a student can be placed at each table to encourage student/professional interaction. The room must be large enough to accommodate comfortably the expected number of attendees. It is also very desirable for the room to be large enough to accommodate several extra tables in the event last-minute registration exceeds expectations.

Past experience has also been that it is preferable for the Business Luncheon meal to be served at the tables as opposed to buffet style. (The Business Luncheon is sufficiently less formal than the Kick-Off Luncheon that buffet style can be considered in the event of a substantial difference in meal price. Any such options should be discussed with the Executive Board at the time the preliminary budget is considered.)

Visual aids requirements typically include an overhead projector with screen. The LAC should consult with the TexITE Secretary-Treasurer regarding anticipated need for other visual aids (slide projector, etc.) during the presentations of future meeting sites.

One or two microphones should be placed on the floor to accommodate speakers during the business meeting.

7.4.2 *Menus and Meal Prices*

The LAC has complete discretion as to menus. Provisions should be made with the hotel for individuals with special diets (vegetarian, etc.).

Effort should be made to keep the ticket prices for the Kick-Off and Business luncheons in line with the prices for those events at other recent TexITE meetings.

7.4.3 *Attendance Guarantee Requirements*

Hotels almost always impose the requirement that the minimum number of meals to be paid for be guaranteed in advance, often as much as one week prior to the event. The hotel will charge TexITE for this number of meals even if actual attendance is less; usually, however, the hotel will also agree to be prepared for and serve up to some number of additional meals (typically 10%) without additional charge.

All hotel policies concerning meal guarantees should be discussed and clearly understood at the time of initial negotiations.

The LAC may wish to note on the registration form that meals can not be guaranteed if a registration is received after a specific date, such as one week before the meeting.

7.4.4 *Other Considerations*

Other important considerations to be agreed upon relative to meals include:

- Room size and set-up
- Exact menus and prices
- Whether or not all taxes and gratuities are included in the stated prices

- Whether or not the stated prices include such items as table decorations
- Number of waiters to be provided per table or per meal to be served

7.4.5 *Group Breakfasts*

Although less common in recent years, one or more groups of members may desire to have a group breakfast. The hotel will usually be willing to set aside a couple of small meeting rooms for possible use by such groups on short notice (i.e., the hotel will usually not impose any guarantee requirements since they would most likely have no other demand for the rooms during the 7 to 8:30 A.M. time period.)

7.5 *Registration Area*

The registration area should be:

- Ⓒ Conspicuously located;
- Ⓒ Conveniently located with respect to the technical sessions, HPG exhibit area, and other in-hotel activities of the meeting; and
- Ⓒ Physically separate from the registration area of any other meeting taking place in the hotel.

The most important consideration, however, is that the area be large enough and be adequately furnished for TexITE's purposes. A typical arrangement is to have several "stations" such as: (1) Pick up and fill out forms; (2) pay cashier; (3) pick up event tickets; (4) pick up name tags; and (5) pick up other information, such as location information, tour brochures, etc.

A phone should be available at the registration desk.

A meeting bulletin board should also be provided in the registration area.

It is very important to obtain assurance that the registration area will be available to TexITE for all three days of the meeting.

7.6 Miscellaneous Matters

7.6.1 Parking

Even in the larger cities, most hotels in Texas provide free parking for hotel guests. Parking fees, if any, should be clearly understood in advance, however.

Also, HPG members sometimes desire to display vehicular equipment (e.g., bucket trucks, trailer-mounted signs, etc.). Efforts should be made to secure advance permission for such equipment to park in an area convenient to the technical session area.

7.6.2 Marquee Identification

Most hotels will post on the marquee the name of the organization (such as “Welcome, Texas Section Inst. of Transp. Engineers”). The wording and the abbreviations to be used should be agreed upon in advance.

7.7 Importance of Written Agreement

Either a formal contract should be entered into with the hotel or a letter of agreement should be obtained. This document should put into writing all verbal understandings with respect to: exact meeting dates; menus, meal prices, taxes, gratuities, meal guarantee requirements, and procedures to be used to count the number of meals served; number, size, and set-up of meeting and function rooms and conditions for their complimentary use; registration area location, furnishings, and times of use; complimentary guest rooms or suites; the availability of hospitality suites; the number of guest rooms to be held for TexITE’s use, the guaranteed group rates for those guest rooms, the time period during which these rooms will be held, and the time period during which the guaranteed rates will be honored; parking; marquee identification; etc.

When estimating the number of attendees, particularly for the meals, it is often easier to give the hotel representative a low estimate, then increase it later as necessary. Reducing the number of meals after the initial contract is signed may significantly increase costs.

NOTE: It is extremely important that this document be in writing. Hotel personnel (or even the ownership) may change one or more times before the meeting, and verbal agreements made by others may not be honored.

All contracts and agreements shall be reviewed by the Contract Review Committee and approved by the TexITE President or Vice-President. The TexITE President or Vice-President shall sign the contract for the section. The Contract Review Committee consists of the LAC chairs of the last three TexITE meetings, an HPG representative, and the TexITE president.

8.0 PLANNING OUT-OF-HOTEL FUNCTIONS

8.1 Obtaining Reservations and Ticket Blocks

One important consideration in the planning of out-of-hotel functions is to secure reservations, ticket blocks, etc. as far in advance as possible. In some cities, the Convention Bureau will provide assistance with such arrangements.

8.2 Group Transportation

Charter buses typically represent a substantial portion of the cost of an out-of-the-hotel function. Most bus companies have a fixed rate per bus for some minimum time with an additional charge per hour after the minimum. In some cases, the minimum time may be as much as five hours.

Accordingly, if the event is reasonably close to the hotel, it may be substantially less expensive to have one or two buses operate a continuous shuttle than to provide enough buses to transport all attendees at the same time. Even if the particular event is such that a shuttle is not practical, it may be cheaper to keep the buses at the event rather than have to pay a second per-bus minimum charge for the return trip.

Also, if buses are required for both spouse and children’s events, it may be both possible and economical to schedule the events such that the same buses take one group to its first destination and then return to the hotel to take the other group to its first destination.

9.0 PREPARING FOR THE MEETING

9.1 Access to the TexITE Meeting Account

Approximately four months before the meeting, the LAC should contact the TexITE Secretary-Treasurer for access to the TexITE meeting account.

9.2 Arranging for Printing and Supplies

Arrangements should be for printing and supplies as follows:

- Printing: Pre-meeting mail-outs; registration forms; meeting programs; and tickets.
- Name Tags and Special Ribbons: There must be provision for printing name tags at the registration desk. The Convention Bureau may provide some assistance. It is also desirable to obtain special ribbons (“Officer,” “Speaker,” “Host,” etc.).
- Placards and Signs: Although not required, it is desirable to arrange for (1) name placards to be placed in front of each person at the head tables; (2) signs to identify each technical session (especially if concurrent sessions will be taking place); (3) signs to identify the assigned meeting location for the various committees; and (4) signs to identify the various stations in the registration area.

9.3 Internal Publicity

9.3.1 Mail-Outs to *TexITE* Membership

At least one mail-out is required and two are often used. If only one is to be sent, the optimum time for it to be mailed is six weeks prior to the meeting. If two will be used, the optimum mailing times are two months prior to the meeting and one month prior. The *TexITE* Secretary-Treasurer will, upon request, arrange for mailing labels for this purpose. NOTE: The “Christmas rush” may affect the mail-out timing for the Winter meeting.

In many cities, the Convention Bureau will assist with the mail-out(s). The hotel will usually provide cards (often with prepaid postage) for room reservation purposes.

Each mail-out should include as much information as possible about the meeting functions, including the technical program.

A sample registration form is in the appendix. Since a separate checking account is not necessary (see section 9.1), the registration form should reflect that checks are to be made out to *TexITE*, rather than, e.g., 1998 Summer *TexITE* Meeting.

Many government agencies require a tax ID, vendor number, and address to issue checks. A phone number should be listed on the registration form to call for this information.

A separate registration form should be used for recreational activities (such as the golf tournament) instead of listing them on the meeting registration form. This will make it easier for public sector employees to get approval to attend.

9.3.2 Coordination with *TexITE* Webpage

Information should be posted on the *TexITE* webpage as it is finalized. The registration form should be on the webpage to allow pre-registrants to print and mail it to the LAC.

9.3.3 Coordination with *TexITE* Newsletter

The current schedule calls for a newsletter to be published approximately one month before each meeting. An advance copy of the mail-out information should be sent to the editor in time for inclusion in the *TexITE* newsletter. The LAC should contact the editor as to the deadline for submission of the meeting information.

9.3.4 Coordination with *ITE* Journal

Each issue of *ITE Journal* includes a calendar of *ITE* events (including district and section meetings) that will occur during the 4 to 5 months following the publication date. To allow sufficient lead time, the following information should be sent to *ITE Journal* at least 9 months in advance of the meeting:

☐ Meeting dates

☐ Meeting location (city and hotel)

☐ Name and telephone number of person to contact for additional information (usually the LAC chair)

The Secretary-Treasurer typically provides this information to the *ITE Journal*. The LAC chair should provide the needed information to the Secretary-Treasurer.

The LAC should check the meeting calendar in subsequent issues of *ITE Journal* to ensure that the

TexITE meeting information appears when it should and that it is correct.

9.3.5 *Coordination with HPG Mail-Out*

The mail-out to the TexITE membership should coincide with the mail-out to the HPG members. Notify the HPG chair one month prior to sending the first TexITE mail-out so that both mailings can occur simultaneously.

9.4 *Pre-Registration*

Pre-registration should be encouraged for several reasons:

- ☒ To minimize congestion at the registration desk
- ☒ To gain insight as to probable attendance
- ☒ To help with the meeting's cash flow

Even if prepayment is not included, the first two benefits will exit. Therefore, pre-registration should be encouraged, with or without prepayment.

At least two different means have been used to provide an incentive for pre-registration: (1) Offer a nice door prize for which only pre-registrants will be eligible; and/or (2) offer a discount on the registration fee for pre-registrations received by a certain date. Any such incentives should be reflected in the proposed meeting budget.

10.0 CONDUCTING THE MEETING

10.1 *Registration*

10.1.1 *Times of Operation*

Typical times of operation for the registration desk are:

- ☒ 2 to 8 P.M. on the first day (usually Thursday);
- ☒ 8 A.M. to 5 P.M. on the second day; and
- ☒ 8:30 A.M. to 9:30 A.M. on the third day.

10.1.2 *Registration Desk Setup*

Planning and organization for the registration desk is important and is not a trivial task. The following supplies should be on hand during registration:

- computer,
- printer,
- two reams of paper,
- blank badges for on-site registrants,
- new (blank) overhead projector transparencies for printers,
- tape,
- scissors,
- cardboard and large markers for last minute meeting signs,
- stapler,
- pens and pencils, and
- phone book and maps.

Items for sale should be placed out of sight with a sample and a sign indicating the price placed on the registration desk. Any items on the registration desk may "walk off."

The pre-registration area should be separated from the "unpaid" registration area.

The registration desk should be set up on the morning of the first day (usually Thursday) to allow a couple of hours to organize a system and train volunteers.

A cash box with a lock should be at the registration desk with approximately \$150 in cash in various bill sizes. When the registration desk is closed, all cash should be placed in the hotel safe. Students and vendors usually pay in cash using \$5, \$10, and \$20 bills.

Discourage cash payments. If cash payments are made, have a preprinted receipt system established with a carbon copy. This is very important.

10.1.2 *Registration Process*

An efficiently run registration desk makes an excellent first impression on those arriving at the meeting. To ensure such efficiency, each of the following things should be done:

- ☒ The desks or tables should be arranged to provide a logical flow;

C Conspicuous signing should be provided to direct persons to the appropriate station; and

C The registration personnel should be properly trained for their task(s) and should be friendly and courteous at all times. Specially trained individuals should be assigned to the unpaid registration area.

C At least two to three individuals should be at the registration desk through noon of the second day (usually Friday). Afterwards, only one or two individuals are typically necessary.

C A computer, printer, and trained individual should be available at the registration at least until noon of the second day (usually Friday) to make vendor badges and registrant badges for late arrivals.

Receipts should be included in the pre-paid registration packages.

Be prepared for members who will arrive assuming they are prepaid. This will occur due to lost mail or problems with finance departments not issuing checks in a timely manner. Have a policy established for this situation.

Be prepared to make copies for speakers and committees.

The typical registration sequence might be as follows:

(1a) Pick up registration form. Persons who have not pre-registered would pick up a form here and fill it out. The form should be self-explanatory to the greatest practical extent, especially with respect to event prices.

(1b) Pick up ticket/name tag packet. Persons who have pre-registered will start here. If also prepaid, this step will complete the registration process except for picking up miscellaneous information at the last station.

(2) Pay cashier. The cashier should check the registration form, especially with respect to the accuracy of the total fee. A sign should be posted to advise check writers as to whom checks should be made payable.

(3) Pick up event tickets. In the case of non-preregistered individuals, the cashier will pass down the registration form, which will be placed between the person responsible for issuing the event tickets and the person who types the name tags. (This will allow the

name tag to be typed while the tickets are being issued.) A meeting program will be given to each registrant along with the event tickets.

(4) Pick up name tags and special ribbons. Name tags for members and affiliates generally include the person's name, their employer, and city. Example:

Jane Doe
ABC Consulting Engineering
Anycity, Texas

Name tags for student members generally include the student's name, the university, and city. Example:

John Doe
Texas A&M University
College Station, Texas

Name tags for spouses and children generally include only the person's name and city.

Special ribbons are generally provided to identify TexITE and District Officers (e.g., "Officer"); speakers and moderators (e.g., "Speaker"); and members of the LAC (e.g., "Host"). Officers and LAC members will typically pre-register, but many of the speakers may register at the meeting. An alphabetized list of all speakers and moderators should be prepared in advance to assist in identifying those persons who should be given a "Speaker" ribbon. (Also, since it can be assumed that they will be attending, their name tags with "Speaker" ribbons can be prepared in advance.)

(5) Pick Up Other Information. The Convention Bureau typically provides such items as a city map, tour and sightseeing information, a restaurant guide, etc. Usually, these items are pre-packaged in a plastic bag which may also include a small gift or souvenir. If these items were not given out at the same station where the tickets and meeting program were issued, they should be placed on a table just beyond the name tag station.

10.1.3 *Greeting Special Guests*

Especially just prior to the Kick-Off Luncheon, a number of special guests (Mayor, City Manager, etc.) will likely be arriving. An LAC member who will recognize each such special guest should be on hand to greet them as they arrive.

10.1.4 *Bulletin Board*

The meeting bulletin board needs to be located in the registration area. It should have designated areas for each of the following:

- C “Position Available” and “Position Wanted” announcements
- C Messages for meeting registrants
- C Meeting information (committee meeting locations and times, etc.)

The HPG generally posts a listing of sponsoring members in their exhibit space and/or near the registration desk.

10.1.5 *Emergency Messages*

The hotel switchboard and front desk should be advised as to which LAC member to contact in the event an emergency message is received for a meeting attendee. The designated LAC member should post the message on the meeting bulletin board and attempt to find the person.

10.2 *Sports Events*

The LAC should designate one of its members to be present at the start of the golf tournament and any other sporting event. That person should ensure that the necessary arrangements have been made with the sports facility and that the participating TexITE members get signed in and underway. Unless playing, it is usually not necessary for the LAC member to stay after the event is underway. (One of the participants can be designated to collect the score cards and either compile the results or bring the score cards to the LAC at the hotel.)

10.3 *Technical Sessions*

10.3.1 *Pre-Session Checklist*

The Vice President is responsible for planning the technical program and arranging for speakers and moderators. The Vice President will also coordinate with the speakers regarding their specific visual aids needs and advise the LAC accordingly. A slide projector and an overhead projector are typically provided for each technical session.

The LAC should designate one of its members to check each technical session meeting room prior to the start of each session. Items to be checked include:

- C Are the required visual aids properly set up and fully operational? If a slide projector is being used, is its remote control placed at or beside the lectern?
- C Are the microphone and lectern light working properly?
- C Are the room lights and light controls working properly?
- C Is the room too hot or too cool?

The designated LAC member should know which hotel staff member to contact, as well as the best way to contact that hotel staff member, in the event any of the hotel’s facilities or equipment require attention. Also, it is desirable to have a spare projector bulb and/or a spare carousel project on hand “just in case.”

10.3.2 *Visual Aids Operation*

Most speakers will operate their visual aids themselves or bring an assistant to help. The LAC representative should be familiar with the operation of each item of visual aids equipment in case a speaker encounters difficulty.

10.3.3 *Head Count*

The LAC representative should count the number of persons in attendance at each session.

10.4 *Meal Functions*

10.4.1 *Deciding How Many Meals to Guarantee*

As much as one week before the function, the LAC will have to guarantee payment for some number of meals. Deciding what this number should be is not an exact science. If total attendance (including complimentary meals) is expected to be 150 and the hotel will serve up to 110% of the guaranteed number, the LAC might opt to guarantee only 136 meals. Therefore, all 150 expected attendees can be accommodated yet the cost to the meeting budget will be minimized in the event attendance turns out to be less than expected. On the other hand, the hotel may not be able to accommodate additional meals if actual attendance exceeds 150.

Therefore, the LAC might instead opt to guarantee all 150 meals to ensure that the hotel will be prepared to serve at least 165.

There is no exact formula for determining the number of meals to guarantee. Ultimately, the LAC has to use its best judgment and hope for the best.

10.4.2 *Pre-Event Facilities Check*

The LAC should designate one of its members to check out the room prior to the event. This individual should verify that the head table is properly arranged and that the name placards (if used) are placed in the proper order. Also, a quick count should be made to verify that enough places have been set for the agreed-upon number of meals. The following additional items should be checked:

- ☐ Are the microphone and lectern light working properly?
- ☐ Are the room lights and light controls working properly?
- ☐ Is the room too hot or too cool?

The designated LAC member should know which hotel staff member to contact in the event any of the hotel's facilities or equipment require attention.

10.4.3 *Overbooking the Kick-Off Luncheon*

On the second day, usually Friday, if the number of Kick-Off Lunches is higher than the caterer can provide, be prepared to have a policy in place to accommodate late arrivals. For example, prepare a waiting list, and at noon, allow those on the list to replace pre-paid registrants who have not arrived.

10.4.4 *Ticket Collection*

If tickets are going to be collected at the door, one or more LAC members should be posted at each door.

10.4.5 *Verifying the Head Count*

Even if tickets have been collected, the LAC should designate one of its members to verify the number of meals served. Preferably, this should be done jointly with a hotel staff member.

10.5 *Out-of-Hotel Functions*

If group transportation is being provided, the LAC should have members assigned to assist with the loading of the buses (and collection of the tickets if that is being done as the buses are boarded). Those LAC members should also be able to give directions to the event since some people usually will choose to take their own cars. To accommodate anyone who may be running late, it is also a good idea to post directions to the event on the meeting bulletin board.

One or more members of the LAC should remain with the group at all times during an out-of-the-hotel event. Each such member should know the names and telephone numbers of the staff persons to contact for assistance, both at the event being attended and at the company which is providing the buses.

If a meal is being provided at the event, an LAC member should be assigned the responsibility of verifying the number of meals served. Preferably, this would be done jointly with a representative of the event or their caterer.

11.0 **AFTER THE MEETING**

11.1 *Letters of Appreciation*

On behalf of the LAC, the LAC chair should write letters of appreciation to local guests (Mayor, City Manager, etc.) and to other groups and individuals (Convention Bureau, spouses of LAC members, etc.) who have contributed to the success of the meeting. The LAC chair should coordinate with the President to determine who will be sending a letter of appreciation to the Keynote Speaker.

The Vice President is responsible for writing letters of appreciation to the technical session participants.

11.2 *Finalizing the Meeting Account*

After all bills have been paid, the LAC chair should contact the TexITE Secretary-Treasurer to close the books for the meeting. The LAC chair shall provide a complete financial report to the Secretary-Treasurer.

11.3 *Meeting Report*

Not later than three months after the meeting, a final meeting report shall be sent to the TexITE Secretary-

Treasurer. The format for this report is included in the Appendix.

11.4 *Updating the Meetings Manual*

The TexITE Secretary-Treasurer shall update the meeting history in the Appendix with the meeting report provided by the LAC chair in accordance with section 11.3.

APPENDIX

In conjunction with the preparation of the final report, the LAC should update the various tables and statistical information in the Appendix to this Manual.