

INVITATION REQUEST FOR ASCE PRESIDENTIAL OFFICERS

Contact Name: _____ **Today's Date:** _____

Email: _____ **Phone:** _____ **Cell:** _____

Officer Being Invited if preference: _____

Purpose of Meeting: _____

If the organization can assist with funding for airfare, car rental, hotel, registration fees, meals, special activities, etc., how much is available? _____

- Try to allow 6 months lead time for any requests as schedules fill quickly.
- To ensure the value of the visit for both the officer and the requesting organization, all invitations should try to include a full day of scheduled events. Adjacent meetings with students, local leaders, engineering firms, and possible partners are encouraged.

Name and contact information for on-site point-person: _____

Recommended hotel with an address or room block reservation link: _____

List ALL events the Officer is requested to attend, in chronological order. Use another page if necessary.

1. **Date:** _____ **Time Needed (Eastern):** _____

Event Name: _____

Location: _____

Officer Role (speech, presentation, meet/greet, etc.): _____

Topic: _____

Time Allotted (with or without Q&A): _____

Expected # of Attendees and Audience: _____

2. **Date:** _____ **Time Needed (Eastern):** _____

Event Name: _____

Location: _____

Officer Role (speech, presentation, meet/greet, etc.): _____

Topic: _____

Time Allotted (with or without Q&A): _____

Expected # of Attendees and Audience: _____

3. **Date:** _____ **Time Needed (Eastern):** _____

Event Name: _____

Location: _____

Officer Role (speech, presentation, meet/greet, etc.): _____

Topic: _____

Time Allotted (with or without Q&A): _____

Expected # of Attendees and Audience: _____

GUIDANCE FOR MANAGING A SOCIETY-LEVEL ASCE OFFICER VISIT

Below are protocols when preparing for a visit by an ASCE national officer.

REMEMBER: You are the host, and the Officer is your guest. They should not need to worry about any detail.

Initial Request - Planning

- Plan for the visit 6 months in advance – officer schedules fill up quickly.
- Complete and return the **Officer Invitation Form** to Wendy Dinwiddie at ASCE Board Operations at wdinwiddie@asce.org.
- Once accepted and assigned to an Officer Scheduler (OS), maintain regular contact with them to confirm and adjust plans.
- If necessary, request a biography, photograph and/or preference profile of the invited officer.

Once Request is Accepted

- **Provide a detailed itinerary to the OS sixty (60) days in advance of the visit.**
- Provide the OS with a link to the event's hotel room block (if applicable) so the OS may make reservations.
- Notify your Region Director/leaders that the Officer will be in the area.
- Maximize the value for your group and the Officer by coordinating adjacent visits with ASCE Student Chapters, community leaders, engineering firm managers, and/or other professionals.

Preparing for the visit

Provide the OS answers to the following questions:

- What is the name, cell phone number and email for the individual who will be the Officer's "handler/point-person" on site.
- Who will provide ground transportation and introductions for the Officer at the airport, hotel, event site?
- If the Officer is driving to the event, provide directions. Will they need a parking pass? Where should they park?
- What attire is appropriate for each event?
- Who are the other VIPs that will be in attendance?
- Will the Officer be seated at a head table? If so, who will they be seated with?
- Is the Officer's spouse also invited? If so, include them in your planning.
- Remember to put extra time in the schedule to allow for unforeseen circumstances (weather, traffic, etc.)

Questions/Concerns? Contact the Officer Schedulers. We are here to help.

Wendy Dinwiddie, Director, Board Operations wdinwiddie@asce.org 703.295.6495 Karen Berry,
Manager, Board Operations kberry@asce.org 703.295.6101 (Rev 6.23)