

## 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:** \_\_\_\_\_

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## GUIDANCE FOR MANAGING A PRESIDENTIAL OFFICER VISIT

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

**Please try to address the details below to ensure a smooth visit.**

### ***Initial Request - Planning***

- Try to plan for the visit 6 months in advance –schedules fill up quickly.
- Complete and return the Officer Invitation Form to Wendy Dinwiddie at ASCE Board Operations at [wdinwiddie@asce.org](mailto:wdinwiddie@asce.org).
- Once the invitation is accepted, please maintain contact with the Board Operations staff to confirm and adjust plans.
- Contact us if you need a biography, photograph and/or profile of the invited officer.

### ***Once Request is Accepted***

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

### ***Preparing for the visit***

Please provide the Board Operations staff with the following information:

- What is the name, cell number and email for the Officer's contact on site.
- Who will provide ground transportation and greet the Officer at the airport, hotel, event site?
- If the Officer is driving to the event, please 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?
- If the Officer's spouse is attending, please include them in your planning.
- Finally, remember to put extra time in the schedule to allow for unforeseen circumstances (weather, traffic, etc.)

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Questions/Concerns? Contact the ASCE Board Operations staff. We are here to help.

Wendy Dinwiddie, Director, Board Operations [wdinwiddie@asce.org](mailto:wdinwiddie@asce.org) 703.295.6495

Karen Berry, Manager, Board Operations [kberry@asce.org](mailto:kberry@asce.org) 703.295.6101 (Rev 6.23)