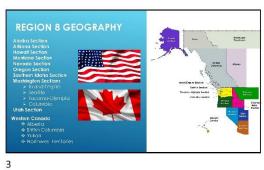
Region 8 Overview – Region 8

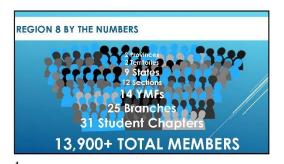
1. Region	8
2. Project Contact	
Name	Tony Lau
Phone Number	(808) 372-7432
Email	tlau_1987@hawaiiantel.net
3. Project Category	Communication
4. Project Description	The Region 8 Board of Governors (BOG) provides an overview of Region 8 leadership and operations and where and how it fits within the Society structure. The overview has been used at the Multi-Region Leadership Conference and at Region 8 Assembly meetings.
5. The Process (What you did, When and How)	The Region 8 BOG discussed what we wanted to accomplish with the overview presentation. We concluded that we wanted to educate the audience on how Region 8 fits within ASCE, the entities that make up Region 8, the Region 8 leadership structure, and the Region 8 committees and programs. We wanted the presentation to be about 30 minutes long.
6. Those in Charge (Committee, Task Committee, Etc.)	The Region 8 BOG designated one Region 8 Governor to take the lead in developing the overview presentation. The Governor decided whether he/she would present alone or with a second Governor. The Director would QC the presentation.
7. Time Frame (When Started, When Completed)	Planning the presentation started about two months prior to the event. The Governor spends time gathering the facts, photos, and graphics to include. The QC occurs about two weeks prior to the event. The presentation should be ready to deliver to the entity in charge by a week prior to the event.
8. Success Factors (The Parts that Worked Really Well)	Including the Region 8 organization chart so attendees understand the Governor-Section assignments and Governor-Region 8 Committee chair and member assignments. Including fun facts about each Region 8 officer keeps things light and is messaging that they are members of ASCE just like them to make they more approachable.
9. Setback Factors (The Parts that did Not Work Well)	We need to ensure that we don't provide too much information on each slide or make the presentation too long or else the audience may lose interest.
10. Creativity (This is something off the wall that we did)	Including fun facts about each Region 8 officer. Include one business photo and one fun photo of each officer. Include fun photos of Region 8 BOG and Assembly gatherings to demonstrate that while we do get a lot of business accomplished, we still like to have fun while doing it.
11. Administration (What was most Important?)	Ensure you have dynamic speakers presenting. Do not read the information verbatim from the slides. Keep trying to improve the presentation instead of just updating facts.

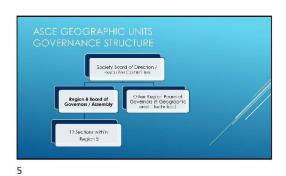
12. Follow-Up (What was most important?)	Ask for evaluation comments to help improve future presentations. Preference is for written comments rather than a numerical score. At MRLC Region 8 Breakout, include trivia questions later in the session based on information presented. At Assembly meetings, informally spot check with audience members to see if they retained information from the presentation to see its effectiveness. For example, ask a MRLC member what group they are from and then who is their assigned Governor.
13. Recommendations (What you should ALWAYS do with this project?)	Keep the presentation to about 30 minutes. Present at each Region 8 Breakout at the MRLCs because WSBIL and WSCL audiences change each year and some WRYMC delegates will also change each year. Present at the Region 8 Fall Assembly meeting because most Sections tend to send new delegates to the Fall meeting instead of the Winter meeting. Also, the Fall meeting is typically two days and the Winter meeting is typically one day so there is more time to include this presentation in the Fall.
14. Cautions	Do not use the same presentation format each year.
(What you should NEVER	Do not read the information on each slide during the presentation.
do with this project?)	
15. The Outcome	The audience understands how Region 8 fits within the Society, the Region 8 leadership and structure, their assigned Governors so they know who to contact for support with their local operations.
16. Ongoing Activity	We continue to do it every MRLC Region 8 Breakout and Fall Assembly
(Would you do it again?)	meeting.
17. Speaker Contact Information (person from your Region who would be willing to speak about the Best Practice)	
Name	Tony Lau
Address	PO Box 26482, Honolulu, HI 96825
Phone Number	(808) 372-7432
Email	tlau_1987@hawaiiantel.net
18. Additional	Attached is the Region 8 Overview presentation from our last Assembly
Comments	meeting.





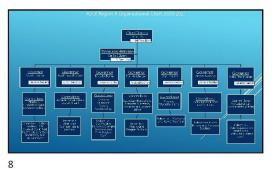














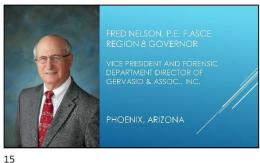


























21 22





23 24

4









27 28





29











The Annual Meeting will provide a forum for presentation of Section Annual Reports and other matters between the Sections within the Region. The Refreat/Planning Meeting will provide a forum for the strategic planning of the activities of the Region. The Assembly may accept Resolutions from the general membership of Region 8 or draft their own Resolutions for approval and presentation to the RBOG. Assembly members will be called on to participate on Committees created by the RBOG. Unless funding is available from the Region 8 Board of Governors, costs associated with these Committee assignments will be borne by the individual member or their sponsoring Section.

35



