

Successful Logistical Assembly Planning – Region 2

1. Region	2
2. Project Contact	
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3. Project Category	Region Operations
4. Project Description	Successful Logistical Planning
5. The Process (What you did, When and How)	Ensured that Assembly content met the requirements of our Strategic Plan. Developed agenda covering key topics to be covered, focused on targeted issue and attendees we wanted to attract (integration of Student Chapters into Sections; Section, YM and student leaders, and Faculty Advisors respectively). Secured ASCE national staff and/or national committee members to be speakers during planned sessions. Assigned a R2 Governor to help facilitate each session.
6. Those in Charge (Committee, Task Committee, Etc.)	Robert Victor – Overall Supervision/Guidance Christopher Menna – Communication Plan and meeting logistics, i.e. location, food, AV, etc. Gregory Scott – Agenda and Correspondences. All other Governors – Communication and Session support
7. Time Frame (When Started, When Completed)	Planning started approximately three months in advance. Started after Christmas Holiday. Assembly held in early March at ASECE HQ in Reston. This particular event was a re-schedule from the fall of 2010. Without prior planning, adjust start time to 6 months in advance.
8. Success Factors (The Parts that Worked Really Well)	Separate YMF leaders meeting; networking lunch; organized tours of ASCE Headquarters; ASCE Institute Integration talk; had attendees move around to break up groups of familiar faces prior to ice breaker which was oriented to get attendees talking vs. group exercises. Very successful in lining up in-demand, relevant speakers.
9. Setback Factors (The Parts that did Not Work Well)	Breakout session topic assignments, having more breakout session groups than Governor moderators, reporting, and data collection could have been done better. Ethics session went too long. The video segments were a little long, but the discussion was quite good with people on both sides of the table taking

	different viewpoints. Should ensure that Section leaders had enough interest tracks to participate in.
10. Creativity (This is something off the wall that we did)	Offered \$200 travel stipend to entice all 25 R2 Student Chapters to attend. We also waived all registration fees for all attendees.
11. Administration (What was most Important)	Save the Date Notice, Official Invite Notice, Emailing/calling schedule assigned to all R2 Governors. Each Governor was required to contact a specific list of Chapters, Sections, Branches, and/or YMFs.
12. Follow-Up (What was most important?)	Managed communication plan with milestones and interim conference calls. Attendance goals were set and closely monitored.
13. Recommendations (What you should ALWAYS do with this project?)	Be persistent with follow-up phone calls
14. Cautions (What you should NEVER do with this project?)	Only rely on email communication
15. The Outcome	We had the highest attendance ever with nearly 100 people in attendance. 15 of 25 Student chapters participated. Several new PA/FA volunteers and new Branch leadership attended as well.
16. Ongoing Activity (Would you do it again?)	Yes. We do it annually.
17. Speaker Contact information (person from your Region who would be willing to speak about the Best Practice)	
Name	
Address	
Phone Number	
Email	
18. Additional Comments	R2's effort attracted the praise of many staff at ASCE National.