

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 PRESIDENTIAL OFFICER VISIT

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.
- 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.)

Questions/Concerns? Contact the ASCE Board Operations staff. 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)