 INVITATION REQUEST FOR ASCE PRESIDENTIAL OFFICERS

Contact Name: ________________________________________________

Today’s Date: ________________________

Email: ___________________________ Phone: ___________________

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: ________________________________________________________________

Please return completed invitation request to: Wendy Dinwiddie at (wdinwiddie@asce.org). Invitations are evaluated with the Presidential Officers monthly to determine those we can accommodate. If you have questions, please call 703-295-6495. Rev 6/23.
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)