**Technical Tours**

**General project description:** Provide opportunities for Section and/or Branch members to visit local ongoing or completed civil engineering projects.

**Those in charge:** Section and/or Branch President, Vice-President, and/or other Officers. Officers may also designate a member closely involved in the project to serve as the Tour Organizer. Additionally, a member could be appointed as the Section and/or Branch Programs Chair and include technical tours as part of the Section and Branch program activities.

**Benefits:** Provides a unique opportunity for Section and/or Branch members to learn about a civil engineering project without being required to be part of the project team. Inviting students would provide a real-world experience they don’t receive as part of their schoolwork.

**Recommendations:**

* Include scheduling technical tours as part of the Annual Section & Branch Planning Meeting
* Identify potential technical tour (local ongoing or completed civil engineering projects)
* Request permission from project/property owner and identify potential tour guide.
* Determine transportation: for example, Will individuals meet at the site? Will transportation be provided, such as chartering a bus? Construction companies (and their suppliers) might be a resource for fundraising.
* Calculate any costs to hold a tour and decide whether to charge participants a fee.
* Determine whether there are any liability concerns for the Section and/or Branch at the site or during transportation and whether participant waivers are required.
* Confirm date and time, develop registration process.
* Determine whether non-Section and/or Branch members may participate at a higher fee.
* Publicize through Section and/or Branch membership communications, including newsletter, and website. Also promote through local civil engineering community if non-members are invited to participate.
* Conduct the tour. Schedule plenty of time for the tour itself so that participants don’t feel rushed.

**Additional Ideas:**

* Be sure to allow for plenty of advanced planning, and announcements of the tour (publicity).
* Develop a schedule for the various tasks associated with the tour (planning can take 6 months to a year, depending on the tour).
* Determine whether participants are willing to participate on the days the tour can be offered (for example, if it can only be offered on a weekday, will members be able to participate?)
* Keep prices reasonable to attract the most participants possible.
* Take photos during the event; invite nearby student chapters.
* Write news article with photos for Section and/or Branch newsletter and website and share with ASCE Global Programs after the tour.