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Appendix C Banquet Program Examples
Appendix D Annual Meeting Attendance Data
Appendix E Finance Committee Forms/Reporting
Appendix F Sponsorship Letter to Consultants
Appendix G Schedule and Technical Program Examples
Appendix H Moderators Instructions
Appendix I Examples of PDH Forms
Appendix J Data Collection Sheet
FORWARD

The Southern District Institute of Transportation Engineers has a rich heritage dating back to 1988 when it was officially chartered by International ITE. From 1953 to 1988 SDITE was an ITE Section. On March 1-3, 1953, the first meeting of Southern Section was held in Atlanta, Georgia and each spring through 1988 that tradition was maintained. After the Southern District was chartered in 1988 the inaugural Annual Meeting was held in Lexington, Kentucky on April 23-26, 1989. Southern District Annual Meetings have been held yearly since then and that tradition continues today. As of the date of this document the Southern Section/District has met 59 consecutive years, and 2012 will mark the 60th anniversary of the Annual Meeting.

Hundreds of Southern District members look forward to the Annual Meeting each spring. Like the Southern District itself, the meetings are rich in history, tradition, and heritage. In many ways, the Annual Meeting is like a big family reunion where members get together to have fun, renew friendships, make new friends, eat, and discuss current events. Each year scores of Southern District members depart the meeting with deep feelings of joy and pride and know that they belong to a great professional organization that allows personal and professional growth.

This Manual is intended to capture the rich traditions of the Annual Meetings and provide guidance on how to plan and carry out future meetings. There are some things that should be done each year the same way, because members expect that. Other events during the Annual Meeting may be temporal, regional, or local in nature and consequently do not need to become annual events. Finally, there is always room for improvement and experimentation with new ideas.

To those of you using this Annual Meeting Manual to plan your meeting, we hope and trust that it will be helpful. You will have many emotions during the planning and execution of the meeting. All of us who participated in writing this manual have been in your shoes. Planning and carrying out the Annual Meeting is a daunting and intimidating task that lies ahead. However, most of us would agree that at the end you will feel relieved, for sure, but more importantly you will have an immense feeling of achievement. You will be proud of what your Local Arrangements Committee accomplished. You pulled it off, things went well, and you were part of maintaining the rich tradition that is the Southern District!
Chapter 1: Introduction

This is the 2010/2011 update to the Annual Meeting Manual. The manual is setup so that each chapter represents each of the steps needed to hold an Annual Meeting. There is a spreadsheet followed by explanatory text for Chapters 2 through 7. The spreadsheet tells what to do, while the text hopefully reiterates what to do and explains why.

This chapter provides an overview of what the duties are for the LAC Chair(s) and the Local Arrangements Committee (LAC) members so they know what they are committing to and for what length of time the commitment lasts. This information will be repeated in the chapter where it is needed/used. Also included is information regarding the Associated Business Division (ABD) without whom this meeting would not be a highly successful event.

1.1 LAC Chair(s)

A. Selection of LAC Chair(s) - The LAC Chair(s) shall be appointed by the local Section. The Local Section will notify the SDITE President and Executive Board of the LAC Chair(s) selection four (4) years in advance of each Annual Meeting, when possible, for their approval.

B. Reports to the Executive Board – The LAC Chair(s) of each Annual Meeting should make reports to the Executive Board at each of the following meetings of the Board listed below. The LAC Chair(s) need not attend all of these meetings, but it would be desirable to check with the SDITE President concerning which meetings the LAC Chair(s) or the LAC Chair(s)’ representative should attend.

In all cases a brief report delineating the current status of plans for the Annual Meeting should be submitted to the President at least one week in advance of the following Board meeting dates:

(1) At each Annual Meeting 3, 2, and 1 years prior to Annual Meeting.

(2) District Year-End Board Meeting prior to Annual Meeting. (The Final Budget is to be
presented at the District Year-End Board Meeting prior to the Annual Meeting usually in early December.)

(3) Sunday Board Meeting, during the Annual Meeting

C. Presentations at SDITE Annual Meetings - The LAC Chair(s) of each Annual Meeting should be prepared to provide general information on your Annual Meeting at the two (2) SDITE Annual Meetings immediately preceding your meeting.

(1) Two (2) years prior – Setup a table at Annual Meeting. Provide general tourist information on location of Annual Meeting as well as hotel information if possible.

(2) One (1) year prior – Setup table at Annual Meeting. Provide general information on meeting location. Provide lanyards for current Annual Meeting to promote location of your Annual Meeting. Provide a presentation or video on your Annual Meeting at the Annual Banquet. (Anything presented at the Annual Banquet should be coordinated with the SDITE President and current LAC Chair(s).)

1.2 Local Arrangements Committee (LAC)

When the Annual Meeting LAC Chair(s) is named, he or she will probably wish to contact key individuals who may eventually be a part of the Executive Committee. Usually these individuals are the Chairs of the Finance and Hotel Arrangements Committees. These key people should attend the critiques held by the other Annual Meetings' Local Arrangements Committees. Critiques provide the detailed information of the “backstage” successes and failures of the Annual Meeting and this guidance, when acted upon, can help to insure the success of the next Annual Meeting.

It is also a good idea if other appointed committee chairs observe the functioning of their counterparts at preceding Annual Meetings. These committee chairs should attend the critique sessions too during the LAC Wednesday morning debriefing at the Annual Meeting.
A. **Organization of the LAC** – The final organization of the LAC should be made at least eighteen (18) months prior to the Annual Meeting. An organization chart should be prepared and copies of this Annual Meeting Manual should be circulated. Realizing the scope and limitations of their committee’s responsibilities and the details involved in planning and conducting the Annual Meeting is necessary of all committee chairs.

B. **Personnel and their Coordination** – Shortly after the appointment of the committee chairs, the committee members (both Southern District and non-members) should be appointed. Allocation of the committee members should be arbitrated by the LAC Chair(s) at a meeting with all of the committee chairs in accordance with each chairs' preference of committee members insofar as an equitable distribution of the most talented, willing and sought after people is possible.

1.3 Associated Business Division (ABD)

The LAC Chair(s) need to contact the State ABD representative and the ABD President once the LAC Chair(s) begins the annual meeting planning process. The initial contact is to find out who the Chair(s) will be working with, the contact information and the invitation to help select the hotel. See Chapter 2. The ABD does not require, but would like to be included, if possible, in selecting the hotel.

1.4 Functional Organization Chart

A typical functional organizational chart is shown on the next page in Figure 1. Generally, the major functional areas are ABD Liaison, Entertainment, Finance, Hotel Arrangements, Printing/Graphics, Public Relations, Registration, Session Arrangements, Special Guests, Spouse Activities, Technical Program, Technical Tours, Traffic Bowl, Transportation, Website, and Youth Activities.

1.5 Time Schedule Chart

A time sequence chart indicating scheduling of typical plan dates, preparations, flow of materials and reports, and all deadline dates for the Annual Meeting should be developed. A sample schedule with key milestones is provided in Figure 2.
Figure 1. Organizational Chart of Local Arrangement Committee
Figure 1. Timeline for Pre-meeting Activities
Chapter 2 : Selecting the Site for an Annual Meeting

The following information should help Members or Sections when selecting the site for, and in preparing the proposal for, the Annual Meeting.

2.0 Site Selection Checklist

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Hotel 1</th>
<th>Hotel 2</th>
<th>Hotel 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nearest Airport</td>
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<td></td>
</tr>
<tr>
<td>Dates</td>
<td></td>
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</tr>
<tr>
<td>Hotel Names</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KEY SDITE MEMBERS:</td>
<td>NAME OF MEMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairperson 1</td>
<td></td>
<td></td>
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<tr>
<td>Chairperson 2</td>
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<tr>
<td>Advisory Committee/LAC:</td>
<td>NAME OF MEMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance / Key Position</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel/Meals / Key Position</td>
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<td></td>
</tr>
<tr>
<td>Technical Program / Key Position</td>
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<tr>
<td>Registration / Key Position</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>HOTEL INFORMATION</th>
<th>UNIQUE TO THE HOTELS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooms: Hotel 1</td>
<td>Hotel 2</td>
</tr>
<tr>
<td>Total Number of Rooms</td>
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</tr>
<tr>
<td>Current Market Room Rate - Single</td>
<td></td>
</tr>
<tr>
<td>Conference Room Rate - Single</td>
<td></td>
</tr>
<tr>
<td>Conference Room Rate - Double</td>
<td></td>
</tr>
<tr>
<td>Conference Room Rate - Government</td>
<td></td>
</tr>
<tr>
<td>Number of Government Rooms for Conference</td>
<td></td>
</tr>
<tr>
<td>Minimum Number of Room Nights Required</td>
<td></td>
</tr>
<tr>
<td>Cut off Date for Receiving Conference Room Rates</td>
<td></td>
</tr>
<tr>
<td>Number of Suites</td>
<td></td>
</tr>
<tr>
<td>Suites for Special Guest</td>
<td></td>
</tr>
<tr>
<td>Key Components of the Meeting Space (Overlapping Rooms):</td>
<td>Hotel 1</td>
</tr>
<tr>
<td>Opening Session- 150-200 Theater</td>
<td></td>
</tr>
<tr>
<td>ABD Exhibits- 50 Exhibit Tables</td>
<td></td>
</tr>
<tr>
<td>Concurrent Technical Sessions- at Least 2 Rooms at 75-100 Theater</td>
<td></td>
</tr>
<tr>
<td>Annual Banquet- Rounds of 10 with a Total of 200</td>
<td></td>
</tr>
<tr>
<td>Section Breakfast- Rounds of 10 with a Total of 100-150</td>
<td></td>
</tr>
<tr>
<td>Traffic Bowl- Rounds of 10 with 150 Total Plus Contest Space</td>
<td></td>
</tr>
<tr>
<td>Other Meeting space (LAC War Room, Spouse Room, Officer Breakfast etc)</td>
<td></td>
</tr>
<tr>
<td>ABD Hospitality Suites on Sunday Night:</td>
<td>Hotel 1</td>
</tr>
<tr>
<td>Are at least 4 private suites available for ABD hospitality?</td>
<td></td>
</tr>
<tr>
<td>What is food and alcohol policy?</td>
<td></td>
</tr>
<tr>
<td>If private suites are not available for ABD hospitality, where can they be accommodated?</td>
<td></td>
</tr>
<tr>
<td>Transportation:</td>
<td></td>
</tr>
<tr>
<td>Parking Cost</td>
<td></td>
</tr>
<tr>
<td>Airport Shuttle Cost</td>
<td></td>
</tr>
<tr>
<td>Other Public Transportation</td>
<td></td>
</tr>
<tr>
<td>OFF SITE ACTIVITIES</td>
<td>YES / NO</td>
</tr>
<tr>
<td>Are there locations for: ABD party, technical tours, spouse activities, and recreational activities unrelated to the meeting?</td>
<td></td>
</tr>
</tbody>
</table>
2.1 Annual Meeting Date and Site Selection

The Annual Meeting dates are herein established by the Executive Board as, “not earlier than March 15 nor later than May 1.” While some part of the Annual Meeting could occur before March 15 or after May 1, the Annual Business Meeting must take place between those dates. In order to maximize attendance, consideration of dates should include Spring Break dates as well as end of semester activities such as Finals. Also, Easter Sunday should be excluded from consideration.

2.2 Site Rotation among Sections

The Annual Meeting will be rotated among Sections so that two meetings will not occur in the same Section within a nine year period, unless there are compelling reasons to depart there from. The rotation is generally set as:

- Alabama
- Virginia
- Louisiana
- North Carolina
- Kentucky
- Georgia
- Mississippi
- Tennessee
- South Carolina

The Executive Board will have the ultimate authority regarding the selection of the site, date, and duration of each Annual Meeting. Selection may be made at the Year-End Board Meeting preceding the Annual Meeting four years in advance. The President may appoint a Site Selection Committee to stay abreast of the state site selection process.

2.3 Vice President’s Responsibility for Annual Meeting Planning

It shall be the Vice President’s responsibility to ensure that the Sections are aware of their responsibility to host the Annual Meeting. The Site Selection Committee Chair will report to the Vice-President on activities of each Section’s planning activities. Either the Vice-
President or the Site Selection Committee Chair will report to the Executive Board at each of the Board meetings to briefly update the Board on these activities.

2.4 Selection – General

The official request to the Executive Board to hold an Annual Meeting in a city shall contain at least the following information:

A. **Section City Location** – Each Section within SDITE has a different procedure for identifying which city within that Section will host the Annual Meeting. The Section is responsible for ensuring that the chosen city has the ability to meet the requirements set forth in this document. Having an adequate number of people to fill out the LAC is critical and the number of ITE Members and other persons who are willing to serve should be reported. This should include the names of persons who have indicated probable ability to accept major assignments.

B. **LAC Chair(s)** – List the names of one or more Members who are willing to accept the responsibility as LAC Chair(s). Each Section will be responsible for identifying the Member(s) willing to accept this role. Member(s) should be located within the chosen city due to the large amount of time required to work in that city during planning activities. The Section will submit the name of the Member(s) to the Executive Board for approval.

2.5 Executive or Advisory Committee

The LAC Chair(s) will establish a Committee responsible for establishing General Policy for the conduct of the Annual Meeting, carrying out established Board Policies and coordinating the work of all other committees. The LAC Chair(s) should serve as Chair(s) of the Executive or Advisory Committee to insure proper coordination of all committee work. The intent of this committee is to ensure that the LAC Chair(s) is not responsible for all activities due to the large amount of time involved.
2.6 Transportation Facilities

List airlines serving the city and indicate the frequency of their service as well as access to the major hotel areas. The announcement to SDITE Members should identify a recommended airport to assist the Members on travel planning to the meeting. Determine whether the hotel supplies transportation to and from the airport and if there is a charge for this service. Free transportation service is desirable; however, if there is a charge, list the amount, what the vehicle capacity is and what hours the service operates.

2.7 Hotel Research Assistance

International ITE utilizes HelmsBriscoe for the site selection process and negotiating hotel facilities. SDITE can use this firm at no cost to the district. HelmsBriscoe facilitates the research process and qualifies all hotels within the designated state on behalf of SDITE. This process will save the LAC valuable time; and with their volume purchasing HelmsBriscoe will be able to negotiate better rates, terms and concessions. The LAC will finalize the hotels contracts based on rates, discounts and overall committee approval. HelmsBriscoe services are complimentary as they are compensated by the hotel.

2.8 Hotel Facilities

Present the names of two or three hotels or convention type motels suitable for the Annual Meeting. The involvement of the ABD can ensure that the hotel can meet certain minimum requirements of the ABD regarding the hospitality suites and the exhibit hall. Provide hotel information relative to the following:

A. **Quantity of Sleeping Rooms and Approximate Rates** – The majority of these room nights should be in the proposed Annual Meeting hotel. The minimum number of rooms guaranteed and the prevailing rates should be provided. The cut-off date for receiving reservations at the meeting rates should be decided upon. Also, the same rate for single
and double rooms should be obtained if possible. The maximum number of government rate rooms should be obtained as soon as possible. Additional hotel and motel accommodation information should also be provided for nearby facilities with approximate rates and quantity of rooms available.

A firm agreement should be made with the hotel that all suppliers’ suites, studios and rooms will be allocated by the ABD Liaison Chair working closely with the Hotel Arrangements Chair and the ABD. This arrangement has the principal advantage that longtime Southern District Participating Organizations will have the opportunity to obtain the best accommodations. If requests for accommodations by these Participating Organizations have not been made four months prior to the Annual Meeting, the ABD Liaison Chair should contact these companies. Their desires should be determined before hotel rooms, which would normally be allocated to such Participating Organizations, are assigned to other firms. Suppliers often make requests for all available suites and twin rooms long before most other Southern District Members have made their reservations for any proposed hotel facilities.

B. **Available Dates** – Available dates between March 15 and May 1 should be listed including the advantages and preferences of specific dates.

C. **Suite Accommodations for District Officers** – The Annual Meeting hotel normally provides a small number of suites or sleeping rooms at no charge (hotel industry standard is one room night per 50 paid room nights). These shall be assigned by the LAC Chair. The LAC Chair shall supply complimentary rooms for:

1. SDITE President;
2. International Vice-Presidential Candidates;
3. International ITE President or other visiting dignitary from the International ITE Office;
4. Special Guests and/or Speakers.

Remember that as the host, each night at the hotel that your special guests are in attendance of the meeting is paid for by the LAC.
D. **Adequate Rooms for Major and Minor Functions** – Adequate rooms for all meeting functions should be available. The Appendix A includes a table summarizing the room name and size for four SDITE Annual Meetings. Also included in the Appendix A are the room layouts and configurations for these four hotels. Major functions would typically include:

1. technical presentations;
2. the opening session;
3. the Traffic Bowl;
4. ABD exhibit hall (plan for 30 vendor booths, preferably an area of 80’ by 70’);
5. major meal functions;
6. the banquet; and
7. Hospitality suites for the ABD (650 SF is the absolute minimum size room, but the ABD members that typically have a suite should be consulted).

Minor functions would require office-type meeting rooms or smaller event rooms. Minor function rooms should be available for the following functions or groups:

1. Local Arrangements Committee;
2. District Executive Board;
3. Tellers Committee;
4. ABD Executive Board;
5. Traffic Bowl contestant holding room; and
6. Strategic Planning Committee (from 9 to 45 attendees).

E. **Committee Meeting and Group Activity Rooms** – During some portions of the Annual Meeting there will be simultaneous meetings or activities of numerous groups. Submit information on the number and the meeting and meal capacities of rooms available for such meetings or activities.

F. **ABD Hospitality Suites** – A tradition of the ABD hospitality suites has been the ability to bring in alcoholic beverages (or negotiate for an affordable wet bar), and food (particularly shrimp) from the outside. Recently, waivers have been signed by the vendors to make this happen. The signed waivers are the responsibility of the ABD and not the LAC.
2.9 Adequate Parking Facilities

Provide information concerning hotel and other nearby parking facilities including cost as well as walking distances if they are not adjacent to or a part of the hotel.

2.10 Ability to Receive, Store and Secure ABD Display Materials

Describe the hotel’s ability and willingness to perform this function.

2.11 Off Site Activities

It is also important to consider off site activities such as those listed below:

A. **ABD Function** – Describe possible facilities for the ABD sponsored function.

B. **Recreation Activities** – Describe several possible golf courses and their policy for group play along with other recreation activities the members might participate in, such as tennis, fairs, festivals, pre- and post-tours, etc.

C. **Spouses’ Activities** – Describe special activities, field trips, special or unusual attractions which might be available for the spouses during the Technical Sessions.

D. **Technical Field Trips** – Field trips are not required but most cities have some features of technical interest. Such engineering highlights suitable for inspection should be described briefly.

E. **Children’s Activities** – Describe the types of activities, field trips, or special attractions which might be available for children if the Annual Meeting is held at a time when a number of children may be present. (Generally not applicable.)

The ABD function typically features the uniqueness and flavor of the host city.
2.12 Requests for Proposals and Site Visits

The LAC Chair(s) and HelmsBriscoe will set a deadline for the hotels to respond with their proposals. Then HelmsBriscoe will summarize all the information in a spreadsheet. HelmsBriscoe will arrange all the details for site inspections of the hotels the LAC Chair(s) deems of interest.

2.13 Time Schedule for Site Selection

The LAC Chair(s) (see Chapter 1 Section 1.1) will present the site, date and duration of the Annual Meeting to the Executive Board. Selection may be made at the Year-End Board Meeting preceding the Annual Meeting four years in advance.

2.14 Site Selection Summary

Unless indicated otherwise by the SDITE President or Vice President, the selected site should be submitted to the Chair of the Annual Meeting Site Selection Committee as soon as possible. Advise the Committee Chair that a bid is to be submitted if there is a delay in selecting the site.
# Chapter 3: Hotel Contract

This section addresses issues and considerations related to the Annual Meeting hotel contract and the Local Arrangements Committee (LAC).

## 3.0 Hotel Contract Items Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Negotiate?</th>
<th>Typical/Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Guest Rooms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Dates</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Deposit requirement</td>
<td>Y</td>
<td>0</td>
</tr>
<tr>
<td>Extend conference rate for extra nights</td>
<td>Y</td>
<td>1 each end of conference</td>
</tr>
<tr>
<td>Hotel room release date</td>
<td>Y</td>
<td>two months out</td>
</tr>
<tr>
<td>Room block per night</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Guest room minimum</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Rate per room type</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Cap on room rate increase</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Number of government rate rooms</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Rate/percent complimentary rooms</td>
<td>N</td>
<td>1 per 50 rooms paid</td>
</tr>
<tr>
<td>Room rate for Year End District Meeting</td>
<td>Y</td>
<td>same or less than conference</td>
</tr>
<tr>
<td>Chance to reduce room block</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Penalty for not meeting room requirement</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Relocation clause for hotel not providing rooms</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Any room/space remodeling scheduled?</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Parking cost</td>
<td>Y</td>
<td>free suite, free upgrades, VIP gifts</td>
</tr>
<tr>
<td><strong>Function Space</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Function agenda included in contract</td>
<td>Y</td>
<td>yes</td>
</tr>
<tr>
<td>Pre-meeting rooms available for planning</td>
<td>Y</td>
<td>free</td>
</tr>
<tr>
<td>Function space commitment</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Signage fee</td>
<td>Y</td>
<td>minimal</td>
</tr>
<tr>
<td>Audio/visual costs</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Bring in A/V equipment</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Required A/V vendor</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Function space cost</td>
<td>Y</td>
<td>free for meeting minimums</td>
</tr>
<tr>
<td>Credit for meeting room or food/beverage minimums</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Internet or phone services costs</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td><strong>Exhibit Space</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibit space cost</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Exhibit space size/amenities</td>
<td>Y</td>
<td>table top or small booth</td>
</tr>
<tr>
<td>Exhibitor liability clause</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Packing/shipping/storage costs</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td><strong>Hospitality Rooms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of hospitality rooms</td>
<td>Y</td>
<td>4 or 5</td>
</tr>
<tr>
<td>Cost of hospitality rooms</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Catering fees</td>
<td>Y</td>
<td>often negotiated separately by ABD</td>
</tr>
<tr>
<td>Bring in food/beverages</td>
<td>Y</td>
<td>often negotiated separately by ABD</td>
</tr>
<tr>
<td><strong>Food/Beverage</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food/Beverage minimum</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Penalty for not meeting food/beverage requirement or attrition</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Menu selection</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Menu prices</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Percent price increase allowed</td>
<td>Y</td>
<td>one year out</td>
</tr>
<tr>
<td>Time prices fixed</td>
<td>Y</td>
<td>three days</td>
</tr>
<tr>
<td>Time final food/beverage numbers due</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td><strong>Master Account</strong></td>
<td>N</td>
<td>yes</td>
</tr>
<tr>
<td>Master Account created</td>
<td>N</td>
<td>check</td>
</tr>
<tr>
<td>Credit arrangements and method of payment</td>
<td>Y</td>
<td>check</td>
</tr>
<tr>
<td>Master account due date</td>
<td>Y</td>
<td>last day of conference</td>
</tr>
<tr>
<td>Cancellation clause</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>
3.1 LAC – Hotel Committee

If not already identified, the LAC Chair(s) should identify one or two individuals who are willing to serve on the Hotel Arrangements Committee of the LAC. This person(s) should be included through the hotel contract process since they will work directly with the hotel to ensure the terms in the contract are upheld.

The ABD would like to be involved in the negotiations once the hotel has been selected. In addition, if HelmsBriscoe has been involved in the site selection process, then they will be a key component in negotiating the contract.

3.2 Site Selection Process

A. **Hotel Considerations** – During site selection process, several hotels at each potential host city should be investigated and evaluated as to their suitability to meet the needs and expectations of the Annual Meeting attendees and host. If possible, a minimum of two hotels should be considered initially in order to identify which hotel would provide the better accommodations to meeting attendees.

Often, the local convention and visitors’ bureau may work with the LAC to identify potential hotels. A request for proposal (RFP) can be submitted to the hotels to identify availability, price, and other offerings from the hotels. The proposals presented by the hotel should be reviewed by key members of the LAC to identify which hotel to use for the meeting.

Many of the details listed here can be negotiated by HelmsBriscoe. They will have the history of your meetings and will work with the hotel on your behalf securing rate, discounts, upgrades, terms and concessions to ensure that the contract is favorable to SDITE. The major benefit of HelmsBriscoe is hotel knowledge, expertise, volume purchasing power, and the time savings that they will provide for you and your team. Once the venues have been selected by SDITE, HelmsBriscoe will assist in setting up site visits to these locations and will be the liaison between the LAC Chair(s) and the hotel. The current HelmsBriscoe representative is Mark Rosendahl and he can be reached at 480-760-1930 or email at mark.rosendahl@helmsbriscoe.com.
B. **Rooms** – The room requirements for each meeting are generally the same from meeting to meeting, but the variation typically comes with the number of attendees and deviations the LAC might make in the programs and schedule of the meeting.

The largest consideration is anticipating the number of attendees and the hotel’s ability to accommodate that size of a crowd.

(1) Sleeping Rooms – Historical data from previous meetings should become the basis for anticipating the number of hotel rooms necessary to accommodate the meeting attendees. The LAC should make some judgment as to whether the anticipated number of attendees will be larger or smaller than normal based on the host city location in relationship to the rest of the District (travel distances to the meeting) and the notoriety of the host city as an attractive location to draw visitors due to local activities, events or history. A recommended starting point for room nights is 450, with a general breakdown of:

- Saturday Night: 30
- Sunday Night: 150
- Monday Night: 150
- Tuesday Night: 120

The LAC should investigate the potential hotel’s availability of rooms for each night of the Annual Meeting to make sure that an adequate number of rooms will be available for the nights of the meeting and that rooms can be blocked and held in reserve in the hotel contract to provide adequate rooms for the meeting attendees.

The Hotel Arrangements Committee should have a clear commitment from the hotel to provide rooms both before and after the normal duration of the Annual Meeting. A number of Annual Meeting activities and related activities start before and continue after the normal opening and closing of the Annual Meeting and a significant number of members do arrive in advance. With prevailing airfare rate structures which encourage “stay over Saturday” travel, attendees often arrive on Saturday.
(2) **Room Rates** – Attempts should be made to obtain the lowest possible room rate at the hotel. In addition to regular rates, government room rates should be sought. A guideline of 30 rooms at the government rate is advised. Since this is a popular meeting for spouses to attend, try to get the double room rate to be the same as the single room rate.

(3) **Meeting Rooms/Convention Space** – Meeting space should be provided complimentary by the hotel if at all possible. Considerations should be given to the following when identifying whether the space is adequate:

A chart should be prepared to identify the use of all rooms available to the LAC for all the events for each day of the Annual Meeting. Such a chart will show either all-day use of many rooms or sporadic use of rooms for breakfast, committee meetings, lunches, receptions, etc.

The square footage of floor space and the dimensions needed for each of these rooms should be determined by conferring with the SDITE Executive Board. The ABD should also be conferred with for those events in which they are directly involved. A sketch showing the planned layout arrangement of each room for each event is a good way to insure the proper set-up.

Specific room/space requirements include:

- **Annual Meeting Banquet** – The ballroom should include space to accommodate up to 300 attendees setup with rounds of ten.

- **ABD Exhibit Hall** – The ABD space should be large enough (preferably 80' by 70') to accommodate 30 vendors in an exhibition space layout. Vendor booths should be located around the outer perimeter of the hall; however, if additional room for the booths is needed, the ABD could place booths in the center of the vendor space. ABD vendor booths can be either tablecloth-covered tables with chairs or the full pipe and drape with chairs. Check with the

**The ABD Exhibit Hall will need to accommodate at least 30 vendors.**
ABD President and the ABD Liaison for a decision each year as opinions vary. If either option is not included as part of the LAC contract with the hotel, the ABD needs to know what the cost will be by January 15th so that the ABD Board can include this information with their vendor registration. ABD vendors are to each pay for their own electrical needs of their respective booths. This amount needs to be known by January 15th so the ABD Board can include this information with their vendor registration. The ABD Liaison shall coordinate with the Hotel Arrangements Committee. A location near the exhibit hall must be made available for the storage of early shipped displays.

- Opening Session – The opening session often occurs in a portion of the ballroom so that up to 200 attendees can sit in rows of chairs, theater-style.

- Traffic Bowl Competition – This event typically occurs in a ballroom as there should be adequate room for three teams of three students each seated at tables on an elevated platform in addition to space for up to 150 spectators, 3 judges, a moderator and two large screens. This event occurs over two days and the first day is theater-style and the second day is done with a luncheon.

- Registration Area – This area should preferably be located in the lobby or on the mezzanine floor close to the Technical Session Meeting rooms and provided with the necessary furniture and communication needs required for the registration process. The ABD registration booth should be located near the main registration area as well.

- Technical Sessions Facilities – Adequate and comfortable technical sessions’ facilities must be provided. The size of the sessions may vary, but the space should accommodate a minimum of 50 attendees. The Technical Program Chair should provide to the LAC Chair(s) a rough outline of the program which will indicate the number of sessions to be
held concurrently during each half-day period to insure that sufficient space is reserved. If there is any doubt about the number of rooms, reserve the maximum number plus an extra room or two until the program details are firmed up (there may be demands for additional rooms during the week of the meeting).

- **ABD Executive Board** – Space should be established for the ABD Executive Board. This should accommodate up to 30 attendees with tables.

- **Break Area** – The ABD prefers the session breaks be in the exhibit hall. If that is not possible, the area needs to be next to the Technical Sessions Meeting Rooms. Noise due to the setup and by those on break should not disturb the technical sessions in progress.

- **Local Arrangements Committee Room** – A room should be identified which the LAC can use throughout the Annual Meeting to meet, store items, make decisions, or relax.

- **Miscellaneous Rooms** – A number of rooms may be necessary for meeting of various Southern District committees, Sections, or other groups.

- **Officers’ Breakfast** – The Officers’ Breakfast is by invitation of the SDITE President. The invitation is extended to all Section officers, anyone associated with International ITE, the Strategic Planning Leaders and the District Officers. The SDITE President will inform the General LAC Chair(s) of how many people to expect. This number can vary, but a good starting number is to plan for 30 people.

- **Officers’ Reception** – The Officers’ Reception is open to all attendees of the Annual Meeting and is held prior to the Annual Banquet on Tuesday night. An adequate size area is required.
• SDITE Executive Board Meeting – The SDITE Executive Board meets on Sunday afternoon and a room should be identified to comfortably accommodate up to 40 attendees typically seated at tables in a U-shaped layout.

• Spouse/Guest Activities – A room should be reserved for spouse/guest activities and should comfortably accommodate up to 50 spouses/guests with tables and chairs. This room is oftentimes used by the spouses and guests who do not go on the scheduled tours to play cards, read, relax or visit.

• Traffic Bowl Contestant Holding Room – A room is needed far from the competition site, but near restrooms. A comfortable room that seats up to 50 people is needed.

• Welcome Reception – An adequate size area must be provided for the welcome reception on Sunday night. An informal setting such as around a pool has been successful in the past. However, a backup location is required if weather becomes an issue.

• Youth Rooms – If the Annual Meeting should be held at a time when many children may be present, additional rooms are necessary for various children’s groups. These include a nursery-school-age group as well as an elementary school group and a teenage group room.

C. President’s Suite – A complimentary suite is usually provided for the SDITE President. The evaluations of potential hotels during the site selection should include whether or not a suite would be available for the SDITE President during the duration of the meeting and if the hotel would be willing to compliment the suite as part of the hotel contract.
D. **Hospitality Suites** – After arrangements for suites are made, a firm agreement should be made with the hotel that all vendors’ suites, studios and rooms will be allocated by the ABD Liaison working closely with the Hotel Arrangements Chair and the ABD. This arrangement has the principal advantage that longtime Southern District Participating Organizations will have the opportunity to obtain the best accommodations. If requests for accommodations by the Participating Organizations have not been made four months prior to the Annual Meeting, the ABD Liaison should contact these companies. Their desires should be determined before hotel rooms which would normally be allocated to such Participating Organizations are assigned to other firms. Vendors often make requests for all available suites and twin rooms long before most other Southern District members have made their reservations. While all charges for the hospitality suites will be the responsibility of the Participating Organizations using the rooms, arrangements should be made with the hotel to recognize these charges as part of the overall expenses of the meeting so they may apply to the LAC’s contractual room rental nights and food charge requirements (typically $15,000).

E. **Outside Food/Beverages** – Certain members of the Associated Business Division (ABD) traditionally host hospitality rooms on the first evening of the meeting. The ABD hosts often prefer to bring in portions or all of their own foods (particularly shrimp) and beverages for the hospitality rooms instead of purchasing their food and beverages through the hotel. During the hotel selection process, a determination of the hotel’s policies on outside food and beverages should be made so the

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**The ABD Liaison should allocate all vendors’ suites.**

**The absolute minimum size for a single ABD hospitality suite is 650 square feet. The Sunday night hospitality suites can be located on separate floors or in rooms next to each other. The key is that the rooms need to be easy to find and well advertised.**

**Check the hotel’s outside food and beverage policy. Many do not allow food and beverages to be brought in from the outside unless it will be served in private rooms.**
contract can include appropriate language if allowed. The ABD has been known to successfully negotiate an affordable wet bar. Recently, waivers have been signed by the vendors to allow them to bring in food and alcoholic beverages. The signed waivers are the responsibility of the ABD and not the LAC.

F. **Food/Banquet Services** – The hotel should be able to provide a variety of banquet services ranging from coffee/tea/water for smaller group meetings to full banquet services for the Annual Meeting Banquet.

G. **Renovations** – The LAC should verify that the hotel will not be undergoing major renovations during the meeting. The LAC should also verify that the competing hotels nearby are not renovating as renovating hotels may lower room rates to an extent that their hotel becomes a viable option for attendees.

H. **Parking Arrangements** – Many hotels will provide free parking facilities in either their own garage or in some other garage with which they have arrangements. Be sure that any such arrangements are well-known to the garage attendants and to the Southern District members. Oftentimes an embarrassment occurs by the hotel employees not informing the garage that a meeting with “free” parking is about to arrive. Also be aware if there is a charge made for any removal or replacement of the car during the meeting.

The LAC Chair(s) may also find it helpful to arrange for free parking for the Local Arrangements Committee, speakers, and others not registered. Many hotels will gladly make these arrangements if handled in advance of the meeting. Parking costs (if not free) can be a major expense, and such expense should be determined in advance, and Southern District members should be informed.

If there are any conditions on types of vehicles or additional equipment (such as some garages will not accept cars which have 2-way radios), determine what these regulations are and inform the LAC Chair(s).

I. **Revisions to Hotel Arrangements** – All revisions and changes regarding hotel arrangements should be confirmed in writing so there is no possible misunderstanding regarding such adjustments.
3.3 Hotel Selection

The LAC Chair(s) shall make the final decision on the selection of the hotel, subject to the approval of the Executive Board. The LAC Chair(s) and the Hotel Arrangements Committee shall confirm and finalize all arrangements with the hotel which can supply the best combination of facilities and prices.

3.4 Contracting Process

A. Draft Contract – After a visit with potential hotels, the LAC Chair(s) should request that the hotel draft a contract. The contract should:

- Be between the hotel and SDITE
- Identify the dates of the conference
- Include the total number of room-nights (See Chapter 3 Section 3.2.B.1)
- Include concessions such as:
  - One free room for every 50 room nights (or 45 if negotiated by HelmsBriscoe)
  - Complimentary meeting space
  - Executive suite and/or other room upgrades
  - Provision to bring in outside food (where allowed)
- Include attrition clauses if contract requirements are not met
- If HelmsBriscoe has been part of the site selection process, then HelmsBriscoe will review the first draft of the contract from the hotel. HelmsBriscoe reviews pertinent clauses and asks for concessions based on the LAC’s needs.

See Table 1 in Chapter 6 Section 6.6.2 (Typical Contract Values) for recent negotiated contract values.

B. Contract Negotiations – Upon the receipt of the hotel contract(s) (see Appendix B for examples of the hotel contracts), the LAC Chair(s) should review the contract and verify that the information included in the contract is accurate. Careful attention should be paid to the dates, room night requirements, and attrition clauses. Contract with errors should be sent back to the hotel for correction.
When HelmsBriscoe has been involved in the site selection, then HelmsBriscoe will negotiate until a final agreement has been reached. At that time, the LAC Chair(s) will receive a final copy for the SDITE President’s signature.

C. Contract Reviews – Once the contract is acceptable from the LAC’s perspective, there are three key elements of review:

1. The contract should be sent to the SDITE Strategic Planning Annual Meeting (SPAM) Committee team leader for review. The contract will be distributed to all the members of the SPAM committee and discussed during their next conference call.

2. The contract should be sent by the Southern District’s International Director to International ITE for review. The Executive Director and/or designee should review the contract elements.

3. A member of the SDITE Executive Committee (or designee) should visit the hotel before a contract is signed. This person will review the facilities to ensure that they are acceptable for the Annual Meeting. This visit can occur at any time during the contract process as long as it occurs before the contract is finalized and signed.

D. Finalizing Contract – Once the contract is reviewed and the hotel is visited by a member of the SDITE Executive Committee (or designee); the revisions should be provided to the hotel. The hotel will then address the requested changes. Documentation should be made on any further negotiations. If the change is substantial, it should be presented to the SPAM committee for review.

E. Executing Contract – Once all changes are made to the contract, it should be forwarded to the current SDITE President for signature.
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Chapter 4 : Year-End Board Meeting

The LAC is required to host the Winter Year-End Board Meeting at the Annual Hotel Site approximately 1-1/2 years prior to the actual SDITE annual meeting. The current SDITE President is responsible for setting the Board meeting agenda and for notifying meeting participants of the meeting time and place. The following is a list of requirements and necessary accommodations:

4.0 Year-End Board Meeting Checklist

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Prior to Meeting (month in advance)</th>
<th>During the Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provide hotel with banking references</td>
<td>Executive Board Meeting</td>
</tr>
<tr>
<td></td>
<td>Determine number of sleep rooms needed – coordinate with SDITE President</td>
<td>Written Report</td>
</tr>
<tr>
<td></td>
<td>Find out budget from SDITE for Mondays meals – coordinate with SDITE Sec/Treas</td>
<td>Oral Report</td>
</tr>
<tr>
<td></td>
<td>Sign contract with hotel for Board meeting – LAC Chair(s)</td>
<td>Organization Chart</td>
</tr>
<tr>
<td></td>
<td>Reserve block of sleeping rooms</td>
<td>Preliminary Budget</td>
</tr>
<tr>
<td></td>
<td>Breakfast on Monday – select menu</td>
<td>Schedule</td>
</tr>
<tr>
<td></td>
<td>Lunch on Monday – select menu</td>
<td>Room Schedule</td>
</tr>
<tr>
<td></td>
<td>Note: must meet minimums</td>
<td>Hotel Layout</td>
</tr>
<tr>
<td></td>
<td>Determine times for meals in consultation with SDITE President</td>
<td>Possible ABD Event Locations</td>
</tr>
<tr>
<td></td>
<td>Reserve meeting room space</td>
<td>Your Meeting Logo</td>
</tr>
<tr>
<td></td>
<td>Determine room layout for Board meeting (consult SDITE President)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine equipment/technology needs (consult SDITE President)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Setup hotel tour with hotel personnel</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make dinner reservations for Sunday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maps for Sunday dinner?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transportation for Sunday dinner?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sunday night after dinner – any strategic planning meetings?</td>
<td></td>
</tr>
</tbody>
</table>
4.1 Contract

Typically, a separate contract is provided to reserve meeting space and a block of rooms. The LAC Chair(s) should discuss with the hotel when the contract should be signed in order to determine if the typical schedule may be impacted by other events at the hotel or in the city.

4.2 Participants

The meeting typically involves 25-30 participants including: SDITE officers, Section Representatives, SDITE Committee Chairs, LAC members, etc.

4.3 Schedule

The meeting is generally held on the first Monday in December. This may vary slightly, but would most likely be the 1st or 2nd Monday in December. The date is typically determined at the Spring Board Meeting by the SDITE President.

4.4 Agenda

The meeting generally starts on Sunday afternoon and concludes on Monday afternoon. A typical schedule may include:

- Sunday  1:00 PM – 5:00 PM  Business Meeting
  6:00 PM - ?  Dutch Treat Dinner (off-site)
- Monday  7:30 AM – 8:30 AM  Continental Breakfast
  8:30 PM - 12:00 PM  Business Meeting
- Monday  12:00 PM – 2:00 PM  Lunch and Concluding Business
- Monday  2:00 PM - ?  Hotel Tour

The LAC is not responsible for setting the agenda. The agenda will be set by the SDITE President.
4.5 Costs

All catering costs are arranged by the LAC and paid for by SDITE. Hotel sleeping room costs are paid for by attendees.

4.6 Meeting Requirements

The LAC should arrange for use of a meeting room with conference set-up for 30 people. Other rooms may be required at the request of SDITE officers. Conference call set-up and audio/visual equipment may also be required based on the request of SDITE officers.

Check with the SDITE President to confirm how the room should be setup – there may be a need for multiple rooms with round tables of ten (10) in addition to the conference setup.

4.7 Hotel Rooms

A block of approximately 20 hotel sleeping rooms should be reserved, at a discount rate if possible. The size of the room block should be discussed with the SDITE President. Most participants will arrive on Sunday morning and leave on Monday after the meeting. Those traveling a great distance may choose to travel on Saturday, so the LAC should consider blocking 2 or 3 rooms for Saturday night. Booking information regarding the rooms should be forwarded to meeting participants in advance of any reservation deadline. Information related to transportation (free shuttle from airport, parking information, etc.) should be provided to attendees.

Check with the SDITE President to confirm how the room should be setup – there may be a need for multiple rooms with round tables of ten (10) in addition to the conference setup.

4.8 Catered Meals

The LAC should arrange for a continental breakfast, breaks and lunch with hotel catering to accommodate Board needs and to allow both the Board and the LAC to obtain a sample of the hotel’s catering offerings. The LAC is cautioned to limit snacks during breaks in order to avoid unnecessary catering costs.
4.9 Hotel Tour

The LAC should arrange for a tour of the hotel facilities by hotel staff including the major meeting rooms, hotel suites, typical hotel rooms and other site amenities. The activity typically occurs at the end of the meeting on Monday afternoon.

4.10 Sunday Evening Meal

The LAC should arrange for a Dutch treat Sunday evening meal at a nearby location, typically not at the conference hotel. The purpose is to provide meeting participants with an opportunity to mix and mingle and to get a flavor for the area where the upcoming Annual Meeting will be held. Spouses often attend the Sunday evening meal.
Chapter 5: Annual Meeting “Pitch”

At the preceding SDITE Annual Meeting, the LAC Chair(s) shall disseminate information on the next year’s annual meeting location to the District Board and SDITE membership. This information shall include, but not be limited to: host hotel information, local attractions, potential ABD event options, etc.

5.0 The “Pitch” the Year before Your Meeting Checklist

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Before you go to the Annual Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Visit your Visitors’ Bureau/Chamber of Commerce for promotional video</td>
</tr>
<tr>
<td></td>
<td>Gather hotel brochures for promotional display</td>
</tr>
<tr>
<td></td>
<td>Gather tourist guides for promotional display</td>
</tr>
<tr>
<td></td>
<td>Get free gifts (pens, etc.) for promotional display</td>
</tr>
<tr>
<td></td>
<td>Purchase prize tickets for promotional give away during banquet</td>
</tr>
<tr>
<td></td>
<td>Purchase and send lanyards with your city name for this year’s meeting as a promotion</td>
</tr>
<tr>
<td></td>
<td>Determine how much to spend on promotional gifts for banquet</td>
</tr>
<tr>
<td></td>
<td>Determine number of gifts to purchase for banquet</td>
</tr>
<tr>
<td></td>
<td>Purchase the gifts</td>
</tr>
<tr>
<td></td>
<td>Coordinate with LAC Chair(s) where you’ll be located for the promotional table</td>
</tr>
<tr>
<td></td>
<td>Coordinate with LAC Chair(s) what you need (table, chairs, etc)</td>
</tr>
<tr>
<td></td>
<td>Communicate to SDITE President what you plan to do at the Annual Banquet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>During the Annual Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Set up promotional table</td>
</tr>
<tr>
<td></td>
<td>Man your promotional table. Suggest creating a shift list to cover all times.</td>
</tr>
<tr>
<td></td>
<td>Dismantle your promotional table</td>
</tr>
<tr>
<td></td>
<td>Pack up excess promotional materials or toss them out</td>
</tr>
<tr>
<td></td>
<td>Get the state signs for transporting back to your city</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>At the Annual Banquet</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Place drawing tickets on tables before banquet starts or hand out as attendees enter.</td>
</tr>
<tr>
<td></td>
<td>Place your promotional gifts in the banquet room – coordinate with LAC Chair(s)</td>
</tr>
<tr>
<td></td>
<td>Show promotional video</td>
</tr>
<tr>
<td></td>
<td>Give away promotional gifts during the drawing</td>
</tr>
<tr>
<td></td>
<td>Coordinate video/audio with LAC Chair(s)</td>
</tr>
</tbody>
</table>
5.1 Prior to Preceding Annual Meeting the LAC shall:

A. **Lanyards**  – Order lanyards with your host city name and annual meeting year for use at Annual Meeting. These should be provided to current LAC Chair(s) within two (2) months of Annual Meeting. Allow time for production in dealing with any unanticipated issues. Lanyards take longer than expected to produce.

B. **Promotional Video**  – Obtain promotional video of the host city and/or host hotel (if applicable). Video should be no more than 5 to 7 minutes in length. Communicate with the SDITE President and LAC Chair(s) concerning your presentation plan for the annual banquet.

C. **Tourist Guides**  – Obtain tourist guides and promotional material on local attractions

D. **Hotel Brochures**  – Obtain host hotel brochures

E. **Free Gifts**  – Obtain free gifts to be given out at meeting

   (1) City/State pins

   (2) Pens

   (3) Stickers

F. **Raffle Item Budget**  – Determine budget for and number of giveaways to be “raffled” off at Annual Meeting – These shall be awarded during the Annual Banquet “pitch”.

G. **Raffle Items**  – Purchase “raffle” giveaways and raffle tickets

H. **Promotion Table**  – Coordinate with current LAC Chair(s) for table located near registration table. Determine needs for table including electricity and chairs.

I. **Present Video at Banquet**  – Coordinate A/V needs with current LAC Chair(s) for Annual Banquet. Communicate with the SDITE President and LAC Chair(s) concerning your presentation plan for the annual banquet.

Check with the local Chamber of Commerce or tourist bureau, or even the hotel for the promotional video.

Past practice has been to spend no more than $500.
J. **Volunteers for Promotion Table** – Identify people to remain at the table located near the registration area or in the exhibit area during the Annual Meeting.

K. **Spouse Promotion** – Consider talking to LAC Spouse Chair to determine best time do a quick sales pitch with spouses.

### 5.2 During Annual Meeting the LAC shall:

A. **Sunday:**
   - (1) Setup table near registration area or in the exhibit area as directed by current LAC Chair(s)
   - (2) Man table while registration is open on Sunday
   - (3) Give LAC report during District Board Meeting in afternoon

B. **Monday:**
   - (1) Man promotional table during breaks. Be prepared to discuss activities and attractions
   - (2) Dismantle table
   - (3) Pack and ship or discard excess material
   - (4) Get the eight (8) state ITE Section display boards (foam core) after the Business Meeting on Tuesday

C. **Tuesday:**
   - (1) Make a pitch to just the spouses in the morning before they start their Tuesday activities
   - (2) Place “raffle” tickets at banquet place settings or hand out tickets as attendees enter the banquet hall. Each attendee should receive one (1) ticket
   - (3) Coordinate video setup with LAC Chair(s)
   - (4) Place “raffle” giveaways in Banquet Hall. Coordinate placement with LAC Chair(s)
   - (5) Present a few remarks to introduce host City and hotel
   - (6) Show promotional video
   - (7) “Raffle” off giveaways

D. **Wednesday:**
   - (1) Key LAC Members like Chair(s), Registration, Finance, and Hotel/Meals should attend the LAC debrief.
(Intentionally Blank)
Chapter 6 : Planning the Annual Meeting

At the preceding SDITE Annual Meeting, the LAC Chair(s) shall disseminate information on the next year’s annual meeting location to the District Board and SDITE membership. This information shall include, but not be limited to: host hotel information, local attractions, potential ABD event options, etc.

6.0 Planning the Annual Meeting Checklist

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ABD</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD event ideas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAC needs to know ABD budget for Monday night event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABD exhibit space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibit space to be set up so membership is forced to come by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment of ABD hospitality suites</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABD Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOTE: LAC may choose to help with the cost of transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABD Monday night event requires a color coded ticket</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABD Monday box lunch requires ticket (cost incurred by LAC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information proofed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information put on website</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABD conducts Tuesday morning business meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain current list of ABD membership from ABD liaison</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Banquet</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility size</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room set up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table decorations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine dinner program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print preliminary dinner programs and proofread</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of waiters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microphones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound system</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Planning the Annual Meeting Checklist (Continued)

<table>
<thead>
<tr>
<th><strong>Banquet</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
</tr>
<tr>
<td>Internet service for the pitch to the next year’s location</td>
</tr>
<tr>
<td>Head table</td>
</tr>
<tr>
<td>Reserved tables</td>
</tr>
<tr>
<td>Determine who says prayer (coordinate with SDITE President)</td>
</tr>
<tr>
<td>Place for awards</td>
</tr>
<tr>
<td>Place for door prizes</td>
</tr>
<tr>
<td>Requires color coded ticket</td>
</tr>
<tr>
<td>Proofread dinner program</td>
</tr>
<tr>
<td>Print final dinner programs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Entertainment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Preview any musician/act before agreeing to hire</td>
</tr>
<tr>
<td>Welcome Reception music</td>
</tr>
<tr>
<td>Welcome from local dignitary</td>
</tr>
<tr>
<td>Minister for opening session</td>
</tr>
<tr>
<td>Color guard for opening session</td>
</tr>
<tr>
<td>National Anthem singer for opening session</td>
</tr>
<tr>
<td>Coordinate with ABD if entertainment is to be provided for ABD event</td>
</tr>
<tr>
<td>Consider rehearsals, if necessary</td>
</tr>
<tr>
<td>Consider lighting, stage, microphone, prop needs, etc.</td>
</tr>
<tr>
<td>Officers Reception music</td>
</tr>
<tr>
<td>Banquet music during meal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Finance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain W-9 tax ID form</td>
</tr>
<tr>
<td>Determine PayPal costs</td>
</tr>
<tr>
<td>Determine costs of comps</td>
</tr>
<tr>
<td>Determine number of registration options</td>
</tr>
<tr>
<td>Determine registration fee</td>
</tr>
<tr>
<td>-- Member</td>
</tr>
<tr>
<td>-- Non-member</td>
</tr>
<tr>
<td>-- Spouse</td>
</tr>
<tr>
<td>-- ABD</td>
</tr>
<tr>
<td>-- Student</td>
</tr>
<tr>
<td>-- Partial</td>
</tr>
<tr>
<td>Determine amount of sponsorships needed</td>
</tr>
<tr>
<td>Determine costs/gifts for honorariums and tips</td>
</tr>
<tr>
<td>Create preliminary budget</td>
</tr>
<tr>
<td>Set budget for meals</td>
</tr>
<tr>
<td>Keep updating budget as actual costs incurred</td>
</tr>
<tr>
<td>Planning the Annual Meeting Checklist (Continued)</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td><strong>Possible early purchases - before registrations come in:</strong></td>
</tr>
<tr>
<td>-- Polo shirts</td>
</tr>
<tr>
<td>-- Postage</td>
</tr>
<tr>
<td>-- Printing postcards</td>
</tr>
<tr>
<td>-- Ribbons</td>
</tr>
<tr>
<td>-- Name tags</td>
</tr>
<tr>
<td>-- Speaker gifts</td>
</tr>
<tr>
<td>-- Golf prizes</td>
</tr>
<tr>
<td>-- Down payment for any/all transportation</td>
</tr>
<tr>
<td>-- Spouse gift</td>
</tr>
<tr>
<td>-- Registration gift</td>
</tr>
<tr>
<td>-- Lanyards</td>
</tr>
<tr>
<td><strong>Golf</strong></td>
</tr>
<tr>
<td>Find a location</td>
</tr>
<tr>
<td>Determine costs - remember event pays for itself</td>
</tr>
<tr>
<td>Cost for a round</td>
</tr>
<tr>
<td>Food</td>
</tr>
<tr>
<td>Prizes</td>
</tr>
<tr>
<td>Time does not conflict with Executive Board meeting</td>
</tr>
<tr>
<td>SDITE President signs the contract</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
</tr>
<tr>
<td>Proofread information intended for website</td>
</tr>
<tr>
<td>Place information on website</td>
</tr>
<tr>
<td><strong>Hotel Arrangements</strong></td>
</tr>
<tr>
<td>Executive Board meeting - U-shaped and set for 45; equipment needs?</td>
</tr>
<tr>
<td>Officers' Breakfast - set for rounds of 10; equipment needs?</td>
</tr>
<tr>
<td>Opening Session - need for risers, screens, table, chairs, microphones</td>
</tr>
<tr>
<td>Annual Business Mtg - need for risers, screens, table, chairs, microphones</td>
</tr>
<tr>
<td>LAC critique - rounds of 10, equipment needs?</td>
</tr>
<tr>
<td>Storage of equipment and materials - near registration and can be locked</td>
</tr>
<tr>
<td>Monitor room block sales</td>
</tr>
<tr>
<td><strong>Meals/Breaks - at hotel</strong></td>
</tr>
<tr>
<td>From budget determine dollars per meal to spend</td>
</tr>
<tr>
<td>Executive Board Meeting</td>
</tr>
<tr>
<td>Welcome Reception</td>
</tr>
<tr>
<td>ABD Suites</td>
</tr>
<tr>
<td>Officers Breakfast</td>
</tr>
<tr>
<td>Members Breakfast</td>
</tr>
<tr>
<td>Spouses Breakfast</td>
</tr>
<tr>
<td>Monday morning break</td>
</tr>
<tr>
<td>ABD Box Lunch</td>
</tr>
</tbody>
</table>
### Planning the Annual Meeting Checklist (Continued)

<table>
<thead>
<tr>
<th>Meals/Breaks - at hotel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday afternoon break</td>
</tr>
<tr>
<td>Section Breakfast</td>
</tr>
<tr>
<td>Spouse breakfast</td>
</tr>
<tr>
<td>Tuesday morning break</td>
</tr>
<tr>
<td>Traffic Bowl lunch</td>
</tr>
<tr>
<td>Tuesday afternoon break</td>
</tr>
<tr>
<td>Welcome Reception</td>
</tr>
<tr>
<td>Banquet</td>
</tr>
<tr>
<td>Wednesday LAC Breakfast</td>
</tr>
<tr>
<td>Wednesday morning break</td>
</tr>
<tr>
<td>Special dietary needs - vegetarian, gluten-free, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Miscellaneous Field Tours (optional and typically done on Sat. or Sun. morning)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informal tour of public agencies</td>
</tr>
<tr>
<td>-- Coordination with appropriate agency personnel</td>
</tr>
<tr>
<td>-- Transportation to/from</td>
</tr>
<tr>
<td>Driving tour</td>
</tr>
<tr>
<td>-- Mark a city map with route for self-guided tour</td>
</tr>
<tr>
<td>Special field tour</td>
</tr>
<tr>
<td><em>Tennis tournament (run like the golf tournament) ex. Louisville meeting</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Officers Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine budget</td>
</tr>
<tr>
<td>Requires color coded ticket</td>
</tr>
<tr>
<td>Entertainment</td>
</tr>
<tr>
<td>Appetizers</td>
</tr>
<tr>
<td>Drinks</td>
</tr>
<tr>
<td>Number of bartenders</td>
</tr>
<tr>
<td>Location large enough for mingling</td>
</tr>
<tr>
<td>Possible seating and tables</td>
</tr>
<tr>
<td>Held 1 hour before annual banquet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printing/Signs/Graphics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brainstorm for possible meeting logo</td>
</tr>
<tr>
<td>Brainstorm for meeting theme</td>
</tr>
<tr>
<td>Develop a logo for letterhead and flyers, etc.</td>
</tr>
<tr>
<td>Produce signs needed for all sessions</td>
</tr>
<tr>
<td>Proofread and produce speaker name &quot;tents&quot; for technical sessions</td>
</tr>
<tr>
<td>Coordinate use of section logos on sign boards</td>
</tr>
<tr>
<td>Proofread and print name tags</td>
</tr>
<tr>
<td>Proofread and print color coded event tickets</td>
</tr>
<tr>
<td>Obtain special identification ribbons</td>
</tr>
</tbody>
</table>
### Planning the Annual Meeting Checklist (Continued)

<table>
<thead>
<tr>
<th>Printing/Signs/Graphics</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAC</td>
</tr>
<tr>
<td>Speakers</td>
</tr>
<tr>
<td>Moderators</td>
</tr>
<tr>
<td>Past District officers includes International</td>
</tr>
<tr>
<td>Traffic Bowl Students</td>
</tr>
<tr>
<td>Current District officers</td>
</tr>
<tr>
<td>Possibly select a printing firm</td>
</tr>
<tr>
<td>Proofread and print program booklet</td>
</tr>
<tr>
<td>LAC (must be in program)</td>
</tr>
<tr>
<td>General Chair welcome letter (must be in program)</td>
</tr>
<tr>
<td>Current SDITE officers and section representatives (must be in program)</td>
</tr>
<tr>
<td>Agenda (must be in program)</td>
</tr>
<tr>
<td>Map of hotel (must be in program)</td>
</tr>
<tr>
<td>Spouses activities (must be in program)</td>
</tr>
<tr>
<td>ABD membership (must be in program)</td>
</tr>
<tr>
<td>Sponsors (must be in program)</td>
</tr>
<tr>
<td>Future annual meeting sites (must be in program)</td>
</tr>
<tr>
<td>Proofread and print Annual Meeting Banquet Programs and Menus</td>
</tr>
<tr>
<td>Print registration roster</td>
</tr>
<tr>
<td>Make signing plan &amp; get approval from hotel</td>
</tr>
<tr>
<td>Make welcome signs</td>
</tr>
<tr>
<td>Make direction signs</td>
</tr>
<tr>
<td>Make sponsor boards</td>
</tr>
<tr>
<td>Make session signs</td>
</tr>
<tr>
<td>Locate tripods for signs</td>
</tr>
<tr>
<td>May print certificates of appreciation for each technical speaker</td>
</tr>
<tr>
<td>Make signs for location to gather for technical tours</td>
</tr>
<tr>
<td>Make signs for location to gather for spouse/guest tours</td>
</tr>
</tbody>
</table>

### Public Relations - external
- Send International meeting details for magazine
- Publicize dates on SDITE and section websites

### Public Relations - internal
- Request mailing labels database from International
- Stamp post cards
- Get printing company to stamp
- Put mailing address labels on post cards
- Send post card to save the date 3-4 months in advance
- Stamp post cards
- Put mailing address labels on post cards
- Send 2nd save the date postcard 3 months out (1 month early bird cutoff)
## Planning the Annual Meeting Checklist (Continued)

### Public Relations - internal
- Send email reminders to the sections
- Find member to be photographer

### Registration
- Reserve a room in hotel next to registration area for supplies, etc.
- Figure all comps to be given
- *International VP candidates*
- *Traffic bowl contestants*
- Figure cost of on-line registration fees
- Determine types of registration, i.e, full and partials and costs
- Set early registration price
- Set late registration price
- Create registration form
- On-line registration
- Paper registration
- Proofread registration form
- Information on website
- Determine refund policy
- Internet connection
- PayPal
- Name badges
- Ribbons
- Registration bags - freebies and gift
- Place tickets for events in back of name badge
- Lanyards from next year's site
- Prepare registration roster for business information only
- Put on registration form if registrant wants to be on roster
- Put roster on website?
- ABD registration area
- Have petty cash available but secured
- Have several computers and printers available for walk-up registrations
- Determine hours registration will be open
- Develop volunteer list for each day/shift of registration
- Have extra name badges for walk-up registrations and possible misspellings
- Make a lot of signs to show where registration is within the hotel

### Special Guests
- Letters of invitation
- *International VP candidates*
- *International President/Vice President*
- *ITE Executive Director/ITE staff*
### Planning the Annual Meeting Checklist (Continued)

#### Special Guests
- Key note speaker
- Others? (e.g., invited clergy, non-membership speakers, etc.)
- Costs complimented for International VP candidates
- Airport pickup
- Take to lunch/dinner on arrival
- Goody baskets
- Special requests
- Keep in contact throughout meeting
- Take to airport for return

#### Sponsorships
- Requires a diplomatic person with contacts
- Determine amount needed
- Determine ranges of sponsorships
- Determine what sponsor receives in acknowledgement
- Obtain spreadsheet of business contacts/regional managers
- Update spreadsheet
- Add to spreadsheet local vendors/consultants
- Send letters in early January
- Make follow up phone calls
- Obtain high resolution company logos
- Post logos on website
- Make sponsors board
- List sponsors in program
- Track promised checks
- PayPal compatible (easier to donate)

#### Spouse Activities
- Could have director for each day's activities
- Brainstorm potential activities
- Take activity tours in advance
- Requires color coded ticket for each day
- Spouse breakfast on Monday
- Monday morning activity
- Monday lunch
- Monday afternoon activity
- Tuesday breakfast
- Tuesday morning activity
- Tuesday lunch
- Tuesday afternoon activity
- Spouse gift at registration
- Door prizes at breakfast
### Spouse Activities
- Transportation for all activities
- Transportation for tired or ill spouses
- Room for their use each day of conference
- Prepare material for website about each day’s activities
- Prepare material for website for clothing and shoe advice
- Proofread material before uploading to website
- Provide a registration packet for each spouse/guest
- Provide a name badge for each spouse/guest

**NOTE:** Heavily subsidized part of meeting

**NOTE:** Do NOT mess this up

### Technical Program
- Brainstorm "hot topics" (consult with Technical Knowledge Team)
- Brainstorm "theme"
- Determine number of tracts
- Number of presentations needed
- Solicitation of technical papers
- Find a keynote speaker
- Approve topic for keynote speech
- Choosing program speakers
- Confirmation letters sent to speakers
- Set times for presentations
- Proofread preliminary technical program
- Finalize speakers, times and titles
- Send thank you letter for agreeing to speak
- Get bios for speakers
- Place information on website
- Proofread and print technical program
- Obtain room captains (lights, counting session attendance)
- Obtain speakers’ gifts
- Determine number and type of ribbons
- Obtain moderators
- Obtain computer techs
- Determine how to handle PDHs
- Create PDH form(s)
- Determine technical paper competition winner

### Technical Session Arrangements
- Computer hardware needed for technical presentations
- Computer hardware needed for business meetings
- Computer hardware needed for Traffic Bowl
- Computer hardware needed for opening session
### Planning the Annual Meeting Checklist (Continued)

#### Technical Session Arrangements
- Personnel needed in tech session rooms
- Screens
- Microphones
- Sound system
- Laptops
- Internet connection
- Door prizes (optional)

#### Technical Tours
- Brainstorm potential sites
- Take tour in advance
- Determine clearances needed/special needs
- Finalize where
- Determine date of tour
- How many
- Additional Cost (if any)
- Transportation
- Proofread tour descriptions
- Tour descriptions put on website
- Registration
- Requires ticket
- Potential for PDHs

#### Traffic Bowl
- Registration waiver for team and alternate
- Coordinate with ABD Traffic Bowl Representative
- Obtain names of students
- Ribbons for student contestants
- Size and shape of room
- Holding room for contestants
- Provide refreshments in holding room
- Put holding room near bathrooms
- Screens
- Laptops
- Sound system
- Microphones
- Program times
- Lunch on Tuesday requires color coded ticket

#### Transportation
- Determine prices and types available
- Check with public agencies for free rides
- Golf
- Special guests transport to/from airport
### Planning the Annual Meeting Checklist (Continued)

#### Transportation
- Special guests requests
- ABD event
- Tech tours - mornings/afternoons both days
- Spouse tours mornings/afternoons both days
- Spouses who become ill or tired
- Make map of exact route buses are to follow for technical tours
- Make map of exact route buses are to follow for spouse/guest tours
- Coordinate signs needed for tour pick up locations
- Determine tips for each driver’s services

#### Website
- Update website
- PayPal
- Keep website current
- Post letter from LAC Chair(s) promoting the meeting
- Post letter from SDITE President
- Post preliminary technical agenda
- Post registration forms
- Post hotel information
- Post technical tour information
- Post ABD invitation to their event
- Post golf registration
- Post spouse activities
- Post children’s activities

#### Welcome Reception
- Requires color coded ticket
- Entertainment
- Appetizers
- Drinks
- Number of bartenders
- Facility size
- Tables and chairs

#### Youth Activities
- Determine role of youth activities at meeting
- Develop handout of information for spouse/guest registration packet
- Determine food/supplies needed for different age groups (if applicable)
- If offered, determine activities for youth
- If offered, determine transportation needs for youth
6.1 Associated Business Division

The Associated Business Division (hereafter abbreviated “ABD”) consists of members, firms, or other groups who are affiliated or individuals of the Southern District. Members of this group are usually active in the Local Arrangements Committee and in other technical aspects of the Annual Meeting.

Traditionally, there are three events the ABD conducts: (1) Hospitality rooms by some of the ABD members following the Welcome Reception on Sunday night; (2) an ABD exhibit on Monday starting after the opening session of the meeting including a box lunch (cost incurred by the LAC); and (3) the ABD party on Monday night.

The ABD Liaison Chair coordinates the hospitality rooms, the ABD exhibits and the ABD party. The ABD Liaison Chair is usually identified by the ABD from a company doing business in the Section sponsoring the Annual Meeting and this person’s selection is confirmed by the ABD President.

The following are key points for consideration and guidance in planning the three events prior to the start of the meeting.

6.1.1 Hospitality Rooms

A. Assignment of Hospitality Rooms – A firm agreement should be made with the hotel that all special suites, studios, and rooms are allocated by the ABD Liaison Chair working closely with the Hotel Arrangements Chair. The suggested course of action to accomplish this is as follows:

1. Obtain from the annual meeting hotel information on all potential hospitality suites and obtain the hotel’s agreement to block out all for ABD use until a predetermined date (usually three weeks prior to the meeting).

2. Supply the ABD Liaison Chair with all possible information on the suites blocked out (number of suites, prices, cut-off date, floor plan of suites, food and beverage policy, etc.).
(3) The ABD Liaison Chair should provide the LAC Chair(s) a current list of the ABD membership.

(4) The ABD will be responsible to keep its membership list current up to the cut-off date and to disseminate all information to its members on suite availability and contact for reservations.

(5) Commercial firms requesting reservations and not on the approved ABD membership list should be referred to the ABD Liaison Chair.

(6) The ABD exhibit area may be used as a hospitality room if some of the members desire to do so and it meets with the approval of the LAC.

B. Planning and Guidelines for the Hospitality Rooms – The following rules and guidelines have been established over the years to assist in the planning and execution of the hospitality rooms by the ABD members. The ABD Liaison Chair should pay careful attention to this section to make sure the ABD membership is aware of this information so they will incorporate it into their plans for conducting this activity. The ABD is responsible for assigning the hospitality room(s) each member will use.

(1) Hospitality Assistance Committee – The Hotel Arrangements Committee and the ABD Liaison Committee shall assist the ABD members in conducting their hospitality rooms.

(2) Conduct of Hospitality Rooms – All hospitality rooms open during the time of the Annual Meeting shall be conducted in the best taste. ABD members hosting hospitality rooms are responsible for making sure adequate hosts/hostesses are on duty during the hospitality room hours to ensure there is no disorderly conduct that might disturb nearby guests in the hotel.

(3) Hospitality Room Schedules – Other than the Sunday evening Hospitality Rooms following the Welcome Reception, no hospitality room activity shall be scheduled in conflict with any official function of the Annual Meeting open to a majority of members of the Southern District and no activity shall be scheduled before 5:00 P.M.
on any day of the Annual Meeting. No hospitality rooms shall be open on the day of the Annual Banquet. Closing times for hospitality rooms shall be set by the Southern District Board each year. The schedule of opening and closing times for hospitality rooms as approved by the Southern District Executive Board shall be printed in the official program.

(4) Announcements – Announcements of the time or place of hospitality room activity sponsored by the ABD members shall be made only on lists or signs approved by the Local Arrangements Committee, or through individually addressed notices left in the attendees' hotel mail boxes or by personal contact. No signs shall be posted in the lobby, in hotel corridors, or in hotel elevators by individual organizations supporting hospitality rooms unless an approved bulletin board has been provided for this purpose. A master listing of hospitality rooms is usually setup by the Local Arrangements Committee at the Registration Desk.

(5) Raffles, Contests, etc. – No drawings, raffles, or prize contests shall be conducted in the hospitality rooms. Gifts or favors distributed in the rooms shall be small, in good taste, and equally available to all in attendance.

(6) Handbills and Products Literature in Hospitality Rooms or in ABD Display Area – No handbills or product literature of any description will be distributed except in the sponsor’s rooms or in the ABD Display area. At no time will any commercial materials be permitted on the registration desk or in any of the meeting rooms. (With the exception of literature offered in conjunction with an ABD scheduled meeting presentation in that meeting room).

(7) Failure to Abide by Rules – The Hotel Arrangements Committee along with the ABD Liaison Chair will be responsible for policing adherence to these hospitality room rules. If there is failure to abide by rules established for hospitality rooms, such failure will be called to the attention of the ABD President and the Southern District Executive Board, including those failures which the committee is able to correct at the time, as well as those which cannot be corrected.
(8) Discontinuance of Hospitality Room Privileges – The Southern District Executive Board will consider denying the privileges of the hospitality room at future Annual Meetings to those organizations that are reported as not living up to the terms of these rules for hospitality rooms.

(9) Food and Beverages – Food and beverages may be supplied in the hospitality rooms but must comply with the hotel regulations regarding such activities. Some hotels may not allow food and beverages to be brought in from the outside or may only permit it by paying a service charge. The ABD Liaison Chair shall be responsible for determining the regulations and passing this information on to the ABD members in advance of the Annual Meeting.

6.1.2 ABD Exhibits

On Monday following the opening session, the ABD typically hosts an exhibit area to allow the ABD to interact with the meeting attendees and to display their products and services. The following considerations should go into the planning of this activity:

A. Exhibit Areas - The ABD Liaison Chair shall coordinate with the hotel and the Hotel Arrangements Committee as to the number and arrangement of tables and electrical drops. There is usually a cost for these items and the ABD Liaison Chair must communicate this to the ABD membership as plans for the exhibit space availability are sent to the ABD members. The exhibitors should not be surprised by these costs when they arrive to set-up their exhibits.

B. Storage - A location near the exhibit area must be made available by the hotel for the storage of early-shipped displays. The ABD Liaison Chair and the Hotel Arrangement Chair should work with the hotel on arrangements to provide an appropriate storage location in the hotel.
C. **Posters** – The ABD Liaison Chair must send a current listing of the ABD members to the LAC Chair(s) so that poster(s) can be prepared to prominently display the ABD membership in the exhibit area.

D. **Layout** – The exhibit area should be laid out so as to provide the ABD exhibitors maximum exposure to the meeting attendees as they pass through the exhibit area for refreshments and meals.

E. **Refreshments and Meal** – In an effort to draw as many of the meeting attendees into the ABD exhibit area, break refreshments and lunch should be served in the ABD exhibit area. Lunch is typically a box lunch or easy to serve meal. This box lunch is typically part of the LAC budget although meetings in the past have sometimes had sponsorship by the ABD for Monday’s lunch. The lunch should require a ticket in order to account for the number of meals served and to prevent attendees who are not entitled to a meal (due to their type of registration) from receiving a meal for which they did not pay. The LAC is responsible for placing the meal ticket in the registration packet if the registrant is entitled to the ABD exhibit area lunch meal. The Hotel Arrangements Committee is responsible for organizing the serving of the food and collecting tickets as the meals are served (break refreshments are usually covered in the general meeting registration.)

### 6.1.3 ABD Party

Traditionally the ABD develops one evening (Monday) of planned, but not elaborate, entertainment that are subject to review by the Southern District Executive Board.

A. **Venue** – The ABD Liaison Chair should meet with the LAC to identify ideas for venues for the party. Typically, the venue will highlight something the meeting location (city and/or state) is famous for such as music or food. The party may be held at the hotel or off-site. If the plans are to hold the party outside, alternate arrangements should be made to accommodate the party should there be inclement weather.

B. **Coordination of Entertainment** – The ABD Liaison Chair should meet with the Annual Meeting Entertainment Chair to coordinate their forms and sources of entertainment.
C. **Budget** – The ABD Liaison Chair should provide the LAC with the budget for the party. If there are any proposed shared costs (such as transportation) between the ABD and the LAC, this should be made known early in the planning process and agreed upon mutually so the appropriate budget amount can be factored into the respective budgets.

D. **Transportation** – If the venue for the party is off-site, arrangements for transporting the attendees may be necessary. Coordination with the Transportation Committee Chair will be helpful, particularly if the same transportation service is being used for other functions. If transportation is provided, its cost shall be paid for by the ABD unless previously arranged with the LAC. The time for loading of buses or other transportation modes shall be printed in the program along with the location of the loading.

E. **Listing in the Official Program** – The members of the ABD who sponsor the party shall be appropriately listed in the official program or identified at the party by handout or other display.

F. **Tickets** – Certain registrations for the meeting are entitled to tickets to attend the ABD Party. The LAC is responsible for placing a ticket for the ABD party in the appropriate registration packets. The ABD may choose to collect these tickets at the party or may exchange the LAC prepared tickets for tickets they prepare for their own purposes to conduct the party.

6.1.4 **Non-Affiliated Organizations**

Organizations and Associations that are not members of the ABD are not entitled to the same courtesies and services due supporting organizations of the ABD. Such organizations and associations may not have hospitality rooms or use of the ABD display room.

6.1.5 **Other Planning Considerations**

A. **ABD Activities** – The ABD Liaison Chair must provide the LAC with ABD activity information to be placed on the meeting website as soon as plans are made for each activity.
B. **ABD Information** – All ABD information should be submitted to the LAC Chair(s) for proofing and approval by the LAC.

C. **ABD Members** – The ABD Liaison Chair should provide the LAC Chair(s) with a current list of ABD members so this information can be used on posters and in the meeting brochure. This information should be provided 2-3 weeks prior to the meeting.

D. **ABD Business Meeting** – The ABD typically conducts a membership business meeting on Tuesday morning. Arrangements for a suitable meeting place should be coordinated with the Hotel Arrangements Chair early enough to have this information reserved in the final hotel contract and printed in the meeting brochure/schedule.

### 6.2 Annual Banquet

The SDITE Annual Banquet is one of the highlights of the Annual Meeting because it allows members to socialize, enjoy the awards presentations, reflect on the past year, and hear what is coming up for next year’s Annual meeting. The banquet also marks the end of the conference except for the professional development training and the LAC wrap-up on Wednesday morning. The banquet usually occurs on Tuesday night at the hotel from 7:00 to 9:00 PM.

The current SDITE President should be consulted on all aspects of the banquet including order of events, the meal, arrangement of the room, and who should sit at the Head Table.

#### 6.2.1 Meeting Space

This is one of the largest attended events and requires the most space because of the meal configuration required. Adequate space will be required for the following:

- Rounds of 10 with 260 attending (based on total attendance of approximately 355)
- Head Table with appropriate risers, tables, stairs, podium/lectern, microphones etc
- Reserved tables for past presidents, their spouses, and LAC
6.2.2 Equipment Needs

Other than tables and chairs for the meal, the following equipment will be required:

- Laptop with Video Capabilities
- Two Large Screens
- Microphones
- Podium/Lectern
- Sound System
- DVD Player
- Internet Service

Most of this equipment will be supplied by the hotel. In the planning stage of the Annual Meeting, the LAC should convey to the hotel the equipment needs and general room arrangement.

6.2.3 The Head Table

The Head Table is at the front of the banquet hall and is usually setup with the podium/lectern in the middle so that half of the dignitaries are left of the podium and half are right of it. The SDITE President determines if the Head Table is to be elevated on risers. The current SDITE President should be consulted regarding who he/she wants at the Head Table and where they should sit. Typically the Head Table consists of the following individuals:

- International President, Vice-President, or their representatives
- SDITE Officers and Spouses (Past President, President, Secretary/Treasurer, Secretary/Treasurer Elect)
- International VP Candidates and Spouses

6.2.4 Determine Program and Schedule from SDITE Current President

Here is a typical Annual Banquet Agenda:

- Welcome- LAC Chair(s) or SDITE President
- Blessing- identify who should say the blessing
- Meal
- Introductions by SDITE President
- Past Presidents Recognized by SDITE President (List provided by registration Chair or LAC Chair(s))
- Recognition of Immediate Past President
- President's Address
• Presentation of Awards by Awards Committee Chair (awards will need to be stored near the head table so they can be accessed easily)
• Invitation to Next Year’s Annual Meeting
• Ceremonial Gavel Pass
• President Elect’s Address
• Adjourn

6.2.5 Banquet Program

The banquet program should include the meeting name, location, theme; date and time of the banquet; menu; and program agenda. Good quality card stock should be used for the banquet program. Proofreading the program at several levels of development is important. See Appendix C for an example of a banquet program, which is usually provided by the SDITE Board.

6.2.6 Invitation to Next Year’s Annual Meeting

At the end of the banquet the LAC chair(s) for next year’s Annual Meeting will make a pitch to encourage members to attend (See Chapter 5). This usually consists of a video or slide presentation of the city/area plus giving out door prizes. Door prizes should be stored somewhere near the head table. In the planning stage the current LAC chair(s) should be in contact with the next LAC chair(s) to identify their needs and coordinate the banquet program.

6.2.7 Other Considerations

• Determine what type of table decorations are wanted and budget for them.
• Identify several people to take up color coded tickets at the door. This is a congested area, so 2 people per door are desirable.
• Plan for several special dietary requests.
• Determine early how the LAC is going to treat children in terms of the meal.

Consult the SDITE President on all aspects of the Annual Banquet.
6.3 Entertainment

The Entertainment Committee has the responsibility of providing music and/or entertainment at the Annual Banquet and the Welcome and Officers’ Receptions as well as securing a minister, color guard and National Anthem singer for the opening session. Its activities should also be coordinated with those of the ABD who may be providing entertainment for the Monday evening ABD Party.

6.3.1 Opening Session

The Entertainment Committee will need to secure a minister to deliver the prayer during the opening session, a local color guard to present the colors at the opening session and a singer to sing the national Anthem at the opening session. The minister and National Anthem singer are usually recommended by members of the LAC and a great place to find a color guard is at a local college or high school that has a ROTC program.

6.3.2 Welcome Reception and Officers’ Reception

Some type of soft music may be desirable for these receptions and often is supplied by a live band. The music should be at a low enough volume to allow attendees to network and greet friends and colleagues.

6.3.3 Annual Banquet

A. General Policy – Music and entertainment may be desirable as part of the Annual Banquet program. However, care should be taken to obtain high-quality refined entertainment acts and to keep the costs and scale of the entertainment at a reasonable level. The principal purposes of the Annual Banquet are the introduction of the newly elected officers, recognition of awards, and socializing of members and their spouses. These necessary items are time consuming and there is little time left for entertainment acts. A few excellent acts are far better than a number of mediocre acts.

B. Banquet Entertainment – The Banquet Entertainment may consist of a Master of Ceremonies, commercial acts and/or a civic choral group or similar non-commercial
acts, or an orchestra. If there is an outstanding local or area choral or other entertainment group, those attending will usually be pleased by it.

C. **Slide Show** – No entertainment at the banquet is acceptable, which has been the case for several recent meetings. Music and perhaps a looping slide show can provide a nice background at the banquet while attendees are eating their meal.

### 6.3.4 Entertainment Details

A. **Contracts** – Any contract with entertainment acts will need to be signed by the SDITE President.

B. **Rehearsal** – Determine early whether a rehearsal is necessary among your orchestra and entertainment acts. The rehearsal room may need to have a piano, be cleared of chairs, etc.

C. **Risqué Material** – If you have an M.C. or stand-up comic or other acts that are likely to do their own adlibbing, caution them to use restraint with regard to risqué material or foul language.

D. **Schedule of Banquet** – A complete detailed, minute-by-minute schedule for the banquet evening’s activities should be prepared. This schedule should start with the reception, preparatory activities before the banquet and the entertainment. Coordinate this time-table with the Executive Board. The President will provide the schedule for the after-banquet presentations, introductions, remarks, recognitions, etc., by the President and others. This schedule needs to be extremely complete including a list of names, addresses, and phone numbers of committee members, Master of Ceremonies for the entertainment, entertainment acts, and/or orchestra.

E. **Props, Lighting, Stage, Management, Hotel Employees, Costs, etc.** – Insure that when entertainment arrangements are finalized, you determine all props, lighting, stage, management requirements for each act. After determining these requirements, coordinate with hotel management for the best results. You might consider the use of your own committee members to pull the curtains, handle the lighting, etc., if this will
reduce costs. Consult with the hotel as to the costs of renting the props, lighting, stage, etc. for these items are not usually part of the hotel’s available equipment.

F. **Banquet Head-Table Arrangements, Clergy, Time-Table, etc.** – The President will provide the details of head-table arrangements and a time-table scheduling entrance of the Officers and remarks, introductions, etc., after the banquet.

### 6.4 Finance Committee

The Finance Committee has the responsibility for budgeting, accounting, receiving and disbursing all funds. If at all possible the Chair of this committee should be a member of the Southern District ITE.

#### 6.4.1 Financial Policy

**A. Self Sufficient** - The Annual Meeting is expected to be financially self-sufficient from funds received from (a) registration fees, (b) extra tickets to meal and special events, (c) services, products or funds contributed by local groups (for such items as gifts and door prizes) and (d) support from consultants and other friends of the Southern District. In the past an unwritten revenue neutral policy was accepted as the norm, but many Annual Meetings nevertheless generated revenue as a result of careful planning and adherence to their budget. During the December 2011 SDITE Executive Board meeting, the board approved a goal that the Annual Meeting should generate excess revenue in addition to returning the seed money (typically $3,500). Furthermore, the Board added that the excessive revenue would likely have to come from sponsorships. Surplus funds generated by the Annual Meeting are considered to be Southern District ITE funds and are to be forwarded to the Secretary-Treasurer at the time of the final accounting and report for the Annual Meeting. The LAC should thoroughly discuss their proposed budget at the December SDITE Board meeting that occurs approximately 15 months before the Annual Meeting.

**B. Solicitation** - A dignified solicitation of financial and other support for the Annual Meeting may be conducted by the LAC from among organizations and consultants...
interested in the meeting. In this case, a member of the organization working with the LAC Chair(s) and the Sponsorship Committee does the solicitation. Such solicitations should begin no sooner than the initial announcement and distribution of the meeting dates and plans that are sent out by the Registration Committee, typically 4-5 months prior to the Annual Meeting (see Chapter 6 Section 6.16).

C. **Subsidized Activities/Expenses** - Some activities of the Annual Meeting cannot be individually self-sustaining – notably the Annual Banquet, spouses’ and children’s activities, and the hotel registration cost of the candidates running for International Vice President. Expenses for these items should be controlled and charges set in such a manner that participants and contributed funds provide a significant portion of the total cost of these expenses.

6.4.2 **Finance Chair**

A. **General Considerations** - The Finance Chair must have close liaison with the Registration Committee Chair to ensure a smooth flowing registration procedure and accounting for all funds. These two Chairs should be located close to each other so as registration forms and checks begin to come in, the Chairs can conveniently pass these documents to each other for recording and processing. This is an important position that requires attention to details, timely actions, dependability and accountability. Below are summaries of the activities the Finance Chair should conduct prior to the start of the Annual Meeting.

6.4.3 **Duties of the Finance Chair**

A. **Advance of Funds** – The Finance Chair should request from the Southern District Secretary-Treasurer an advance up to $3,500 as needed to provide working capital for the Local Arrangements Committee. Requests for such funds should be made to the Secretary-Treasurer as far out as two years before the Annual Meeting to purchase promotional materials that might be needed as well as to provide a means to pay for certain items that are necessary before the flow of cash from meeting registrations begin. Such expenses may include deposits on the hotel, spouse activity

Typically, a $3,500 advance from the SDITE Secretary-Treasurer is provided so that working capital is available.
venues and transportation, polo shirts for conference Chair and committee members, postage, printing, name tags and ribbons, speaker gifts, and gifts for speakers, spouses and registration. The advance funds should be returned to the District at the end of the annual meeting.

B. **Deposit of Funds** – The Finance Chair (in consultation with the LAC Chair(s)) should determine the best location to establish a checking account for the Local Arrangements Committee. A bank near to both the Annual Meeting hotel and the Finance Chair’s place of employment is highly desirable. The checking account (preferably free checking) should be established as soon as the advance check is received from the Southern District Secretary-Treasurer. The Finance Chair should also obtain some account deposit stamps so that incoming checks may be readily endorsed.

C. **Budget** – The Finance Chair has primary responsibility for developing the budget for the Annual Meeting. This budget is developed in cooperation with the other LAC Chairs that are responsible for planning registration, meals, hotels, transportation, entertainment, spouse/guest activities and any other areas of the Annual Meeting that will be generating income or expenses. Below are some recommended practices and considerations for developing the budget early in the Annual Meeting planning process.

(1) Historical Data - Recent Annual Meeting budgets may be obtained from the Annual Meeting Statistics Committee. Due to differences in definitions and other variations these statistics should be used for general guidance only.

(2) Gratis Registration – Free registration (not necessarily free event tickets) shall be granted:

- To official representatives of key national engineering and related organizations invited by the President of the Southern District ITE.
- International Vice President Candidates.
- To program participants (speakers) who are not members of the Southern District ITE.
- To Honorary Members of ITE.
• To non-members who are importantly contributing to the success of the meeting as approved by the Executive Board in consultation with the LAC Chair(s).

(3) Gratis Event Tickets – May be given to important program participants who are not members of the District if the LAC Chair(s) decides that this should be done. The LAC Chair(s) may also wish to grant free tickets to members of the news media as recommended by the Public Relations Committee.

(4) Refund Policy – Establish a refund policy with dates when full or partial refunds can be given. This policy should be posted on the website. More details provide in Chapter 7 Section 4.10 (Refund).

(5) Provisions for Volunteer Workers – Almost all workers are going to be unpaid volunteers. Many of these people will not be either Southern District ITE members or their spouses. They may be employees from a Southern District ITE member’s office. Volunteer workers who are not Southern District ITE members should be given meal cost allowances. Some Annual Meeting LAC Chair have provided meal function tickets for the day the volunteer is to work or full registration for volunteers who will work during the entire Annual Meeting. Some have authorized Committee Chairs to pay for coffee or soft drinks for their Committee members and volunteers. Each Committee Chair is responsible for such petty cash authorizations and a firm policy on these matters should be established prior to the Annual Meeting. Also, some Annual Meeting Chairs have provided tour and meal tickets for local spouses who have helped with the Spouses’ tour and have also provided free registration and event and meal tickets for local spouses who have helped with all of the spouses’ activities.

(6) Preliminary Budget - A preliminary budget should be developed early in the deliberations of the Local Arrangements Committee. This preliminary budget should show quantities and unit prices as well as

A preliminary budget should be developed early with details of revenue and expenses. In the same time frame, preliminary registration cost should be developed.
total estimated costs and incomes for each activity. The LAC should begin formulating projections on attendance using the historical data (see Appendix D) from recent Annual Meetings keeping in mind the proximity of the venue from the membership, the attractions of the venue area and the general economic climate in the area. Considerations for the preliminary budget should include:

- Determine the number of registration options or categories, typically member, non-member, spouse/guest, ABD member, student, and partial or one-day registrations.

- Determine if there will be an early registration date cut-off and an increase in the registration fees for registrations made after the early registration date.

- Estimate the number of registrations in each category.

- Factor in cost for comp rooms and meals for special guests and the Southern District President.

- Factor in Pay Pal fees for on-line registrations.

- Determine amount of student sponsorships needed.

- Set budgets for meals and refreshments.

- Determine costs for gifts/honorariums for speakers, entertainers and transportation drivers.

- Include recommendations for expense considerations from previous meeting reports.

(7) Final Budget - A final budget should be prepared and submitted to the Executive Board at the Southern District’s year end meeting prior to the Annual Meeting. The LAC Chair(s) should attend this meeting. Such budget should include as a minimum:
- Estimated total attendance (see Appendix D for attendance data of previous Annual Meetings) by category (members, non-members, ABD members, spouses, children, students, guests, part-time registrants, and gratis registrations).

- Recommended registration fee by category.

- Recommended late fee by category

- Estimated income from contributions (if any).

- Estimated cost and income (if any) for each separate activity of the Annual Meeting including estimated attendance of all meals and special functions.

The Executive Board, by approving the final budget, will establish the registration fees.

6.4.4 Finance Committee’s Forms/Reporting

The Finance Committee should develop the types and quantity of forms needed to efficiently handle registration income and expenditures. Below is a list of some recommended forms for assisting in the management of the Annual Meeting funds and budgets. The actual forms are in Appendix E. The Finance Chair should employ a financial management software program, such as Quicken, to assist in tracking the funds and managing the budgets for the meeting. Financial transactions must be kept daily, i.e. current, to make sure budgets are not going astray and so that appropriate reports can be generated to communicate to the LAC Chair(s) at each planning meeting in advance of the Annual Meeting and daily during the Annual Meeting.

A. Authority for Expenditure Form – This form (See Appendix E) is designed to eliminate all word-of-mouth requests for payments. This form formalizes such requests and each Committee Chair is responsible for all funds requested by his or her committee. Thus each Committee Chair will probably want to institute tight controls over the issuance of all such requests for expenditure.

B. Petty Cash Disbursements – A sample of this type of form is shown in Appendix E.
C. Daily Cash Reports – A typical report of this nature is shown in Appendix E. Such a report may be used to ensure that each day’s receipts and expenditures balance.

6.5 Golf

6.5.1 Location

When planning for the golf tournament, finding the location is the first task. Picking a golf course that is accustomed to handing such an event is invaluable since so much of the event flows in their hands. A chairman should be chosen that has participated in the golf tournament at previous SDITE meetings.

6.5.2 Schedule

The golf tournament typically takes place on the Sunday morning of the meeting, so the location should accommodate this time period. Make sure the duration of the tournament does not conflict with the time of the Executive Board meeting held on Sunday afternoon.

6.5.3 Cost

Determining costs will be essential since the golf tournament pays for itself (i.e. not subsidized by the meeting registration fees). The cost for the golf registration includes the cost of a round of golf plus food and prizes. The total cost per golfer should be established in advance of the meeting and is typically in the range of $100+/- per player, depending mostly on the cost of the round of golf. The golf fee typically includes greens fees, cart and range balls. Some meetings “sell” mulligans, throws, or the like, but this is not mandatory and may, in fact, make the planning and operation of the golf tournament more difficult. The prize budget is typically around $500 and can be supplemented by sponsorships or just be included in the total cost per player. Prizes may include closest to the hole and longest drive on selected holes as well as a prize for the winning team.
It is critical that the golf chairman keep track of who has paid before the tournament starts and coordinate with the finance and registration committees.

A refund policy should be part of the contract with the golf course. Similar to the hotel contract, these items may be negotiable to limit the liability of the LAC or individual players in case of inclement weather.

6.5.4 Miscellaneous

Remember to have the SDITE President sign the contract with the golf course. Also, if the golf course is not located within walking distance of the hotel (such as at a resort hotel), then transportation to and from the golf course should be planned well in advance. Typically, there are 30-40 golfers that play.

6.6 Hotel Arrangements

This section addresses issues and considerations related to hotel arrangement planning for the Annual Meeting. The duties of the Hotel Arrangement Committee should include the confirmation of all hotel arrangements, scheduling of the meeting itself at the hotel, and allocation of hotel space for meeting activities.

Ideally, the responsibility for coordinating all hotel activity should be assigned to a single person with significant support from the LAC Chair(s).

6.6.1 LAC – Hotel Contract

Chapter 3 of this manual provides guidance relative to the hotel contract, and therefore contains valuable information on the hotel arrangements process. That chapter is divided into the following sections:

- LAC – Hotel Committee
- Site Selection Process
- Hotel Selection
- Contracting Process
In particular, the reader should refer to Chapter 3 Section 3.2 (Site Selection Process) to understand space requirements; typical hotel policies, parking, and typical attendance at various Annual Meeting events (see Appendix D for attendance data). For the sake of brevity, this chapter will not repeat the information contained in Chapter 3.

6.6.2 Typical Contract Values

Table 1 provides negotiated contract values for several recent Annual Meetings. From the table one can see that there is a wide range of minimum numbers and requirements that are included in hotel contracts. However, this table is intended to provide the LAC with data and information on the range of values that can be expected for room nights, food and beverage minimums, parking, conference space, and equipment rates.
### Table 1. Negotiated Contract Values from Recent Annual Meetings.

<table>
<thead>
<tr>
<th>Contracted Item</th>
<th>Savannah</th>
<th>Knoxville</th>
<th>Charleston</th>
<th>Birmingham</th>
<th>Portsmouth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Deposit Required</th>
<th>No</th>
<th>No</th>
<th>$3500 and $1500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Saturday</td>
<td>45</td>
<td>40</td>
<td>32</td>
</tr>
<tr>
<td>Sunday</td>
<td>225</td>
<td>160</td>
<td>165</td>
</tr>
<tr>
<td>Monday</td>
<td>225</td>
<td>160</td>
<td>167</td>
</tr>
<tr>
<td>Tuesday</td>
<td>175</td>
<td>110</td>
<td>104</td>
</tr>
<tr>
<td>Wednesday</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Thursday</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Room Nights</td>
<td>670</td>
<td>470</td>
<td>468</td>
</tr>
<tr>
<td>Single room rate is same as double room rate</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Room Rate</td>
<td>$166</td>
<td>$125</td>
<td>$177</td>
</tr>
<tr>
<td>Number of state rate rooms</td>
<td>25</td>
<td>10</td>
<td>20% of rooms</td>
</tr>
<tr>
<td>1 free room per 50 room nights</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Able to reduce room nights by 20% at no penalty one year out</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Cost of Penalty = (room minimum-room actual)*room rate)*80%+taxes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Weeks out from cut-off to meeting</td>
<td>3.5</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Meet room minimums</td>
<td>10 room upgrades</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Function agenda is part of contract</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Food and beverage minimum</td>
<td>$14,500</td>
<td>$10,000</td>
<td>$55,000</td>
</tr>
<tr>
<td>Menu prices not to exceed 5%/yr from date of signed contract</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Menu prices not to exceed 5% from year contract signed</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Cost of Penalty = [(minimum-actual)*X%] + taxes</td>
<td>40%</td>
<td>45%</td>
<td>?</td>
</tr>
<tr>
<td>Penalty if &gt;25% below food numbers</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Final meal numbers due 3 business days in advance</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Self Parking</td>
<td>$15/day</td>
<td>Free</td>
<td>$20/day</td>
</tr>
<tr>
<td>Valet Parking</td>
<td>$14/day</td>
<td>Free</td>
<td>$20/day</td>
</tr>
<tr>
<td>Exhibitor Space</td>
<td>$35/tabletop</td>
<td>$55/tabletop</td>
<td>$35/tabletop</td>
</tr>
<tr>
<td>Table draped and skirted</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Chair (1 or 2)</td>
<td>1</td>
<td>2</td>
<td>No</td>
</tr>
<tr>
<td>piping and draping of exhibits</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>draiyage and placement of display eqmt</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>decoration and related services</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>security services</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>labor</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>storage of any exhibit-related material</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>lighting and electrical supply</td>
<td>Charge</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>gas or water supply</td>
<td>N/A</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Electricity (1-110 volt outlet)</td>
<td>$50</td>
<td>Not stated</td>
<td>$50</td>
</tr>
<tr>
<td>Separate Exhibitors Contract</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Room set up fee</td>
<td>$150</td>
<td>Free</td>
<td>$20/day</td>
</tr>
<tr>
<td>Signage approval</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Audio-visual rental available</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Pay to bring in own AV eqmt</td>
<td>Not stated</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>phone internet</td>
<td>$100/day</td>
<td>$250/day</td>
<td>$40/day</td>
</tr>
<tr>
<td>Electricity</td>
<td>$40/day</td>
<td>$100/day</td>
<td>$250/day</td>
</tr>
</tbody>
</table>
6.6.3 Meal Planning

Meals, beverages, and drinks typically comprise the majority of the Annual Meeting budget with a total price ranging from $50,000 to $100,000. The Meals/Breaks chapter of this report describes in more detail the breakdown of meals and snacks typically served at an Annual Meeting. A meal/break budget should be developed in the early planning stages and adhere to as closely as possible.

The hotel will provide menu choices with prices and the Hotel Arrangements Committee, in conjunction with the Finance Committee and the LAC Chair(s) will need to select a menu for each meal and snack served. Keep in mind the following when selecting menu items for the various meals and breaks:

- Try to pick a variety of foods and avoid serving the same or similar dish on the same day. This will require knowing what the meal for the ABD Monday night social will be, what the spouse meals will be, and what the ABD box lunch on Monday will be.

- Try to balance meals and breaks each day so that they are not all heavy or light.

- Consider special dietary needs for vegetarians. The registration forms usually have a place to note special dietary needs.

- Develop a policy for children’s meals at the banquet and Traffic Bowl. Typically the hotel will charge per plate of food served, whether served to an adult or child. The LAC will need to decide if the meeting budget will cover the cost of children’s meals or if the meals need to be paid by parents. If parents need to pay extra for children’s meals an item (with associated cost) needs to be included on the registration form.

- Typically the LAC budget should include the ABD box lunches, but the ABD registration fees are intended to offset this cost.
• The section breakfast on Tuesday is typically paid by individual members so it does not need to be a part of the meal budget. The section breakfast does not have to be held at the hotel.

• Typically, spouses are served a Continental breakfast on Monday and Tuesday.

• Leftover drinks and snacks can be used by the LAC, so they can be gathered after breaks (unless you are being charged on a consumption only basis). This might have a small positive impact on the meal/break budget.

6.6.4 Sleeping Rooms

The minimum number of rooms guaranteed and the prevailing rates should be provided to SDITE members. The cut-off date for receiving reservations at the meeting rates should be decided upon (see table in Chapter 6 Section 6.3). Also, the same rate for single and double rooms should be obtained if possible. The maximum number of government rate rooms should be obtained as soon as possible. Additional hotel and motel accommodation information should also be provided for nearby facilities with approximate rates and quantity of rooms available. Be aware that the availability of lower priced hotels might reduce the number of room nights the Annual Meeting is able to achieve.

The Annual Meeting hotel normally provides a small number of suites or sleeping rooms at no charge (hotel industry standard is one complimentary room night per 50 paid room nights). These should be assigned by the LAC Chair(s). Typically, the LAC Chair(s) will supply complimentary rooms for:

(1) SDITE President;

(2) International Vice-Presidential Candidates;

(3) International ITE President or other visiting dignitary from the International ITE Office; and

(4) Special Guests and/or Speakers.
6.6.5 Meeting Space Planning

It is important to secure adequate meeting and storage space for the Annual Meeting. Keep in mind that the hotel will need time to convert rooms to a different formation, and that some rooms will require the same setup for more than one day (e.g., Traffic Bowl).

For all of the events, consider the equipment needs including risers, screens, tables, chairs, microphones, etc. You will need to develop a room schedule that includes setup configurations, projected attendance, AV needs, day, and time. A sketch of the room layout that is provided to the hotel staff can be helpful.

Meeting space will need to be provided for the following events:

- Registration
- LAC War Room
- ABD Exhibits
- Strategic Planning Meetings
- Executive Board Meeting
- Welcome Reception
- ABD Hospitality Suites
- Spouse Breakfast and Gathering Area
- Officers’ Breakfast
- Opening Session
- Technical Sessions
- Traffic Bowl
- Traffic Bowl Student Holding Area
- Section Breakfast
- Officers’ Reception
- Annual Banquet
- SDITE Business Meeting
- ABD Business Meeting
- Professional Development Sessions
- LAC Breakfast
- Miscellaneous Needs

6.7 Meals and Breaks

The Hotel Arrangement and LAC Chairs have the responsibility of planning all meals (menus, prices, etc.) during the Annual Meeting and aiding committees planning social functions at which food and/or beverages are to be served.
The decision regarding the menu for meals and breaks should be made after a series of discussions with the hotel’s Director of Catering and conferences with the local Executive Committee. Whether or not the price of the meal includes all items listed in the General Meal Planning Section (below) such as table decorations, etc should be ascertained. This agreement should be in writing. The amount of the gratuity may be established by local union contract or by local custom. The LAC may set meal prices above costs in order to provide for a balanced budget. Arrangements must be made with the hotel as to the number of extra meals that can be sold above the guarantee, the number or percent of meals “under” the guarantee for which you will not be billed, and the method of counting the actual number of meals served should be determined. The check list included in the General Meal Planning Section (below) should be used for each specific meal function. Often the hotel has a form agreement which is prepared for each meal function.

Although members usually register for all events, there are always a number of “no shows”. This is particularly true for the Annual Banquet, which is typically 20-30% below those registered. Efforts should be made to minimize guarantees. Confirmed guarantee time should be minimized as much as possible – 72 hours is a desirable time frame.

6.7.1. Hotel Policy on Serving Food and Beverages

In planning all meal functions for any convention, a great deal of time will be saved if the hotel policy on the following items is obtained in writing:

- The minimum price for meals served in private dining rooms and the minimum of meals that must be guaranteed.

- The inclusion of all taxes and gratuities in meal price and whether or not such costs are mandatory because of union contracts, etc.

- The number of waiters to be provided per table, or persons being served.

- The number of bars and bartenders to be provided at receptions or cocktail parties and the method of payment (by the hour or day, gratuity, etc.).

- The price and size of drinks and the quality of liquor to be served at such functions.
• At meal functions where liquor is served en masse, can provisions be made for individual waitresses to serve drinks on a cash basis?

• Determine if food or beverage (such as associated with the ABD Hospitality Room) can be brought in from outside the hotel and under what circumstances; find out if there is any charge to do so and what is the charge. This information should be shared with the ABD Liaison chair as soon as possible.

6.7.2 General Meal Planning

The following items should be considered and specifically listed in the agreement with the hotel for each meal function:

• Day of the week and date.

• “Listing” of the function (e.g., spouses’ continental breakfast, or annual banquet, or luncheon, etc.).

• Time period for the meal function (e.g., 8:00 A.M. – 9:00 A.M.).

• Type of meal (breakfast, luncheon, etc.) and for some meal functions it will be necessary to indicate the type of service; (e.g., buffet, waiters to pass food trays, sit down meal with standard service, etc.).

• Room location of the meal function.

• Estimated number of guests (Note: this is not the guarantee).

• Complete menu with listed price (on top of this price, the percentage of gratuity, should be agreed upon, and the percent of tax should be recorded).

• Room set-up: type of tables, number of chairs per table, and the placement of the tables within the particular room.

• Head table set-up: number of places; is the table on a raised platform, lectern, etc.?

• Amplification, including type; audio-visual aids, etc.

• Linen, candles, flowers or other table decorations.
• Beverage: Is an alcoholic beverage to be served? If so, agree on arrangements and price.

6.7.3 Section Breakfasts

A Section breakfast occurs Tuesday morning before the Annual Business meeting and is typically held at the hotel, but could also be held off-site. The cost is usually paid by individuals, and is not part of the registration. The hotel may need to provide a cashier and servers if the Sections decide to have the meal onsite.

A registration area should be setup for on-site registration for the Section Breakfasts. This helps the LAC assist the Sections with arrangements at the hotel or off-site locations.

6.7.4 Chronological Order of Meals and Breaks

This section describes the chronological order of the meals and breaks Sunday through Wednesday and provides guidelines on a planning number for each event. These planning numbers are based on the following attendance figures from a typical Annual Meeting:

• Full Member & Non-Member 175
• Partial Member & Non-Member 30
• Student- 45
• Spouses- 55
• ABD- 50
• TOTAL- 355

The 21 typical meal and break events provided include:
1. Executive Board Meeting (Sunday) beverages and snacks (planning number- 40)
2. Welcome Reception (Sunday) beverages and hors d’oeuvres (planning number- 235)
3. ABD Hospitality Suites- paid by ABD so not part of LAC budget (Sunday)
4. Officers’ Breakfast (Monday) (planning number- 30)
5. Members’ Breakfast (Monday) (planning number- 150)
6. Spouses’ Breakfast (Monday) (planning number- 40)
7. Monday Morning Break (planning number- 150)
8. ABD Box Lunch (Monday) (planning number- 250)
9. Monday Afternoon Break (planning number- 150)
10. Traffic Bowl Holding Area (Monday) (planning number- 50)
11. ABD Social- Outside Hotel Budget and Paid by ABD (Monday) (planning number- 285)
12. Section Breakfast- Paid by Members (Tuesday) (planning number- 100)
13. Spouses’ Breakfast (Tuesday) (planning number- 40)
14. Tuesday Morning Break (planning number- 150)
15. Traffic Bowl Holding Area (Tuesday) (planning number- 20)
16. Traffic Bowl Lunch (Tuesday) (planning number- 250)
17. Tuesday Afternoon Break (planning number- 150)
18. Welcome Reception (Tuesday) (planning number- 240)
19. Banquet (Tuesday) (planning number- 260) (See Chapter 6 Section 6.2 for more details on the Banquet)
20. LAC Breakfast (Wednesday) (planning number- 35)
21. Wednesday Morning Break (planning number- 40)

The attendance planning value for each event is based on a total SDITE Annual Meeting attendance of 355.

6.8 Miscellaneous Field Tours

This section addresses issues and considerations related to miscellaneous field tours that may be part of the Annual Meeting. Such tours are not mandatory and are usually a decision made by the Local Arrangement Committee (LAC) to present different offerings to attendees before or after the actual Annual Meeting (i.e., Saturday, Sunday, or Wednesday afternoon).

A separate Chair should be considered for this task. Coordination should be made with other LAC Chair(s) and other LAC committees as appropriate.

6.8.1 Informal Small Group Tours

The LAC may arrange in advance informal meetings either before or after the actual Annual Meeting. These events are not part of the official published literatures of the meeting and
are considered separate and apart from the meeting. At the discretion of the LAC chair (s) is whether or not there is an activity or tour that would be of interest to the Annual Meeting attendees.

Some examples of informal small group tours include:

- Tours of local public agencies (which requires coordination prior to the meeting with the agency)
- Driving tour (either as a group or self-guided)
- Local event (such as a baseball game, basketball game, or horse racing)
- Secondary tournament (in addition to the golf outing such as a tennis tournament or walk/race)

6.8.2 Costs

There may be a cost associated with the activity which will be collected separate from the Annual Meeting expenses. The cost will cover both the activity and transportation if necessary. Collecting money in advance is not uncommon and is recommended as it puts a financial commitment to the attendee which decreases the likelihood of not showing up for the tour. Coordination with the LAC Website and Registration Subcommittee should be conducted to allow attendees to register for the technical tour as part of the registration process.

If determined that there is not enough interest for an activity or tour, then the LAC reserves the right to cancel the event and refund the money collected.

6.8.3 Transportation

Appropriate transportation must be planned for these activities and should be coordinated with the LAC Transportation Subcommittee. Depending on the location and size of the group, this can be accomplished in a variety of ways, such as the following:

- The group may meet at the Annual Meeting hotel and walk to the destination if that is feasible.
• The LAC may enlist volunteers to drive attendees to the destination.

• Group transportation may be arranged such as a bus and included in the cost for the activity.

• If the group is small and has access to personal vehicles, the attendees may be asked to drive themselves.

If the activity consists of a driving tour, maps should be prepared ahead of time with major identifiable features labeled. This will facilitate the distribution and limit the explanation of where to go.

6.9 Officers’ Reception

The Officers’ Reception precedes the Annual Banquet and is traditionally a one hour event open to all paid registrants. The reception usually includes an open bar and may include light appetizers; heavy hors d’oeuvres are not necessary.

• The reception arrangements will be worked out with the hotel staff prior to the meeting as part of the contract negotiations.

• Color-coded tickets are required to participate in the Officer’s Reception. Typically 2 people are needed at each door to collect the tickets.

• Typically, 2 drink tickets are provided as a part of the registration package. However, the LAC should explore their options for drinks. At some hotels, the 2 drink per person cost is more than buying bottles and essentially not placing a 2 drink limit on attendees. The LAC will need to determine the number of bartenders so that everyone can be served adequately in the one hour timeframe. However, the industry standard is 1 bartender per 75 guests.

• The reception should be scheduled in a room/area other than the room in which the Annual Banquet is to be held. The room or space should be large enough for mingling and the LAC should consider scattering some seats and both short and tall tables.
• Some type of music or entertainment may be desirable for the reception. Arrangements should be made through the Entertainment Committee.

6.10 Opening Session

This section addresses issues and considerations related to the Opening Session of the SDITE Annual Meeting which takes place on Monday morning of the meeting.

6.10.1 Agenda

A typical agenda for the Opening Session includes:

- Invocation
- Presentation of Colors
- Pledge of Allegiance
- National Anthem
- Welcoming Remarks (LAC Chair)
- Roll Call of States (SDITE President)
- Welcoming Remarks (varies but could include mayor, city mayor, county mayor, etc)
- Keynote Address
- Housekeeping Notes for remainder of meeting
  - Restrooms
  - Changes to agenda
  - Special Announcements

The opening session typically is scheduled for 1.5 hrs. This time should not be exceeded as technical sessions begin soon after.

A typical timeline may include:

8:30 – 8:35 Invocation
8:35 – 8:40 Presentation of Colors/Pledge of Allegiance/National Anthem
8:40 – 8:45 Welcome
8:45 – 9:00 Roll Call of States
9:00 – 9:15 Welcome Speaker
9:15 – 9:20 Transition/Introduction of Keynote Speaker
9:20 – 9:50 Keynote Speaker
9:50 – 10:00 Housekeeping Notes for Remainder of Meeting

6.10.2  Speakers

The LAC Entertainment Committee will secure the following individuals for the Opening Session:

- Minister
- Color Guard: From local university, high school, military post.
- National Anthem Singer
- Someone to do Welcoming Remarks (see above)

6.10.3  Equipment

The following equipment may be necessary:

- Risers
- Screens (Dual screens if wide room setup)
- Tables
- Chairs
- Microphones (cordless preferred)
- Computer
- State Signs for Roll Call
- Easels for Roll Call Signs
- LCD Projector
- Podium

6.10.4  Room Layout

The Opening Session typically occurs in a larger ballroom. The seating arrangement is theatre seating.

6.10.5  Coordination

The SDITE President should be consulted as far as needs/requests for the Opening Session as the session is collaboration between the President and the LAC.
6.11 Signs and Graphics

A separate committee on Signs and Graphics is recommended. The Technical Sessions Arrangements Chair is responsible for assuring terse, understandable legends for all signs relating to the technical sessions. However, the Signs and Graphics Committee should handle the making of these signs. Many signs will be placed on easels in the hallways and can include (Note that most hotel contracts require prior approval by the hotel for any signage.):

- identify sponsors;
- directional signage;
- hospitality room signage;
- technical tour information;
- session signage (preferably with speakers’ name signs for the tables for Technical Sessions meetings and speakers’ name signs for head tables in all technical sessions); and
- Spouse/guest information signs.

This committee will also be responsible to coordinate the use of the state signs to be used. Arrangements should have been made to pick up the signs at or after the previous year’s Annual Meeting. Appropriate bases and supports need to be rented or fabricated to display these items. The signs are usually displayed at the Annual Business Meeting. The intent of using the state signs is so that section members will know where to sit together as each section likes to show its strength of participation at the meeting.

6.12 Public Relations – External

As soon as the meeting date is approved by SDITE, the Public Relations Chair(s) should correspond with ITE International to have the meeting dates added to the ITE website and ITE magazine. This information should also be added to the SDITE website and each of the section’s websites. The chair should communicate with the SDITE web administrator to have the meeting dates and a link to the meeting website added to the SDITE web site. This information should be conveyed to ITE International and SDITE no less than 1 year but not less than six months in advance of the meeting.
6.13 Public Relations – Internal

6.13.1 Responsibilities

The Public Relations committee must coordinate closely with other committees and is responsible for:

A. **Meeting Logo** – Developing a logo and meeting theme. This logo and theme must be approved by the LAC.

B. **Letterhead** – Adopting a distinctive letterhead for use in all correspondence, advance “flyers” and other special announcements. If an Annual Meeting symbol is adopted, it should also be used on signs and on other Annual Meeting materials.

C. **Print Liaison** – Providing a liaison between the Local Arrangements Committee and the selected printing firm or firms if necessary

D. **Promotional Mailings** – Coordinating the selection and reproduction of items used in promotional mailings.

E. **Mailing Addresses** – Making arrangements for addressing, stamping and mailing of promotional mailings. Coordination with the local Post Office to obtain a Bulk Mailing Permit may be necessary.

F. **Printing Costs** – Maintaining records of printing expenses and authorizing payment of these obligations by the Finance Committee.

G. **Stock Promotional Items** – Maintaining a promotional material supply and fill requests for promotional material submitted to Local Arrangements Committee members.

H. **List of Printed Materials** – Having the following materials printed:

   (1) Promotional Mailings (Suggested Schedule)

   (2) Promotional Postcard Mailing (3-4 months in advance)

   (3) Name Tags
(4) Event Tickets

(5) Special Identification Ribbons

(6) Program Booklet

(7) Registration Roster

(8) Banquet Agenda (Coordinate with SDITE Executive Board to determine who is printing this item)

I. **Photographer** – Identifying a photographer for the conference. He or she should take a substantial number of photographs at the hotel venue as well as the off-site events including the ABD party, golf tournament, the technical tours, and the spouse tours. Many of the photographs will be archived on the SDITE web site. Care should be taken, however, to eliminate any photographs that might cause embarrassment.

J. **E-mail Reminder** – Providing e-mail reminders to SDITE and District members

   (1) This list should be obtained from the SDITE Secretary/Treasurer or from each Section

   (2) The e-mail distribution should be setup in a manner so that it will not be blocked by recipients e-mail systems as spam.

6.13.2 **Selection of a Printing Company**

There are many advantages to having one printing firm handle all of your printing requirements. The firm should be well known and have the capacity to perform some work on short notice. Approximate prices of items which can be clearly defined in advance should be agreed upon in advance. Also there should be an understanding in advance of the basis for determining costs when any special RUSH job must be done. A clear understanding should be made concerning delivery requirements of printed materials. A written contract is desirable. The contract is signed by the SDITE president.
A meeting between the selected printing firm and the Chair of this Committee may encourage the printer to assign one salesperson to a designated person on your Committee for the entire project. All contracts between the Committee and the printing firm should be through this same individual, so that early in the year your Committee’s designated representatives can become well acquainted with the salesperson and his or her assistants on a first-name basis. The results of the personal contact will become more valuable as the time of the Annual Meeting draws near. In addition to providing all the printing services, the firm selected may be able to provide, at a reasonable cost, some or all of the following – printing postcards, postage metering and mailing of the promotional materials. An agreement with the printing firm may also be reached whereby payment for services rendered early in the year will be deferred until immediately after the Annual Meeting when you have received all your income.

Coordination with the printing companies selected should be done to verify that the resulting graphics will be acceptable to them.

6.13.3 Material to be Printed

A. Promotional Mailings – If a promotional postcard is mailed (typically in January as a hold the date), International ITE will furnish the mailing labels. Some LAC’s are forgoing the postcard mailing to save costs and because an email might be just as effective. Mailings to ABD members should be made by the ABD with coordination with the LAC Chair(s) and Registration Chair. The Public Relations chair should identify a company that can print, label, stamp, and mail the postcards. This provides significant time and potentially a cost savings.

B. Event Tickets – A 90 day lead time should be given to the Public Relations Chair by the Registration Chair when he supplies the ticket design data. All tickets should be:

(1) Color coded – i.e. pink, blue, purple, green, etc.

(2) Consecutively numbered, for ease in checking quantity sold. Tickets for free events should also be numbered consecutively.
C. **Program Booklet** – Preparation, editing and printing this “Program” is one of the largest single jobs for the Local Arrangements Committee and can only be accomplished successfully with everyone’s cooperation, and adherence to a schedule. The Chair of the Public Relations Committee has the responsibility of coordinating all efforts and keeping the “program” preparation on schedule.

Preliminary copies of the program should be available to the Executive Board 30 days before the Annual Meeting. Approval by the President is required before printing. This requirement places a definite burden on the Technical Council Chair and all other involved Committee Chair(s) to provide the LAC Chair(s) and Public Relations Committee with detailed information well before the 30 day requirement stated above.

While considerable information in this booklet is “last minute information”, that is: times of events, location of meetings, etc., much of the booklet can be prepared earlier in the year. Therefore, the LAC should give very serious consideration to preparing as much of this booklet as possible early in the planning. If a format of this booklet can be worked out at least six months prior to the Annual Meeting, the printing of the booklet will be a much smoother operation. Because of the great importance of this booklet, a pre-planned schedule for its completion should be strictly enforced. No procrastination should be tolerated. A draft should be available at the Year-end Executive Board Meeting prior to the Annual Meeting. The booklet is usually made pocket-size for ease of carrying and should consist of the following: Local Arrangements Committee, welcome letter from LAC Chair(s), current Southern District officers and Section Representatives, agenda, map of the hotel’s meeting rooms, spouses’ activities, list of ABD membership and other supporting groups and future Annual Meeting sites.

D. **Registration Roster** – If a Roster cannot be completed in time to be distributed at the last Technical Session, a “sign-up” sheet can be used to obtain the names and e-mail addresses of those who want the Roster e-mailed to them.

**QA/QC the program booklet several times by several different individuals.**

**Set deadlines for components of the program booklet and adhere to them.**
E. **Certificates of Appreciation** – Certificates of Appreciation may be awarded to each technical speaker at the end of each session by the Technical Council Chair. A list of speakers shall be provided to the Public Relations Committee by the Technical Program Chair.

6.14 **Registration**

The following information should help the Registration Committee in planning for the Annual Meeting.

6.14.1 **Registration Costs and Categories**

The Registration Committee should work closely with the LAC Chair(s) and the Finance Committee to establish the Registration Categories and Costs. These costs should include the cost of on-line registration and should be divided into early and late registration. Early registration should end no earlier than 45 days prior to the start of the Annual Meeting. At a minimum, the following registration categories should be used:

- **Full Registration** – Includes all technical sessions, Icebreaker, lunches, breaks, Officer’s Reception, and Annual Banquet. The Non-member cost of this registration shall be higher than that for Members of ITE.

- **Student Registration** – Includes same items as Full Registration with the exception that tickets for free alcoholic beverages are not included. This registration is at a reduced rate.

- **Traffic Bowl Contestant** – Is the same as the Student Registration, but is free for the three (3) member team (3 principal members, but not the alternate) from each state.

- **ABD Registration** – Same as Full Registration though price should be slightly lower than the Member Full Registration cost since few ABD members stay for final day events including the Traffic Bowl Finals lunch, Officer’s Reception and Annual Banquet.
• **Full Spouse/Guest Registration** – Includes Welcome Reception, all programmed spouse/guest events, Officer’s Reception and Annual Banquet.

Additional registration categories may be provided for partial day registrations (1 to 2 day) for members, non-members, spouses/guests, and ABD members.

A. **Registration Policy on Charges, Partial Charges, etc.** – The Registration fees are recommended by the Local Arrangements Committee but are adopted and established by the Executive Board, as are spouses’ and children’s registration fees, and all policies with regard to free or partial registration.

B. **Cancellation/Refund Policy** – The policy on cancellations and refunds should be clearly shown on the registration form and the Annual Meeting website. A refund policy should be established and upheld. This will be to the discretion of the LAC Chair(s) and Finance Chair. This policy should be posted on the website and registration form. As a general guideline, the LAC should consider providing a full refund six weeks or more before the conference, half refund for three to six weeks before the conference, and no refund between the start of the conference and three weeks prior to the start. Special circumstances that may arise with registrants should be evaluated on a case-by-case basis.

6.14.2. **Registration Procedure**

The Annual Meeting web site should be used for on-line registration. The on-line registration should be setup to allow credit card payments. Fees charged by PayPal should be considered in determining registration costs. Registrants should also be allowed to print the registration form that can be sent in with a check. The on-line registration should be available to registrants at least 60 days prior to the start of the Annual Meeting.

On-site registration should be offered during normal registration hours. The Registration area should be setup with internet access to allow additional registrations with credit card payment as well as printing of name badges, tickets, and receipts.
6.14.3. Registration and Registration Assistance

Most Chambers of Commerce or tourist bureaus will provide experienced persons to assist at the registration desk. Coordinate with the local Chamber or Tourism Bureau to have a person available to man a table near the registration table to address questions about the local area and activities. If a person is not available, the Registration Committee should request pamphlets on local activities that can be added to the registration packet.

A. Local Information – There should be a desk in the registration area manned by knowledgeable local personnel who may supply information, maps, brochures, tour guides and other data which will help the registrants, spouses, children, and guests enjoy free time while they are in your city. At some Annual Meetings, the Spouses' Committee or the Publicity and Promotional Committee has prepared a booklet which supplies spouses and registrants with information concerning theatrical performances, hairdressing establishments, and the prime sightseeing locations as well as sporting events, selected restaurants and other useful information to guests in the city.

6.14.4. Registration Gift

The Registration Committee is responsible for providing a gift to each Full Member/Non-Member, Traffic Bowl Contestant, Student and ABD registrant. The Annual Meeting Logo is normally provided on the gift. The Registration Committee should coordinate with the Spouse/Guest Committee to determine if Spouses/Guests should receive the same gift or a different gift and whether their gift is provided with the registration packet or at the Spouse/Guest welcome breakfast on the first full day. The Registration Committee should determine the type of gift provided based on cost. The current LAC should check with previous LACs so there is no duplication in gift.
6.14.5 Lanyards

Lanyards (small rope or cord used at conferences to hold the name tag) are typically provided to the upcoming LAC by following year’s LAC as an advertisement for their meeting. The Registration Committee is responsible for coordinating with the LAC for the following meeting in order to receive the lanyards in time to prepare the registration packets. This coordination should occur at least 90 days prior to the start of the Annual Meeting. The year and City of the following conference should be on the lanyards.

6.14.6 General – Badges, Tickets and Receipts, etc

The combination “program and breast pocket identification” used at some Annual Meetings has the disadvantage of not providing identification while the program is being read. Hence a separate 3” x 4” badge provides a more continuous method of identification and may even be used as an admission ticket to certain events. Such badges may be lettered prior to the meeting through the use of advance registration cards or they can be typed as part of the registration process. Figure 3 displays a name badge example.

A. Badge Wording – Registrant’s preferred name and organization is all that is normally desirable. Badges may be printed with an Annual Meeting logo and associated information. Members, ABD Members, Spouses, Guests, Students, Non-members, One Day Members, One Day ABD Members, One Day Spouses/Guests, and Children, may be issued a badge with a distinctive

The Registration Committee should request Lanyards from the following year’s LAC at least 90 days prior to the start of the Annual Meeting. The year and City of the following conference should be on the lanyards.
label or color. These items are usually provided to attendees in a convenient large registration packet that may include other promotional and information items.

B. **Spouses/Guests** – Spouses/Guests should be given special identification badges that can be firmly clipped to the clothing or worn using lanyards. If many children are expected, different colored, clip-type name badges may be used to differentiate age group classifications which will later be most helpful in bus-loading of children’s tours and ascertaining eligibility of children for their groups’ scheduled events.

C. **LAC** – In addition, special badges or ribbons should be worn by all local committee personnel so that they can be readily identified by convention delegates. Recent practice has been to provide a distinctive color shirt with the meeting logo. One shirt for each volunteer can be paid for out of the conference budget.

D. **Other Special Members** – The following people are customarily identified with ribbons:
   - Past Presidents
   - Present SDITE Officers
   - International Vice President Candidates
   - Speakers
   - First time attendees
   - Traffic Bowl Contestants

Ribbons may be horizontal or vertical and can be purchased at awards stores or on-line. Extra ribbons should be passed on to the following year’s LAC.

E. **Non-Members** – Non-members of ITE in attendance at the Annual Meeting shall be issued a distinctive badge.

F. **Registration Receipt** – Each registrant should receive an itemized receipt of payments made for registration, tickets, etc. Tickets are to be used for all luncheons, the banquet and all special activities such as spouses’ events and field trips. If Registrants register on-line, a confirmation e-mail with their itemized receipt should be sent electronically to the registrant.
G. **Special Guests (VIP’s)** – There is no registration fee or charge for the events that these specifically invited officials attend. The SDITE President will provide a list to the Local Arrangements Committee-LAC Chair of these VIP’s who have been invited and have accepted.

There must be a very explicit prominent sign in the registration room advising “Special Guests” to go to a particular desk. We do not want the embarrassment of invited dignitaries being processed in a lengthy registration line, and having to explain to a registrar that no registration fee is necessary. This should be handled by one member of the Registration Committee who is personally very familiar with this procedure. He or she should be able to recognize at least some of the invited guests.

H. **Free registration** – Free registration is defined as the right of the recipient to attend all events of the Annual Meeting. Providing free registration is a decision the LAC has to make after considering their budget and the goal of generating some revenue. Those that traditionally have been given consideration for free registration includes:

1. Invited official representatives of International ITE.
2. International ITE Vice Presidential Candidates
3. SDITE President
4. Traffic bowl contestants. There may be up to nine (9) three (3) member teams. Each Section is required to submit the names of the approved Traffic Bowl contestants to the meeting Registration Committee prior to registering the students. The registration committee should coordinate the selected three (3) member teams with the SDITE Traffic Bowl Coordinator.
5. Honorary ITE members. The SDITE Secretary-Treasurer shall provide the Local Arrangements Committee with a current list of membership highlighting the honorary members. In recent years this group has not been given gratis registration.
6. Non-members. Non-members who are importantly contributing to the success of the meeting as approved by the Executive Board in consultation with the LAC Chair(s).
(7) Program Participant. Program participants (speakers) who are not members of the SDITE.

6.14.7 Registration Packet

A packet should be generated for each registrant. The packet should include:

- Name Badge
- Lanyard
- Event Tickets
- Program
- Registration gift
- Roster of registered members and guests
- Local Information including maps, transit info, discount tickets and local restaurants (OPTIONAL).

6.14.8 Registration Hours

The Annual Meeting registration desk should be open from Noon to 6 PM on Sunday, the opening day of the Annual Meeting. On-site registration should be open for ten to twelve hours on Monday of the Annual Meeting. Four hours should be sufficient for registration hours on Tuesday. The ABD Liaison person or an ABD officer should have a separate registration table close to the main registration area to handle ABD exhibitor registration.

The best arrangements would seem to provide a full crew of people to work a straight four-hour shift at the desk. This would require three crews with one member of the Finance Committee assigned to each crew to actually handle the cash box. Each of the Finance Committee Members should have the number of the last ticket he has sold for any function. This will allow closer control for ticket distribution and cash handling.

6.14.9 Registration Area Accommodations

A. **Positions Available** – Large portions of the bulletin boards at recent Annual Meetings have been used to place inquiries by individuals or employing firms regarding “positions available”, therefore, desirable to have a separate “Positions Available” bulletin board, clearly so labeled.
B. **List of Hospitality Suites** – A list of the hospitality suites or rooms should be included in the program, if possible. A bulletin board must be provided listing all firms and their hospitality rooms and should be located in the registration area if allowed by the hotel. This hospitality suite bulletin board is usually prepared by the ABD Liaison person in coordination with Signs/Graphics.

C. **Section Breakfast Sign-up** – Sign-up sheets should be provided for each Section in order to track how many people will be attending the Section breakfasts and whether those breakfasts will be held on-site.

### 6.14.10 ABD Registration

Special effort must be made to coordinate registration activities for ABD members. While the Local Arrangements Committee may establish the ABD registration fee, ABD determines specific registration policies for their members. This usually includes how many full registrations and one-day registrations per company, etc. ABD must coordinate their registration mail outs with the Registration Committee so that all of the meeting needs such as planned attendance at special events, etc. are obtained by the ABD for the Local Arrangements Committee. ABD representatives will man their own exhibit registration table.

### 6.15 Special Guest

The Special Guests Committee has responsibility for providing special services for and attention to special guests of the organization and its officers. These include members of the clergy invited to give invocations, non-member speakers, special keynote luncheon guests and representatives of National Organizations formally invited by the President. This Committee also has certain responsibilities as to the Executive Board, Past Presidents, ITE Honorary Members, and Technical Committee Members.

#### 6.15.1 Responsibilities of Special Guest Committee

If possible the Special Guests Committee should know when guests are expected to arrive and provide them with assistance and advice on travel arrangements. Ideally, the member
so designated should have enjoyed a long career in transportation engineering and have broad acquaintance with ITE Members and members of related organizations. In addition to helping guests through the registration process, he or she should find an opportunity to introduce guests to as many as possible of the Southern District Officers, Past Presidents, and other prominent members. This responsibility does not end with the registration procedure. The Special Guests Committee should continue to see that these special guests are not left to fend for themselves but are made to feel welcome in every kindly-host way. They should be offered help and service. The program should be discussed with them. They should be given help in finding the right seating position at luncheons, in meeting other guests and in locating any persons they wish to meet. The members of this committee should have a distinctive ribbon (e.g., LAC Ribbon) for identification so that they may be easily recognized by the guests.

6.15.2 Special Guest Protocol at Registration Area and Hotel Front Desk

Special provisions should be made in the registration area to handle the registration of special guests who are not expected to pay a registration fee. The Registration Committee must have a list of the special guests and the arrangements made for them. If no one from the Special Guests Committee is around the registration table when guests arrive the registration committee must locate someone to assist the special guests.

If possible, the Special Guest Committee should help the special guest with hotel registration, because their room might be complementary. Many LACs provide a gift for the special guest, and these can be provided at the hotel front desk or the special guest room.

6.15.3 Special Registration: Ribbon and Tickets for Special Guests

A. **Southern District Officers** – The President, the Vice President and the Secretary-Treasurer should each have ribbons identifying their respective positions, and the Section Representatives should receive a ribbon marked “Section Representative”.

B. **Past Presidents** – Each Past President should receive a special ribbon identifying his/her position.
C. **Honorary Members** – Each Honorary ITE Member should be considered for free registration, however in the recent past the has not been provided.

D. **Members of the Clergy** – Each member of the Clergy who is invited to deliver the invocation at a meal function should receive a complimentary meal ticket. A small honorarium for the Clergy may be appropriate but local custom should be followed in this matter.

E. **Speakers** – Speakers on the Annual Meeting Program who are not members of the Southern District may receive free registration and free special events tickets for the length of their stay, if they request and all speakers should receive a special ribbon marked “Speaker”.

F. **International ITE Guests** – Invited International ITE guests and the Vice-Presidential candidates should be provided with free registration and free special event tickets for the length of their stay.

### 6.16 Sponsorship

Over the years, a tradition for the Section consultant members and consultants in the vicinity of the annual meeting has been to make donations to help financially support the cost of the annual meeting. Various levels of sponsorship, such as Diamond, Platinum, Gold and Silver are established by the LAC for the consultants to contribute towards the support of the meeting. The Local Arrangements Committee establishes the types of recognition and benefits the sponsoring consultants will receive based on the level of financial support they choose to contribute.

#### 6.16.1 Contacts List

The Sponsor Chair should obtain the sponsors list from the previous chair soon after the previous annual meeting. As the Local Arrangements Committee begins to meet for their upcoming meeting, the Sponsor Chair should distribute the sponsors list to the LAC to update the list for changes such as local advocates and contacts for the firms on the list. Often the list is heavily loaded with firms in the state of the previous annual meeting, so
other firms in the host state of the upcoming meeting should be identified and added to the list as appropriate. The membership of the upcoming host Section can be used to identify the firms that may not be included on the list and the appropriate contact person for the solicitation needs to be addressed. The final update of the list should be made about three to four months prior to the annual meeting.

6.16.2 Solicitation Letter

Once the levels of support have been established by the LAC and the sponsors list has been updated by the Sponsor Chair with input from the LAC, the Sponsorship Chair should prepare a letter to the potential sponsors on the list. An initial letter should be sent out three to four months prior to the meeting advising the firms of the upcoming opportunity to be a sponsor. The letter may also direct the recipients to the annual meeting website for additional information. This letter will serve as a good opportunity to determine if there are bad addresses and undeliverable letters so the contact list can be updated and revised.

The letter should be as polished and exciting as possible due to the fact we are competing for sponsorship dollars with other necessary expenses the firms have to pay to stay in business. The letter should indicate why there is a need for support and the level of exposure (projected attendance numbers) the meeting is expected to draw. The letter should also describe programs/events and other pertinent information known at the time the letter is prepared. The letter should also describe what the firms will get for their choice of various sponsorship levels.

The letter should be prepared on the official letterhead prepared for the annual meeting so as to establish some identity for the meeting and the host section. A sample sponsorship letter is provided in Appendix F.

6.16.3 Follow-up Contact

A couple of weeks after the initial solicitation letter, the Sponsorship committee (with help from the LAC) should make follow-up phone calls to the recipients to make sure they received the letter. This is a good opportunity to make sure the letter got to the intended person who can and will make a decision to support the annual meeting.
6.16.4 Follow-up Letter

Depending on the success and results of the initial letter, a second follow-up letter may be necessary a month or two before the annual meeting to serve as a reminder that there are still opportunities to be a sponsor for the meeting. Firms that have already committed to sponsor or have already sent their check should be omitted from this mailing. Follow-up phone contact would be appropriate one week after this mailing.

6.16.5 Receipt of Funds

The Sponsorship Chair must coordinate with the Finance Chair and the LAC Chair(s) as the solicitation process is occurring. Checks should be sent to the Finance Chair on a weekly basis. Electronic files for the logos of the sponsoring firms should be sent to the person (designated by the LAC Chair(s)) who is preparing the signs and publicity pieces for the annual meeting sponsors. A spreadsheet outlining the committed firms, level of sponsorship, date check is received, date check is forwarded to Finance Chair, date logo is received and date logo is forwarded should be kept by the Sponsor Chair so as to mark and document the progress of the solicitation process. The spreadsheet should serve as a progress report at the Local Arrangement Committee meetings in the final stages of preparation for the annual meeting.

6.17 Spouse/Guest Activities

Planning by the Spouse/Guest Activities Committee should start at least a year in advance of the Annual Meeting. The spouse activities are always an important part of the meeting and help make the meeting an enjoyable experience for everyone. Note that spouse activities are typically heavily subsidized by the meeting registration fees.

6.17.1 Selection of Spouse/Guest Program Chair

The Local Arrangements Committee should carefully consider selection of the Spouse/Guest Program Chair, who must have the ability to gently and tactfully organize others and develop a smooth working team for the many spouse/guest functions. The Chair should plan to attend the previous year’s Annual Meeting. Informal meetings such as at a
luncheon are the best way to develop ideas for the spouse/guest functions and to determine who is best suited for each activity. A Chair for each day’s spouse/guest activity is desirable.

6.17.2 Clothing Advice

It is a good idea to include in one of the regular advance mailings and/or on the meeting website to Southern District members, information about the type of clothing including shoes which is suitable for the activities and for the climate.

6.17.3 Spouse/Guest’s Gift and “Courtesy Gifts”

It is desirable that there is a gift for each spouse/guest. The gift should be a reasonably inexpensive item or souvenir relating to the city or region in which the Annual Meeting is held. Wrapping the gift or having a suitable container should be considered for the purpose of traveling and packing in a suitcase.

“Courtesy Gifts” are a collection of trinkets which are sometimes provided by companies within the region. Personal contacts are invaluable in obtaining these items. Also, the local Convention Bureau can provide helpful contacts. These “courtesy gifts” are included in the registration envelope for both members and spouse/guests.

Door prizes should also be given out at the Monday and Tuesday breakfast.

6.17.4 Spouse/Guests’ Hospitality Room

This room should be comfortable and conveniently located. Consideration should be given to providing a Continental Breakfast to the Spouse/Guests on Monday and Tuesday and if there is room, the Hospitality Room may be used.
6.17.5 **Spouse Activities**

Plan for the following activities for the spouses during the week:

- Monday breakfast
- Monday morning activity
- Monday lunch
- Monday afternoon activity
- Tuesday breakfast
- Tuesday morning activity
- Tuesday lunch
- Tuesday afternoon activity

Brainstorm potential activities and take the activities in advance to ensure the quality and appropriateness of the activities. Color coded tickets, supplied with the spouse’s registration packet, will be required in order to control attendance for each day’s activities. Post all spouse activities information on the meeting website well in advance of the meeting.

6.17.6 **Transportation**

Coordinate with the Transportation Committee to secure transportation to and from all activities and meals that are off-site. Also, plan for transportation for tired or ill spouses while the spouses are off-site. Each vehicle needs a hostess, equipped with a list of spouses attending off-site events.

6.17.7 **Registration**

Each spouse/guest registrant should receive a registration packet and a name badge. They should also be provided with maps of the area, a schedule of all activities, the location of “their room”, when the room is open, and host names.

6.18 **Technical Program**

The technical program is one of the most important components of the Annual Meeting because it allows for an exchange of technical information and helps keep members informed on the latest trends and techniques in the transportation industry. The technical program also allows professional engineers and other professionals to earn Professional
Development Hours (PDH). The technical program is usually organized by the Technical Program Committee, which usually falls under the broader Session Arrangement Committee.

The goal of the Technical Program is to have high quality speakers discuss current transportation topics that will enhance the transportation professional’s ability to perform his or her job. There is some lead-way as to how this goal is accomplished, but most SDITE members expect multiple tracts provided in 1.5 hour blocks. Session timeliness is important and is also important to set aside some question and answer time after each presentation, or at the end of the session. The following sections discuss further the typical steps taken in planning for the Technical Program.

6.18.1 Initial Planning

At this early stage, the Technical Program Committee and Session Committee should have Chairs identified to help develop the Technical Program. An initial planning session is suggested, and during that time potential topics should be discussed. This is also the appropriate time to discuss how the technical sessions should be arranged.

A. Brainstorm “Hot Topics” and Theme – The LAC including the Technical Program Committee Chair and the Session Arrangement Committee Chair should have an initial discussion on potential technical session topics and a theme for the conference. Usually the theme will dictate the topics to be considered for the technical program.

B. Discuss Possible Keynote Speakers – This individual should be a good speaker and be knowledgeable of the transportation industry. Often the Keynote Speaker is in a high level position with a state, county, or city department of transportation. He or she could also be an elected official with a keen interest in transportation. The desired person should be identified early and they should be contacted about dates and times of the Opening Session.
C. **Develop Technical Program Framework** – A basic framework should be developed for the technical program that includes:

- Number of Tracts
- Number of Presentations and Moderators
- Schedules

Typically, the Annual Meeting will have at least two concurrent tracts and sometimes three. **Table 2** depicts a typical technical session schedule. Appendix G includes samples of some recent technical programs schedules.

**Table 2. Typical Technical Program Schedule.**

<table>
<thead>
<tr>
<th>TIME</th>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-10:00 AM</td>
<td></td>
<td>******** Opening Session ********</td>
<td>**** Annual Business Meeting ****</td>
<td>Professional Development</td>
</tr>
<tr>
<td>Break</td>
<td></td>
<td>******** Break ********</td>
<td>8:30 - 11:30 AM</td>
<td></td>
</tr>
<tr>
<td>10:30 - 12:00 NOON</td>
<td>Session 1A</td>
<td>Session 1B</td>
<td>Session 1C</td>
<td>Session 3A</td>
</tr>
<tr>
<td>12:00-1:30 PM</td>
<td></td>
<td>******** ABD Sponsored Lunch ********</td>
<td>******** Lunch &amp; Traffic Bowl ********</td>
<td></td>
</tr>
<tr>
<td>3:30-5:00 PM</td>
<td></td>
<td>Traffic Bowl - Preliminary Rounds</td>
<td>Session 5A</td>
<td>Session 5B</td>
</tr>
</tbody>
</table>

* * Some Annual Meetings include a third tract, but some do not.

Deciding whether to provide two or three tracts will depend on technical session space availability and location relative to the other conference events, preferences of the LAC, and the number and diversity of abstracts received. The Technical Session Committee will need to work closely with the Hotel Arrangement Committee regarding space needs. There are usually three speakers for each technical session plus a moderator. As can be seen by the typical schedule shown above, there is usually five technical sessions, two on Monday and three on Tuesday. With two tracks, there would be a need for 30 speakers (2 tracks X 5 sessions X 3 speakers per session = 30 total speakers). Of course, some topics may generate more than one speaker. With 3 tracts, there would be a need for a minimum of 45 speakers.
6.18.2 Soliciting and Selecting Speakers for Technical Program

The expectation of most Annual Meeting attendees is to have high quality speakers presenting relevant topics with good graphics. The standard today is utilization of an electronic slide show that provides graphics to enhance and support the presentation.

A. Notification to Members Requesting Abstracts – A call for abstracts is made from the Technical Program Committee via email to members in September or October of the year before. The call for abstracts is also advertised in on the Southern District ITE web site. Recent annual meetings have also made it possible for people to submit their abstracts on their web site. Potential speakers are usually given about 4 to 6 weeks to submit an abstract. Shown below is an example of the call for abstracts. The abstract should be limited to one page and be formatted in a similar fashion to that which is shown below.

B. Reviewing, Selecting Abstracts, Grouping into Common Themes – Once the abstracts have been received, the Technical Program Committee will need to read and evaluate them. The evaluation should consider:

- How well the abstract is written
- How well the abstract conveys what the potential speaker’s topic is
- Does the presentation fit the Annual Meeting theme?
- Can the presentation fit into a session topic?

It is possible that the number or quality of abstracts will fall short of the minimum two tract, five session need for the Annual Meeting, or, that the number of quality abstracts exceeds the two tract requirement but falls short of the three tract requirement. In these cases several options exist including limiting some time periods to two tracts or soliciting more abstracts.
CALL FOR ABSTRACTS
Due January 15, 2010

The Virginia Section of ITE (VASITE) is currently accepting abstracts for the 2010 Southern District ITE Annual Meeting April 11-14, 2010
Portsmouth Renaissance Hotel, Portsmouth, VA

Presenting at the 2010 SDITE Annual Meeting is a great opportunity to:
• Share your ideas, knowledge, expertise, and innovations
• Network with a diverse community of transportation professionals
• Discuss current transportation issues and explore emerging trends
• Be recognized by peers and colleagues
• Advance your career

The theme of the Annual Meeting is:
Trails, Rails and Sails....Turning the Tide on Multi-Modal Transportation

The overall technical program has already been established, and consists of:
Four (4) Functional Areas
(Safety is included in each area):
• Planning
• Design
• Construction
• Operations

Within each of the four functional areas, five (5) Transportation Modes:
• Rails (Freight, Passenger, LRT, etc)
• Trails (Bike & Pedestrian)
• Ports
• Airports
• Roads (all types, intersections, etc.)

Based on the four functional areas and the five transportation modes, there will be twenty different presentation categories offered during the technical sessions, with a minimum of two presentations desired in each category to fill all of the technical sessions. So, when submitting your abstract, please be sure to indicate which Functional Area / Mode your presentation will address. Preferably, abstracts should consist of a brief description of the topic/presentation (not exceeding 250 words); however, a summary paragraph will suffice.

<table>
<thead>
<tr>
<th>Title of Presentation:</th>
<th>Abstract Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation Category:</td>
<td>Functional Area:</td>
</tr>
<tr>
<td>Person(s) Presenting:</td>
<td>Mode:</td>
</tr>
<tr>
<td>ITE Member:</td>
<td>No</td>
</tr>
<tr>
<td>Title:</td>
<td>Yes</td>
</tr>
<tr>
<td>Organization:</td>
<td></td>
</tr>
<tr>
<td>Complete Address:</td>
<td></td>
</tr>
<tr>
<td>Phone#:</td>
<td>Fax#:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

Please submit this form with your abstract by January 15, 2010 by either:
• Email (encouraged): jeff_minnix@urscorp.com
• Fax: 757-473-8214
• Snail Mail: Jeff Minnix; URS Corporation; 277 Bendix Road, Suite 500; Virginia Beach, VA 23452

Questions?
Contact Jeff Minnix at jeff_minnix@urscorp.com or (757) 499-4224
D. **Notifying Selected Speakers (Confirmation Letter)** – Once the abstracts have been evaluated and speakers selected, the Technical Program Committee must:

- Determine a tentative time slot and other speakers in the session.
- Determine a session title.
- Send a letter to the potential speakers notifying them of selection and indicate tentative time and date of session.
- Get Speakers to confirm that they can speak at the time and date of session.
- Tell speakers that are going to attend the SDITE Conference that they need to pay the registration fee.

E. **Notify Individuals who’s Abstracts were not used** – This should be done in a timely manner with a gracious letter expressing appreciation for submitting the abstract.

6.18.3 **Keynote Speaker**

About six months before the Annual Meeting, the keynote speaker should be selected and contacted to determine if he or she is interested. The Opening Session brings excitement and sets the tone for the conference. Getting a good keynote speaker is important, one who can build on that excitement, one who is knowledgeable of the transportation profession, and one who can inspire and motivate an audience. His or her keynote speech should last approximately 45 minutes. Once the potential keynote speaker agrees to speak at the Opening Session, the Technical Committee and LAC will need to carry out several other tasks. These include:

- Approve Topic of Keynote Speaker
- Confirm Time and Date of Opening Session
- Confirm Length of Keynote Speech
- Determine if Keynote Speaker will Need Visual Aids

6.18.4 **Final Planning Leading up to Annual Meeting**

There is a good chance that the technical sessions will have to be juggled around to accommodate last minute changes to speakers and/or their schedules. However, at this stage of Technical Program planning, the schedule needs to be set and kept in place to the
extent possible. The primary reason is that the preliminary technical program needs to be put on the web site with basic information about the theme, topics, and speakers. The “to do list” is as follows:

- Finalize Speakers, Times and Titles
- Get Bios for Speakers
- Ask speakers if they have special needs (e.g., a speaker system for audio or a need for internet access)
- Inform speakers about the procedure for checking in at the Annual Meeting.
- Inform the speakers about how and when they should submit their presentations electronically
- Send Thank You Letters to Speakers for Agreeing to Speak
- Develop a Preliminary Technical Program Document
- Put Technical Program on the Web Site
- Identify Potential Moderators and Request them for Sessions

For some annual meetings, the LAC chooses two formats for the technical program: a pocket size 3.5 X 8.5 inch version and a full size 8.5 X 11 inch version. Typically, the full size version contains more information and is in a larger font.

6.18.5 Last Tasks before Annual Meeting

A. Confirm Moderators and provide them with Instructions – Each moderator should be given:
   - Date, time, name, and location of their session
   - A bio of each speaker in their session
   - Instructions (See Appendix H for an Example)

B. Proofread and Print Technical Program – Proofreading is extremely important and should be done by several people who pay close attention to details. The Technical Program Committee should pay very close attention to the spelling of names. The proofreading should be done at several stages of the program development. Keep in mind that, what might seem to be an isolated change can ripple through the program and cause other sections to be incorrect.
C. **Obtain Room Captains** – Room captains are responsible for lights, counting session attendance, handling the wireless microphone during questions and answers, and handing out materials.

D. **Obtain Speaker and Moderator Gifts** – Consider obtaining the speaker gifts from International ITE store. A budget has probably been determined, so the gifts must be within the established amount.

E. **Identify Computer Techs to Help with Sessions** – Computer techs could double as room captains or be separate individuals. As the name implies, they should be computer savvy people that can troubleshoot problems that might arise during a technical session.

F. **How to Handle Professional Development Hour (PDH) Credit and PDH Forms** - SDITE Annual Meeting attendees can earn professional development hour credit when attending technical sessions and some of the technical tours. Included in Appendix I are examples of PDF forms from four SDITE annual meetings. In these examples each annual meeting treated the PDH certification differently. In the 2007 Annual Meeting, an attendee self-reporting process was used that did not require attendance verification from the session moderator or speakers. This method required the least effort for everyone. In 2008 attendees marked their attendance on a form provided by the LAC and their presence had to be verified by obtaining an Attendance Verification ticket. This required extra effort from the attendees, room captains, moderators, and perhaps the speakers. The 2009 PDH form and process was similar to 2008 except attendees had to get the moderator to initial an attendance sheet signifying their presence. In 2010 attendees filled out a form indicating which sessions they attended and submitted it to a Technical Session Committee member. That committee member subsequently forwarded the form to International ITE, and they created official PDH certificates that were mailed to the attendee. Appendix I contain a sample of the four methods described herein.

Each LAC should decide how they want to handle PDH credit and forms. State engineering boards may differ on their requirements in terms of verifying PDH credit. The 2010 Annual Meeting technique probably requires the most effort after the meeting,
but gives attendees a certificate that will pass the scrutiny of most, if not all professional engineering boards. The 2008 and 2009 procedure requires effort after the session, however submitting a form initialed by the moderator or verification tickets would likely be acceptable by most engineering boards. The 2007 procedure is more of an honor system, so attendees would likely have to produce backup documentation if they are audited by an engineering board.

G. **Determine the Number and Type of Ribbons for the Speakers** – Speaker ribbons are typically red and have the word Speaker on them.

6.18.6 **Technical Paper Competition Winner**

SDITE’s student technical paper winner is always invited to present his or her paper during one of the technical sessions.

6.19 **Technical Session Arrangements**

The Sessions Arrangement Committee is responsible for the technical session operation during the Annual Meeting. Good planning prior to the meeting by the Technical Program Committee will allow things to run smoothly during the Annual Meeting.

6.19.1 **Miscellaneous**

Obtaining the right equipment is one of the most important tasks to accomplish while planning for the annual meeting. Generally, computers and projectors can be supplied by members of the LAC whereas screens, microphones, and the sound system are supplied by the hotel. The hotel will provide projectors but the cost may be more expensive than if LAC members provide them.

Every technical session room will need a computer and projector, so if two sessions are running concurrently, then two of each will be needed. In the SDITE opening session, business meeting, and annual banquet two large screens and two projectors are needed, but only one computer is required.
There are special hardware needs to run the Traffic Bowl contest; please refer to the Traffic Bowl section of this chapter for a detailed description of these.

6.19.2 Equipment

Other items to consider when planning for the technical sessions include door prizes for the technical sessions and the need for internet connections in each room. Session arrangement planning should begin approximately six to nine months before the annual meeting.

6.20 Technical Tours

Technical tours are not required but most cities have some features of technical interest often related to transportation or engineering in general. Past Annual Meetings have featured technical tours such as: traffic operation control centers, site visits of high-profile projects, major manufacturing plants, airports, stadiums/ballparks, etc.

6.20.1 Brainstorming of Potential Sites

Technical tours can vary widely from the time to location. The Technical Tour Subcommittee should identify a variety of options for technical tours within a relatively short distance of the hotel via walking or a short bus ride. Local traffic engineering/ITS departments should be consulted to determine potential tours and/or their interest in hosting such an event. State DOT staff could also provide insight of potential tours which may include major projects that may be unique to the host city. Also, a listing of major manufacturing facilities that are known to provide good access and information should be considered. Consideration should be given to locations for which continuing education (PDH/CEU) hours can be given.

6.20.2 Take Tour in Advance

Members of the Technical Tour Subcommittee should participate in the tour ahead of time to determine whether the tour is interesting and fits within the timeframe that may be allotted.
for the tour during the Annual Meeting. This will also assist with determining if there are constraints or obstacles that may prevent some attendees from participating (e.g., too much walking, non-ADA compliant, too long of a tour, etc.), or if the room for a presentation or tour needs to be improved (poor lighting, acoustics, etc.). This will also assist with determining the logistics of transporting people to the location and determine if it is within a reasonable distance. Based on prior experience, another benefit of taking the tour in advance will be to determine if there are security issues with the tour (e.g., background checks, badges, driver’s license scans, etc).

6.20.3 Finalize Details for Booking

If necessary, a list of one or more technical tours should be presented to the LAC for discussion. The number of tours (e.g., one each day or two concurrent tours) should be discussed. Once a decision is made, the tour(s) should be booked as appropriate. The timing of the tour is critical; therefore, the exact date and times of the tour should be provided to the LAC chair to ensure it is properly noted in the overall meeting schedule.

If a contract is needed to book a tour (possible but not likely), the contract will need to be signed by the SDITE President and can be coordinated through the LAC Chair(s).

6.20.4 Preparing for Technical Tours

There may be limitations on how many attendees can actually attend the tour. The limitations may be a result of transportation, capacity of the facility, etc. Transportation should be coordinated with the LAC Transportation Subcommittee as the rental of buses or vans could be an issue.

Depending on the time of day of the tour, lunch may be required to be provided (i.e. if the tour falls during the lunch hour and/or is not possible to obtain lunch prior to departure). Box lunches are typically provided on the Monday of the Annual Meeting. Coordination with the ABD who sponsors the lunch and the Hotel Arrangements Subcommittee responsible for meals is required. If the tour occurs during Tuesday of the Annual Meeting arrangements will need to be made with the Hotel Arrangements Subcommittee to provide meals during the tour.
6.20.5  Costs

A cost per person is not uncommon and is recommended as it: 1) helps subsidize the cost of the tour and; 2) puts a financial commitment to the attendee which decreases the likelihood of not showing up for the tour.

If transportation is a cost, consider walking if possible. However, be mindful of the delay that walking may incur as tour attendees will want to get back to the meeting.

6.20.6  Tour Descriptions

The Technical Tour Subcommittee should prepare both a detailed and a summary description of the tour. The descriptions should be proofread by an independent person to ensure clarity, grammar, and other potential mistakes. Pictures of the site may be an option, but are not required. The descriptions should be added to the meeting website which requires coordination with the LAC Website Subcommittee.

A handout or other summary materials with pertinent information about the tour subject or facility along with a name, phone number and email contact for participants to follow up or say thank you should also be provided.

6.20.7  Registering for Tour

As noted, adding a cost for the tour (even if a nominal amount) is recommended. Coordination with the LAC Website and Registration Subcommittee should be conducted to allow attendees to register for the technical tour(s) as part of the registration process. No fees should be collected at the desk. A ticket should be provided during the on-site registration. Attendees will also have the ability to register for the tour on-site assuming there is space available for that tour – that is a decision to be made by the LAC Chair and the LAC Registration chair. A list of who has signed up should be kept by the Technical Tour Committee Chair to note who will be attending and who should be returned to the meeting.
6.20.8 Promoting the Tour

Sufficient mention of the tour on the registration materials, on the website, at the registration table, in the program, on signs throughout the conference and during the opening remarks/welcome address is also desirable, especially if the pre-registrations are slow. Too often the tours do not get the visibility and attention they deserve to make them fully viable or to have a worthwhile experience. Coordination with the LAC Website and Registration Subcommittee as well as the Signs Subcommittee and the LAC Chair is also needed for this.

6.21 Traffic Bowl

This section addresses issues and considerations related to the Traffic Bowl component of the Annual Meeting. The Traffic Bowl was established as a means to promote student involvement within the Southern District as well as to distribute scholarship funds to deserving students. The Traffic Bowl is modeled after the game show Jeopardy but only one round is played with final Jeopardy. Each Section within the Southern District may send a team (composed of three players and an alternate) with up to three teams competing at a time. If there are an uneven number of teams, only two may compete at a time. The preliminary rounds are held on Monday afternoon of the Annual Meeting with the final round held during lunch the following day (Tuesday).

6.21.1 Coordination with Students

At least one week prior to the event, the names/teams of the students participating will be provided to the LAC. This ensures proper time allotment and round determination. Also, the state name placards will be obtained from the previous Annual Meeting, checked to make sure all teams have one and are in good shape (i.e., not torn, creased, etc).

6.21.2 Coordination with SDITE Traffic Bowl Chair

The current SDITE Traffic Bowl Chair should be consulted at least six months prior to the SDITE Annual Meeting to determine if there are special needs.
6.21.3  Coordination with Registration Subcommittee

Coordination with the LAC Registration Subcommittee is very important.

Traffic Bowl ribbons that are attachable to the name tags will be obtained and distributed to the students.

A registration waiver for each team will be completed prior to the Annual Meeting. The liaison for the Traffic Bowl from the Southern District is to coordinate with the Traffic Bowl committee Chair to ensure these are completed and all requirements are being met. Alternates for the Traffic Bowl teams are not provided free registrations.

The final round on Tuesday requires a color-coded ticket for entrance for the audience members. These need to be obtained prior to the Annual Meeting and included in the registration packets.

6.21.4  Room Requirements

A sizable room is required for both rounds of the Traffic Bowl. The preliminary round must have ample space to accommodate the stage from which the contestants are placed as well as row seating for the audience able to accommodate approximately 150 viewers. Judges (typically special guests) should be given a Judges table. The final round occurs during lunch; therefore the room should be setup with the same stage and layout for the contestants, though the audience portion now consists of round tables that can accommodate approximately 250 people.

A separate holding room is required for the preliminary rounds for the contestants waiting for their round. The holding room should include refreshments (water, soda, light snack) for the contestants. The holding room should be located away from the main Traffic Bowl competition but near restrooms.
6.21.5 Audio Visual Requirements

For both the preliminary round and the final round during lunch, the following audio/visual needs are required:

- Screens (or a suitable surface for projections) – Multiple screens will be required to allow for the students to view questions as well as the audience to see the questions.
- Laptops – These are required for running the contest and must be pre-loaded with the question format.
- Sound System – A sound system must be available to project questions and answers within the space of the contest.
- Microphones – Multiple microphones are required for the contest. At a minimum, three are needed for the contestants and one for the moderator.
- Specialized Equipment – Some specialized equipment is required such as buzzers and buzzer lights, and a secure storage space should be provided for this equipment.
- Flip chart for keeping score.

6.21.6 Other Considerations

- The LAC Traffic Bowl Chair should coordinate with the SDITE President to determine who the judges will be for the competition. They are typically the current International officers in attendance (President, Vice President, Past President) and the two international Vice President candidates.
- ABD provides the ‘big check’. The LAC Traffic Bowl Chair should coordinate with the ABD/ABD Liaison to ensure the check is brought to meeting.

6.22 Transportation

The Transportation Committee has the responsibility to plan and provide all of the transportation necessary to accomplish the various tour activities. In addition, this committee will supervise the use of official cars, if provided.
6.22.1 Identify Transportation Requirements

A. Activities and Venues – There are a number of activities, events and venues that will generate the need for transportation for the Annual Meeting. At least a year from the beginning of the Annual Meeting, the LAC should have some ideas of the transportation needs for the meeting and the Transportation Committee should begin determining the transportation resources that may be available to support those needs. Events and activities that typically require transportation are:

- Technical tours offsite from the meeting facility
- Spouse/Guest tours and activities
- Golf tournament
- ABD party
- Special guest transportation to/from the airport

B. Transportation Resources – The Transportation Committee should poll the LAC and contacts in the community to determine the potential resources that they may consider to meet the needs of the Annual Meeting. Among these resources may be:

- Local transit agency/authority (public transportation systems) for buses
- Local bus rental and tour companies for buses and vans
- Rental/leasing companies for vans
- Governmental agencies supporting the meeting with vans
- Individuals on the LAC who may own a van

Of course the individual events and the size of the number of persons to be transported will determine the most appropriate and efficient vehicle to satisfy the transportation needs for the events.

6.22.2 Considerations for the Use of Various Types of Vehicles

A. Buses - Sometimes the public transportation system can supply buses more readily and inexpensively (sometimes free) than private “Grey Line” type bus companies. Most bus...
company rates specify a minimum fixed charge for the first one or two hours plus an additional charge per hour and per mile. Usually there is an additional charge if the bus is to be air-conditioned and/or have a public address system. Be sure you give the bus company all tour information before requesting a quotation. The bus company may need to know whether you are crossing state or municipal lines and/or toll bridges. Be sure to have an understanding as to the type and quality of the bus to be provided. Usually “getting rid of” a bus while children or spouse/guests are in a 2-hour or even a 4 to 6 hour visit is uneconomical. This is because the initial cost for hiring a bus is sufficiently high, which offsets “waiting time”. The committee should determine if the bus company has a policy concerning tipping of bus drivers so a tip can be factored into the budget for transportation should a tip be customary. A good clear-sounding public address system will be desirable to inform guests about the points of interest and areas through which the bus is passing and is almost mandatory for “driving” type tours. Check for adequacy before tour. Typically, a bus company cannot give an exact quotation until you have furnished a list of all tour requirements. This master bus schedule will include the number of people, types of passengers, beginning and ending point, intermediate stopping points and hours for each proposed bus trip. The bus company can then analyze this information and provide accurate cost information.

B. Vans – If the size of the group needing transportation is small enough, the transportation requirement(s) may be satisfied by the use of one or more 14-15 passenger vans and/or minivans. This option, if workable, may typically be less expensive than using a bus (es). Often these types of vehicles are available through local governmental agencies supporting the meeting. Using multiples of this type of vehicle allows some flexibility in case certain persons need to return to the hotel earlier should some problem arise or if a portion of the group desires to extend the length of a tour while others desire to return to the hotel. Again, group size will determine if this type of vehicle will satisfy the transportation needs of the event.
C. **Private Vehicles** – Certain individuals on the LAC and supporting the meeting may volunteer or make their personal vehicles available for transportation, particularly for shuttling special guests to/from the airport, running errands to facilitate the meeting and serve as back-up transportation on tours in case someone became ill or needed to return to the hotel during a tour. The LAC should secure a release of liability from the individual(s) and should obtain proof of insurance from the vehicle owner if private vehicles are used during the meeting for such purposes.

D. **Handicapped Passengers** – The committee should make sure the Registration Committee determines if there are any persons with handicap or special needs that will require special transportation to any of the events. Should such a need exist; the committee may elect to require the transportation provider to be able to accommodate such passengers. The alternate to this is to arrange for personal vehicle(s) to satisfy this need.

E. **Free Passes** – If circumstances permit, the LAC should try to secure free transit passes for local buses and/or trolleys to have available for attendees to use while visiting the host city.

### 6.22.3 Planning for the Specific Events

A. **Technical Tour(s)** – Once technical tour(s) have been determined, arrangements for the appropriate type and size of vehicle should be made. Here are some specific planning issues that must be addressed:

- Plans should include the transportation pick-up point at the hotel, parking location (if needed) for the vehicle prior to pick-up, the drop-off point(s) at the tour location and parking for the vehicle(s) during the tour.

- As mentioned earlier, the need for a public address system on the vehicle should be known in case there is information to be shared with the group while in route to/from the tour location, or during the tour if the group will remain on the vehicle during a portion of the tour.
• The committee should coordinate with the LAC sign committee to have signs prominently displayed at the pick-up point at the hotel.

• Announcements should be planned at the meetings prior to the tour to make sure the participants understand when and where to meet the transportation for the tour(s).

• Certain tours may have an admission cost or may be limited in the number of participants. If such is the case, arrangements should be made to have tour tickets prepared and placed in the registration packets or sold at the registration table as persons sign-up for the tour(s).

• Plans should be made to have a host on each vehicle to take-up tickets, make a head count to account for everyone and explain to the group any instructions they need to know during the tour from the time they leave the hotel until they return.

• The host should also be available to assist with the loading and unloading of elderly or handicapped tour participants. The host should be equipped with a cell phone so they can communicate with others should there be a need for assistance or should they encounter an unforeseen circumstance that needs to be communicated to others back at the hotel.

• Finally, detail plans, schedule and a map should be prepared for the host to provide the driver so he/she knows when and where to be and how to get there.

B. Spouse/Guest Tours – The spouse/guest program typically has offsite tours at least one day and sometimes both days. The group size is typically 40-60 persons, so a bus and sometimes an additional vehicle such as a van may be needed. Much of the same planning as outlined in the bullets above should be made. If a bus is used, special consideration should be made to have a separate smaller vehicle on the tour to accommodate elderly and/or handicapped participants or persons with medical conditions who may not be physically capable of participating in all the tour activities and may need to return to the hotel before the rest of the group. The Chair of the
Spouse/Guest Committee should be fully consulted by the Chair of the Transportation Committee to make sure all the transportation arrangements are fully coordinated prior to the beginning of the meeting.

C. **ABD Party Transportation** – If the ABD Party is to be held outside of the meeting hotel, providing transportation to the party location may be necessary. The same guidelines discussed above should be considered with ABD members serving as ticket takers. Eating arrangements may be considered at the party as a “tip” for the driver’s services. The ABD is responsible for paying for the transportation unless special considerations are necessary and arrangements are made with the LAC to cover the transportation expenses. This needs to be determined early-on so the Finance Chair can factor the expense into the Annual Meeting budget. The ABD should arrange with the Sign Committee for signs needed in front of each bus. A sign in the front window of the bus indicating number 1, 2, 3, etc., is recommended to identify individual buses. The ABD should arrange for bus captains who should have maps showing the exact route the bus is to follow. Do not be surprised if bus drivers become lost. The Transportation Committee should be aware of the venue location and help make sure that arrangements have been made for a suitable place to park both while loading at the hotel and after discharging at the ABD party site.

D. **Golf Tournament** – The golf tournament is a self supporting event. Traditionally, the participants have provided their own transportation to and from the golf course and the hotel. The Transportation Committee may want to coordinate with the Golf Tournament Chairman to determine if any special transportation arrangements might need to be made for special guests or persons who do not have a vehicle (flew in to the meeting) and may need transportation to/from the golf course.

E. **Special Guests** – The Transportation Chair should coordinate with the LAC Chair and the Chair of special guests to determine if transportation to/from the airport and during the Annual Meeting is needed. Careful coordination of these transportation needs should begin taking place 2-3 months prior to the meeting when the travel arrangements and plans for such guests begin to firm-up.
F. **Casual Tour Information** – Maps or brochures should be provided, which may list scenic points of interest and of walking tours within a reasonable radius of the hotel. Some commercial organizations such as the local hotel association, Hertz or Avis have pamphlets which describe locations of restaurants, beauty shops, theatres, historical sites, museums, department stores, antique areas, liquor stores, and a summary of local sporting events which you may obtain free or at a minimal cost. If such a booklet is not available, the committee should reproduce the most desirable of such information. The Transportation Committee could also sketch driving tours on local city maps, including the major expressway network or other interesting transportation features. The committee should be capable of arranging informal tours to special points of interest both of a historical and technical nature on individual request.

6.23 **Website**

The following information should help the Website Committee in planning for the Annual Meeting.

6.23.1 **Website Address**

The Annual Meeting website shall be “www.SDITEXXX.org” with the “XXXX” being the year of the event. The address will be secured by SDITE at the request of the LAC.

6.23.2 **Website Content**

SDITE is under contract with a website consultant, IIr Associates. The SDITE Webmaster can assist the committee with coordination with IIr to populate a standard template that SDITE has developed for the Annual Meeting. The intent of the template is to have a website created, and housed on the IIr server. Each LAC should have a webmaster that will be provided access to the IIr server for the template for that Annual Meeting. After IIr finalizes the template with SDITE, the intent of the template is to be “fill-in-the-blank” by the LAC webmaster. The template is a “content management system” using “cascading style sheets”, so IIr indicates that the webmaster would need to be familiar with this coding, but the code will have already been written.
The LAC webmaster would only need to add/change text, graphics, upload PDF’s etc. If desired, IIr could perform this webmaster function for additional cost. This cost should be identified during the budgeting stage of the Annual Meeting planning and monitored closely during the months and weeks leading up to the conference.

Costs for the server space (webhosting) is inclusive in the current SDITE contract, therefore the LAC would not have to pay anything for the server space.

The benefits of use of the template is consistency created for all future Annual Meetings, ease in archiving after the Annual Meeting, and (in theory) SDITE paying the extra $600+ (one time charge) to finish the template would allow all future LAC’s the ability to implement their respective websites each year at negligible cost to them.

IIr discourages significant format modification to the template (outside of text, graphics, and links) as this could create inconsistencies in user expectation for future Annual Meetings and could incur troubleshooting charges from IIr to SDITE.

The following information should be provided on the website as soon as the information becomes available but no later than 60 days prior to the start of the Annual Meeting:

- LAC Welcome Letter
- SDITE Welcome Letter
- On-line Registration and Mail-in Registration Form
- Hotel Information
- Spouse/Guest Program
- Technical Agenda/Program
- Technical Tour Details
- ABD Special Event
- Local Information
- Golf Outing Details
- Youth Activities
- Speaker/Moderator Information

All information should be available on the website at least 60 days prior to the start of the Annual Meeting.
It is critical that the website be kept current. The website committee should coordinate continuously with the other LAC committees to make sure the latest information is posted.

6.23.3 Website Availability

The website committee should be accessible to interested parties no later than the 1st of January of the year of the meeting. Technical and Spouse/Guest Program should be available no later than 60 days prior to the meeting.

6.23.4 On-Line Registration

On-line registration should be available through the website. The on-line registration should be setup to accept credit card payments through PayPal or another similar service. The registration process should allow users to provide planning information on event attendance in order to assist the LAC committees with planning the conference.

The website must be setup to change seamlessly between early and late registration costs.

It is recommended that on-line registration end one week prior to the start of the meeting to allow the Registration Committee time to develop registration packets for each registrant.

6.24 Welcome Reception

This function usually occurs prior to the opening of the hospitality rooms on Sunday evening of the Annual Meeting. Its purpose is to give the general membership an opportunity to renew acquaintances with old friends and meet new ones. The reception room should be in a location that is convenient for members to precede to the hospitality rooms.

- The reception arrangements will be worked out with the hotel staff prior to the meeting as part of the contract negotiations.

- The room used for the Welcome Reception should be of suitable size to accommodate a large percent of the members and spouses that

  Light hors d'oeuvres on buffet tables should be enough food since ABD hospitality suites are open following the welcome reception.
are registered. The LAC should consider scattering small tables (short ones for sitting and tall ones for standing) and chairs throughout the room.

- Color-coded tickets are required to participate in the Welcome Reception. Two ticket takers per door are desirable.

- Usually buffet tables with hors d’oeuvres are provided. Sometimes waiters circulate the room with trays of food. There is no need to purchase a large quantity of food because the reception is only one hour long and the ABD hospitality suites open immediately after this event.

- Typically, 2 drink tickets are provided as a part of the registration package. However, the LAC should explore their options for drinks. At some hotels, the 2 drink per person cost is more than buying bottles and essentially not placing a 2 drink limit on attendees. The LAC will need to determine the number of bartenders so that everyone can be served adequately before the ABD hospitality rooms are open. A typical industry standard is one bartender per 75 guests.

- Some type of soft music may be desirable for the reception, depending on the room and budget. Arrangements should be made through the Entertainment Committee.

### 6.25 Youth Activities

Youth activities in recent Annual Meetings have been either a minor consideration or not even an option at all. Based on the past experience of those planning the Annual Meetings most participants do not bring children and if they do, they do not expect to have specific activities planned for them. Therefore, if youth activities are even offered, they are simple and do not require baby-sitters, meals, etc. In planning for youth activities at the Annual Meeting, there are just a few general points to remember.

First, determine the role of youth activities at the meeting. If offered, determine the specific activities for the youth and whether they will be located on-site or off-site. Develop a handout of information for the spouse/guest registration packet. This handout should include information for the meeting attendees that would let them know what local sites are
available that are children-friendly in addition to a description of any planned youth activities. If a specific youth activity is to be held, determine the food/supplies needed for different age groups. If you need a place on the hotel campus to accommodate youth activities, coordinate with the Hotel Committee to secure a suitable location in the hotel. Also, arrangements for adequate transportation for planned activities off-site must be made and coordinated through the Transportation Committee.
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Chapter 7: During the Meeting

7.0 During the Meeting Checklist

<table>
<thead>
<tr>
<th>ITEM</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ABD</strong></td>
<td></td>
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<tr>
<td>Place the ABD registration table near the general registration table</td>
<td></td>
</tr>
<tr>
<td>Make sure attendees know about hospitality rooms</td>
<td></td>
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<tr>
<td>Attendees should be encouraged to visit the ABD exhibit area on Monday</td>
<td></td>
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<tr>
<td>The number of ABD exhibitors tables need to be confirmed</td>
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<tr>
<td>The ABD box lunch requires a ticket, which is typically in the registration package</td>
<td></td>
</tr>
<tr>
<td>The ABD party on Monday night also requires a ticket</td>
<td></td>
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<tr>
<td>Transportation to/from the ABD party needs to be confirmed</td>
<td></td>
</tr>
<tr>
<td>Confirm that the room and refreshments are in place for the Tuesday ABD business meeting</td>
<td></td>
</tr>
<tr>
<td>Thank the ABD for their generous support of the Annual Meeting</td>
<td></td>
</tr>
<tr>
<td><strong>Banquet</strong></td>
<td></td>
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<tr>
<td>Review the banquet room layout four hours before it starts</td>
<td></td>
</tr>
<tr>
<td>Confirm that the A/V equipment is working for the banquet and next year’s Pitch</td>
<td></td>
</tr>
<tr>
<td>Secure the SDITE awards from the Awards Committee</td>
<td></td>
</tr>
<tr>
<td>The prizes given out by next year’s LAC need to be placed in a secure place</td>
<td></td>
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<tr>
<td>A minimum of two ticket takers need to be placed at the banquet hall doors</td>
<td></td>
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<tr>
<td>Remember to count the number of attendees for record purposes</td>
<td></td>
</tr>
<tr>
<td><strong>Entertainment</strong></td>
<td></td>
</tr>
<tr>
<td>Welcome Reception music - verify no problems</td>
<td></td>
</tr>
<tr>
<td>Greet local dignitary</td>
<td></td>
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<tr>
<td>Greet minister for opening session</td>
<td></td>
</tr>
<tr>
<td>Greet color guard for opening session</td>
<td></td>
</tr>
<tr>
<td>Coordinate with color guard the order of events and route from back to front of room</td>
<td></td>
</tr>
<tr>
<td>Greet National Anthem singer for opening session</td>
<td></td>
</tr>
<tr>
<td>Officers Reception music - verify no problems</td>
<td></td>
</tr>
<tr>
<td>Banquet music during meal - verify no problems</td>
<td></td>
</tr>
<tr>
<td><strong>Finance</strong></td>
<td>Frequency</td>
</tr>
<tr>
<td>Coordinate with registration chairman daily walk-up registrations</td>
<td>daily, hourly</td>
</tr>
<tr>
<td>Pick-up cash and check receipts from registration table at noon and end of the day</td>
<td>daily, noon and late afternoon</td>
</tr>
<tr>
<td>Prepare daily cash receipts report and deposit slip(s)</td>
<td>daily, after registration closes</td>
</tr>
<tr>
<td>Prepare summary financial update report for the LAC Chair</td>
<td>daily, after registration closes</td>
</tr>
<tr>
<td>Deposit cash and check receipts from previous day</td>
<td>daily, morning the following day</td>
</tr>
<tr>
<td>Manage petty cash box</td>
<td>daily, as needed</td>
</tr>
</tbody>
</table>
Dispense meal funds to volunteer workers (if needed)  daily, as needed
Audit hotel/meal tickets for services received each day to insure correct charges daily, as needed

### Golf

- Provide directions to golf course
- Make sure everyone has transportation to/from golf course
- Verify players have paid/registered
- Handle walk-up registrations
- Reset golf teams
- Make sure enough food has been ordered
- Determine winners
- Distribute prizes
- Be back by start of SDITE Executive Board meeting
- Announce winners at ABD event

### Hotel Arrangements

- Make sure the VIPs get the correct rooms
- Make sure that the correct number of comp rooms are provided
- Confirm the location and time of all events
- Make sure the right people get suites
- Monitor guest room minimums
- Compare meeting registration with hotel registration to assure that SDITE is given room credit
- Keep track of LAC room keys
- Make sure that LAC and members are adhering to hotel policy regarding affixing items to walls
- Make sure that tables are provided for registration
- Coordinate audio visual equipment needs
- Verify that room details of banquet event orders are met
- Verify that signs are in place - directions, registration, tour pick up, and technical

### Meals/Breaks - at hotel

- Establish meal guarantee for each function
- Confirm meal numbers
- Count number of actual meals served and compare with guarantee
- Arrange for ticket collectors at the doors to events
- Collect all tickets for meal events and compare with hotel count
- Count attendance at all meal events and compare with hotel count
- Confirm location of meal functions
- Confirm room set-up for all social and technical functions
- Put any special decorations on tables at meals
- Provide guidance on location of breaks
- Make sure that breaks are timely and have the amount and type of refreshments Requested
- Confirm that the meals are as requested by the LAC in terms of type and quantity
- Address last minute special meal requests
- Address any last minute menu changes
- Provide guidance regarding Annual Banquet head table
<table>
<thead>
<tr>
<th>Task</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make sure that an adequate number of bartenders and servers are provided</td>
<td></td>
</tr>
<tr>
<td>Gather unused and paid for bottled and canned drinks</td>
<td></td>
</tr>
<tr>
<td>Review and sign off on hotel bill</td>
<td></td>
</tr>
<tr>
<td><strong>Miscellaneous Field Tours (optional and typically done on Saturday)</strong></td>
<td></td>
</tr>
<tr>
<td>Obtain most recent attendee list from Registration Chair</td>
<td></td>
</tr>
<tr>
<td>Verify that there are coordinators available for each field tour</td>
<td></td>
</tr>
<tr>
<td>Ensure that maps and directions are readily available</td>
<td></td>
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<tr>
<td>Ensure someone is available to answer questions as necessary</td>
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<tr>
<td>If a driving tour, collect cell phone numbers of all drivers to avoid getting folks lost</td>
<td></td>
</tr>
<tr>
<td>Provide cell phone number of coordinator in case trouble surfaces</td>
<td></td>
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<tr>
<td>If applicable, keep in communication with special transportation companies to ensure timely arrival</td>
<td></td>
</tr>
<tr>
<td>Ensure that prizes/gifts are available if being used for field tour</td>
<td></td>
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<tr>
<td><strong>Officers Reception</strong></td>
<td></td>
</tr>
<tr>
<td>Assign two people to take tickets to Officers Reception</td>
<td></td>
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<tr>
<td>Meet with entertainment at least 30 minutes before reception starts</td>
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<tr>
<td>Work with Hotel Chair to ensure appetizers and drinks match what was ordered</td>
<td></td>
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<tr>
<td>Verify that the number of bartenders match the number guaranteed by hotel</td>
<td></td>
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<tr>
<td>Ensure that adequate seating and tables exist in reception area</td>
<td></td>
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<tr>
<td>If necessary, make sure signage exists to get folks from reception to banquet</td>
<td></td>
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<tr>
<td><strong>Opening Session</strong></td>
<td></td>
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<tr>
<td>Arrange parking for political dignitary</td>
<td></td>
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<tr>
<td>Welcome local dignitary, Color Guard, minister, and National Anthem singer upon each one’s arrival</td>
<td></td>
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<tr>
<td>Provide verbal schedule/order of events to local dignitary, minister, Color Guard and Singer</td>
<td></td>
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<tr>
<td>Direct local dignitary, Color Guard, minister, and singer to where needed</td>
<td></td>
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<tr>
<td><strong>Printing/Signs/Graphics</strong></td>
<td></td>
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<tr>
<td>Verify signs are in place at the time needed</td>
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<tr>
<td><strong>Public Relations – external</strong></td>
<td></td>
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<tr>
<td>Take photographs of award winners that can be sent to their local newspaper</td>
<td></td>
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<tr>
<td><strong>Public Relations – internal</strong></td>
<td></td>
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<tr>
<td>Not an issue as meeting is underway</td>
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<tr>
<td><strong>Registration</strong></td>
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<tr>
<td>Put up signs to show where registration is within the hotel</td>
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<tr>
<td>Set-up several computers and printers available for walk-up registrations in room next to desk</td>
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<tr>
<td>Make sure internet connection works for the online registration</td>
<td></td>
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<tr>
<td>Place name tags of early registrants on table alphabetically</td>
<td></td>
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<tr>
<td>Place registration packets/bags next to table</td>
<td></td>
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<tr>
<td>Have petty cash available</td>
<td></td>
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<tr>
<td>Have extra tickets and name badges ready for walk-up registrations</td>
<td></td>
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<tr>
<td>Give registration volunteers cell phone numbers of LAC Chairs in case of questions</td>
<td></td>
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<tr>
<td><strong>Special Guests</strong></td>
<td></td>
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<tr>
<td>Provide airport pickup - if needed</td>
<td></td>
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<tr>
<td>Special requests</td>
<td></td>
</tr>
</tbody>
</table>
Meet guests at registration
Costs complimented - assumes late registration
Confirm special identification for guests/VIPs
Keep in contact throughout meeting
Take to airport for return - if needed

### Sponsorships
- Make sure sponsor signs are posted
- Provide a sponsor ribbon for every company member (optional)
- Verbally acknowledge company sponsors (optional)

### Spouse Activities
- Confirm spouse/guest hospitality room is set-up and supplied per contract with hotel daily, first thing
- Confirm breakfast arrangements per contract with hotel or outside location daily, first thing
- Confirm transportation for tours daily, afternoon before tour
- Collect color-coded tickets each day daily as needed
- Manage loading of spouses/guests departing hotel and venues to account for all Participants
- Confirm arrangements at outside ventures daily, afternoon before
- Confirm arrangements with presenters/speakers for hotel activities daily, afternoon before
- Brief spouses/guests on the activities for each day and determine if there are any special needs that need to be accommodated daily, before start of programs
- Stay on schedule
- Take a group photograph
- Have extra vehicles to take spouses/guests back earlier

### Technical Program
- Make sure speakers are present
- Make sure presentations are loaded on laptop
- If table tent names used, make sure they are in place
- Place bios for session on podium
- Place “To Do” list on podium
- Have speakers gifts near or at podium
- Provide information about PDH forms
- Distribute door prizes (optional)

### Technical Session Arrangements
- Make sure room is set-up as needed
- Make sure equipment works
- Make sure presentations are loaded on laptop
- Have personnel available for equipment problems
- Count attendance at beginning, middle and end of session
- Explain process for PDH credit

### Technical Tours
- Confirm transportation for tours
- Announce sign-up location, if not preregistered
- Announce pick-up location
<table>
<thead>
<tr>
<th><strong>Traffic Bowl</strong></th>
<th></th>
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<tbody>
<tr>
<td>Collect color-coded ticket</td>
<td></td>
</tr>
<tr>
<td>Manage loading of members departing hotel and venues to account for all Participants</td>
<td></td>
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<tr>
<td>If eating lunch in route, make sure enough lunches are packed</td>
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<tr>
<td>Stay on schedule</td>
<td></td>
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<tr>
<td><strong>Transportation</strong></td>
<td></td>
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<tr>
<td>Confirm transportation for ABD event</td>
<td></td>
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<tr>
<td>Confirm transportation for technical tours</td>
<td></td>
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<tr>
<td>Confirm transportation for spouse/guest tours</td>
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<tr>
<td>Fix any problems that arise regarding transportation</td>
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<tr>
<td><strong>Website</strong></td>
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<tr>
<td>Need ability to do on-site registration for walk-ups</td>
<td></td>
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<tr>
<td><strong>Welcome Reception</strong></td>
<td></td>
</tr>
<tr>
<td>Assign two people to take color-coded tickets for Welcome Reception</td>
<td></td>
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<tr>
<td>Meet with entertainment at least 30 minutes before reception starts</td>
<td></td>
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<tr>
<td>Work with Hotel Chair to ensure appetizers and drinks match what was ordered</td>
<td></td>
</tr>
<tr>
<td>Verify that the number of bartenders match the number guaranteed by the hotel</td>
<td></td>
</tr>
<tr>
<td>Ensure that adequate seating and tables exist in reception area</td>
<td></td>
</tr>
<tr>
<td><strong>Youth Activities</strong></td>
<td></td>
</tr>
<tr>
<td>Verify that youth activity information is available in registration packet</td>
<td></td>
</tr>
<tr>
<td>Verify that food/supplies for youth program are readily available</td>
<td></td>
</tr>
<tr>
<td>If applicable, keep in communication with special transportation companies to ensure timely arrival</td>
<td></td>
</tr>
<tr>
<td>If babysitter is requested, setup babysitter with parents needing the service</td>
<td></td>
</tr>
<tr>
<td>Ensure that the parent’s signature sheet exists for the youth or nursery room</td>
<td></td>
</tr>
<tr>
<td>Ensure hours of operation for the youth and nursery rooms are posted</td>
<td></td>
</tr>
<tr>
<td>Verify that adequate help/assistance exists for the nursery room</td>
<td></td>
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</tbody>
</table>

### 7.1 Associated Business Division

The Associated Business Division (hereafter abbreviated “ABD”) consists of members, firms, or other groups who are affiliated or individuals of the Southern District. Members of this group are usually active in the Local Arrangements Committee and in other technical aspects of the Annual Meeting.
Traditionally, there are three events the ABD conducts: (1) Hospitality rooms by some of the ABD members following the Welcome Reception on Sunday night; (2) an ABD exhibit on Monday starting after the opening session of the meeting including a box lunch; and (3) the ABD party on Monday night. In addition to these events, ABD is responsible for the registration of ABD members during the meeting.

The ABD Liaison Chair coordinates the ABD registration process, hospitality rooms, the ABD exhibits and the ABD party. The ABD Liaison Chair will serve as the key contact for all items and events related to the ABD during the meeting.

The following are key points for consideration and guidance for the ABD registration and the three ABD events during the meeting.

7.1.1 Registration

Place the ABD registration table near the general registration table to facilitate general registration and ABD registration and reduce questions and confusion about ABD registration. Often, ABD members will come to the general registration desk to register and then forget to go to the ABD registration desk to register there as well if it is located far from the main registration desk. Or, they may go to the ABD registration desk first and forget to go to the general registration desk if the two are located far from each other.

7.1.2 Hospitality Rooms

As guests arrive at registration, they should be encouraged to visit the hospitality rooms following the reception. Handouts with the location of the hospitality rooms should be given to the guests so that they can find them easily. Directional signage in the hotel would also be helpful.

Guidelines for the Hospitality Rooms have been established over the years to assist in the execution of the hospitality rooms by the ABD members. These considerations were
mentioned in the guidance provided for the planning of the hospitality room arrangements and applicable guidelines are provided here again as guidance during the Annual Meeting while the hospitality rooms are being conducted.

A. **Hotel Arrangements Committee** – The Hotel Arrangements Committee and the ABD Liaison Committee shall assist the ABD members in conducting their hospitality rooms.

B. **Conduct of Hospitality Rooms** – All hospitality rooms open during the time of the Annual Meeting shall be conducted in the best taste. ABD members hosting hospitality rooms are responsible for making sure adequate hosts/hostesses are on duty during the hospitality room hours to ensure there is no disorderly conduct that might disturb nearby guests in the hotel.

C. **Announcements** – Announcements of the time or place of hospitality room activity sponsored by the ABD members shall be made only on lists or signs approved by the Local Arrangements Committee, or through individually addressed notices left in the attendees’ hotel mail boxes or by personal contact. No signs shall be posted in the lobby, in hotel corridors, or in hotel elevators by individual organizations supporting hospitality rooms unless an approved bulletin board has been provided for this purpose. A master listing of hospitality rooms is usually setup by the Local Arrangements Committee at the Registration Desk.

D. **Raffles, Contests, etc.** – No drawings, raffles, or prize contests shall be conducted in the hospitality rooms. Gifts or favors distributed in the rooms shall be small, in good taste, and equally available to all in attendance.

E. **Handbills and Products Literature in Hospitality Rooms or in ABD Display Area** – No handbills or product literature of any description will be distributed except in the sponsor’s rooms or in the ABD Display area. At no time will any commercial materials be permitted on the registration desk or in any of the meeting rooms. (The exception is the literature offered in conjunction with an ABD scheduled meeting presentation in that meeting room).
F. **Failure to Abide by Rules** – The Hotel Arrangements Committee along with the ABD Liaison Chair will be responsible for policing adherence to these hospitality room rules. If there is failure to abide by rules established for hospitality rooms, such failure will be called to the attention of the ABD President and the Southern District Executive Board, including those failures which the committee is able to correct at the time, as well as those which cannot be corrected.

7.1.3 **ABD Exhibits**

On Monday following the opening session, the ABD typically hosts an exhibit area to allow the ABD to interact with the meeting attendees and to display their products and services. As guests arrive at registration on Monday, they should be encouraged to visit the ABD vendor booths. The following considerations are helpful during this activity:

A. **Exhibit Areas** - The ABD Liaison Chair shall coordinate with the hotel and the Hotel Arrangements Committee during the meeting to confirm the number and arrangement of tables and electrical drops that were agreed upon during the planning of the meeting. The exhibitors should not be surprised by these costs when they arrive to set-up their exhibits.

B. **Storage** - A location near the exhibit area must be made available by the hotel for the storage of early-shipped displays. The ABD Liaison Chair and the Hotel Arrangements Chair should confirm with the hotel that arrangements to provide an appropriate storage location in the hotel have been made.

C. **Posters** – Display the ABD membership in the exhibit area.

D. **Refreshments and Meal** – The lunch should require a ticket in order to account for the number of meals served and to prevent attendees who are not entitled to a meal (due to their type of registration) from receiving a meal for which they did not pay. The LAC is responsible for placing the meal ticket in the registration packet if the registrant is entitled to the ABD exhibit area lunch meal. The Hotel Arrangements Committee is responsible for
organizing the serving of the food and collecting tickets as the meals are served (break refreshments are usually covered in the general meeting registration).

E. **ABD Party Tickets** - Members need to be told to exchange color-coded tickets at lunch for the ABD event on Monday night.

### 7.1.4 ABD Party

Traditionally the ABD hosts one evening of planned, but not elaborate, entertainment for Monday night. All of the arrangements have been planned prior to the ABD party but there are several items that need to be considered during the ABD party.

A. **Transportation** – If the venue for the party is off-site, arrangements for transporting the attendees may be necessary. Coordination with the Transportation Committee Chair is critical to provide effective transportation to and from the ABD party. The time for loading of buses or other transportation modes shall be printed in the program along with the location of the loading and a representative from the transportation committee should be on hand to help coordinate the bus operations.

B. **Tickets** – Certain registrations for the meeting are entitled to tickets to attend the ABD Party. The LAC is responsible for placing a ticket for the ABD party in the appropriate registration packets. The ABD may choose to collect these tickets at the party or may exchange the LAC prepared tickets for tickets they prepare for their own purposes to conduct the party.

C. **Announcements** – Announce the golf winners at the ABD party.

### 7.1.5 Other Considerations

A. **ABD Business Meeting** – The ABD typically conducts a membership business meeting on Tuesday morning. The Hotel Arrangements Chair should confirm that all necessary arrangements have been made for the ABD business meeting and that the room is set-up properly on Tuesday morning.
B. **Traffic Bowl** – Provide assistance, as needed, with the Traffic Bowl.

C. **Thank You to ABD** – Thank the ABD for their generous support of the Annual Meeting during the banquet.

7.2 **Annual Banquet**

The following information should help the Hotel Arrangements Committee in coordinating the Annual Banquet on the last night of the Meeting.

7.2.1 **Four Hours Prior to Banquet**

The day of the banquet the Hotel Arrangements Committee should review the banquet room layout as early as possible. The committee should verify the layout is per the banquet event order and that the microphone and any requested audio/visual equipment works. If there is a head table, verify that the number of seats matches the request of the SDITE President. If the head table is on risers, determine whether a ramp is necessary to accommodate special needs. Centerpieces should be placed on each table if not provided by the facility.

The Hotel Arrangements Committee should coordinate with the SDITE President to determine the number of Past International and SDITE Presidents in attendance at the Annual Meeting. "Reserved" placards should be placed on enough tables in the front center of the room to accommodate the VIPS and their guests.

7.2.2 **Two Hours Prior to Banquet**

At least two hours prior to the start of the banquet, the Hotel Arrangements Committee in conjunction with the Audio/Visual Committee should coordinate with the following year’s LAC Chair(s) to setup the equipment for their “Pitch.” A place for door prizes for the “Pitch” may be needed as well. Most “Pitches” include a video presentation. Throughout the banquet, except when the “Pitch” is being given, the photographer may want to show a slide show of photos taken throughout the Meeting.

During this time, the Hotel Arrangements Committee should also arrange to collect the awards from the SDITE Awards committee and place them near the head table or podium.
The awards should be kept out of sight until time for presentation. The LAC executive team should provide the Banquet programs. These programs should be placed at each seat during this setup period.

7.2.3 At the Start of the Banquet

Five minutes prior to the start of the banquet, a minimum of two volunteers should be placed at the doors into the banquet room to collect event tickets as attendees enter the room. The LAC committee for the following year’s Annual Meeting may also want to station people at the doors to hand out raffle tickets for drawings that will be held during the “Pitch.” After everyone is seated, the Hotel Arrangements Committee should count the seats taken. This information will be used by future LAC’s for future planning purposes.

7.3 Entertainment

The Entertainment Committee has the responsibility of providing music and/or entertainment at the Welcome and Officers’ Receptions, the Opening Session and the Annual Banquet. At this point, the Entertainment Committee has already selected and made arrangements for the various types of entertainment and guests. Its activities should be coordinated with those of the ABD who may be providing entertainment for the ABD Party.

A small committee is adequate for this work. However, its members should have had some experience with arranging for orchestras, entertainment acts, and guests.

7.3.1 Welcome and/or Officers’ Reception and Banquet

Typically, some type of soft music has been provided during these receptions and the banquet. During the meeting, committee members should coordinate with the entertainers to determine if there is any special equipment or arrangements they may need at the location of the reception, and communicate those needs with the Hotel Committee and the appropriate hotel staff. The committee should also confirm with the entertainers the
beginning and ending times of the reception(s) or banquet and determine the time the entertainers need to arrive on site to be set-up and ready to start their entertainment at the scheduled time. The committee should also offer appropriate assistance to the entertainers to get their equipment unloaded and moved to the entertainment site.

7.3.2 Opening Session

Typically, there are several entertainment activities that the committee should coordinate during the opening session of the annual meeting. Persons involved are usually: a local dignitary and/or a keynote speaker, a local minister who is offering an invocation, a color guard for the flag ceremony, and a singer for the National Anthem.

A. Dignitary/Keynote Speaker (guests) – The guests may be one and the same or two different individuals. A designated committee person (host) should contact them the day before the opening session and confirm their appearance and the expected time of arrival. The host should be at an agreed upon location to greet the guest(s) at their expected arrival times. The guests should be given the cell phone number of the host in case some unexpected situation should arise the morning of the opening session so the host will know if there is a problem.

B. Minister – The host should likewise contact the selected minister or person who is scheduled to deliver the opening session invocation to confirm his/her appearance and expected time of arrival. The host should greet the minister, make sure he/she knows where to sit, and provide them with a copy of the program for the session.

C. Color Guard – The host should contact the designated representative of the color guard to confirm their appearance and expected time of arrival. The color guard should be encouraged to arrive in plenty of time to check the layout of the room and rehearse their routine for presenting the flags as part of the opening ceremony. The order of the ceremony should be covered by the host so the color guard will know when to begin their presentation of the colors.
D. **Singer** – The host should contact the singer of the National Anthem the day before the session and confirm they know where and what time to be at opening session. If any recorded music is needed, the host should coordinate that with the hotel and audio visual committees. The host should greet the singer at a designated time and place and communicate the order of the opening ceremony so the singer understands when he/she should begin singing the National Anthem as part of the flag ceremony.

7.4 **Finance Committee**

This section addresses issues and considerations related to the Finance Committee during the Annual Meeting.

The Finance Chair is responsible for all tasks included in this section. If the Finance Chair is not directly responsible for the Registration Committee’s work, then he or she must have a close liaison with the Registration Committee Chair to ensure a smooth flowing registration procedure and accounting for all funds.

7.4.1 **Coordination with Registration Chair**

The Finance Chair must coordinate with the Registration Chair to account for daily walk-up registrations as well as any other registration issues involving a financial transaction. This should be done hourly during peak hours with a summary at the end of each day.

The Finance Chair and Registration Chair should both be aware of individuals that have traditionally been provided gratis registrations (or at least have been considered for gratis registration) before and during the meeting. The annual meeting budget should identify proposed gratis registrations. SDITE Board approval of the Annual meeting budget will also confirm their agreement of the gratis registrations. See also Section 6.14.6 on page 6-53. This typically includes:

A. **ITE International** – Invited official representatives of International ITE.

B. **Vice President Candidates** – Both International VP Candidates
C. **SDITE President**

D. **Traffic Bowl Contestant** – Students participating in the SDITE Traffic Bowl Competition. There may be up to nine (9) three (3) member teams. Each Section is required to submit the names of the approved Traffic Bowl contestants to the meeting Registration Committee prior to registering the students.

E. **Honorary Member** – Honorary Members of ITE as provided by the SDITE Secretary-Treasurer to the Local Arrangements Committee. In recent years this group has not been given gratis registration.

F. **Non-members** – Non-members who are importantly contributing to the success of the meeting as approved by the Executive Board in consultation with the LAC Chair(s).

G. **Program Participant** – Program participants (speakers) who are not members of the SDITE.

### 7.4.2 Pick-Up Cash and Check Receipts

The Finance Chair should pick-up cash and check receipts from the registration table at noon and at the end of the day for each day of the conference.

### 7.4.3 Prepare Daily Cash Receipt Reports

The Finance Chair should prepare a cash receipt report and deposit slip(s). This should occur after registration closes each day.

A typical report of this nature is shown in the Appendix E. Such a report may be used to ensure that each day’s receipts and expenditures balance.

### 7.4.4 Prepare Financial Update

The Finance Chair should prepare a financial update report summary each day for the LAC Chair(s) each day after registration closes.
7.4.5 Deposit Cash/Checks

The Finance Chair should deposit cash and check receipts either late in the afternoon or in the morning of the following day.

7.4.6 Manage Petty Cash Box

The Finance Chair should manage the petty cash box as needed.

7.4.7 Manage Gratis Event Tickets

The Finance Chair may provide gratis event tickets to important program participants who are not members of the District. This should be done in consultation with the LAC Chair(s). The LAC Chair(s) may also wish to grant free tickets to members of the news media as recommended by the Public Relations Committee.

7.4.8 Dispense Meal Funds to Volunteer Workers

Almost all workers are going to be unpaid volunteers. Many of these people will not be either Southern District ITE members or their spouses. They may be employees from a Southern District ITE member’s office. Volunteer workers who are not Southern District ITE members should be given meal cost allowances. Some Annual Meeting LAC Chairs have provided meal function tickets for the day the volunteer is to work or full registration for volunteers who will work during the entire Annual Meeting. Some have authorized Committee Chairs to pay for coffee or soft drinks for their Committee members and volunteers. Each Committee Chair is responsible for such petty cash authorizations and a firm policy on these matters should be established prior to the Annual Meeting. Also, some Annual Meeting Chairs have provided tour and meal tickets for local spouses who have helped with the Spouses’ tour and have also provided free registration and event and meal tickets for local spouses who have helped with all of the spouses’ activities.

All meal tickets, etc. should be agreed upon by the Finance Chair/LAC Chair(s).
7.4.9 Audit Hotel/Meal Tickets

The Finance Chair will work with the Hotel Arrangement Committee Chair to ensure that the charges from the hotel are legitimate. The hotel/meal tickets for services received each day should be audited to insure correct charges.

7.4.10 Refund

A refund policy should be established and upheld. This will be to the discretion of the LAC Chair(s) and Finance Chair. This policy should be posted on the website and registration form. As a general guideline, the LAC should consider providing a full refund six weeks or more before the conference, half refund for three to six weeks before the conference, and no refund between the start of the conference and three weeks prior to the start. Special circumstances that may arise with registrants should be evaluated on a case-by-case basis.

7.4.11 Payment to Hotel and SDITE

The hotel will provide a detailed invoice and expect payment within approximately two weeks after the Annual Meeting concludes. The invoice should be reviewed by the Finance Chair as well as the Annual Meeting Chair(s). If the invoice is approved, a check should be written to the hotel. Keep in mind that the final check that zeros the checking account balance should be written to SDITE, and should cover the initial advance (usually approximately $3,500) plus any leftover monies not used.

7.5 Golf

This section addresses activities and considerations related to the golf tournament during the Annual Meeting. Specifically, this section includes important considerations during the meeting.
7.5.1 Before Golf Tournament

Below are several items that should be handled just prior to the golf tournament:

- Provide directions to the golf course for those playing in the golf tournament.
- Make sure everyone has transportation to and from the golf course.
- Verify that all players have paid and registered to play in the golf tournament.
- Be prepared to handle walk-ups (i.e., know if spots are available, receive payment, reset teams, etc.).
- Confirm that enough food has been ordered.

7.5.2 During Golf Tournament

Below are a few items that should be handled during the golf tournament:

- Have someone roam the course and take pictures.
- Determine winners of tournament and any contests (i.e., closest to the hole, longest drive, etc.).
- Distribute prizes.

7.5.3 After Golf Tournament

Finally, there are a couple items that should be handled after the golf tournament:

- Make sure the group is back prior to the beginning of the SDITE Executive Board meeting.
- Announce winners at the ABD event on Monday night.

7.6 Hotel Arrangements

During the Annual Meeting the Hotel Arrangements Chair, along with the LAC Chair(s), is the primary liaison between the Conference Hotel personnel and the various SDITE Annual Meeting committees.
7.6.1  Pre-Meeting: Tour/Review

In the day or two preceding the beginning of the Annual Meeting, the Hotel Arrangements Chair should arrange for a meeting with the Conference Hotel staff person to review the final meeting arrangements and schedule. Other LAC Chairs should be invited to attend this meeting to familiarize themselves with the hotel facilities and assigned venues for the various Annual Meeting events. The Hotel Arrangements Chair should confirm with the Conference Hotel as to when the LAC may begin utilizing the “LAC War Room”. The earlier the War Room can be occupied the better so that Annual Meeting supplies, gifts, and equipment may be transferred from off-site to the Conference Hotel.

7.6.2  Pre-Meeting: Saturday Activities

Annual Meeting attendees may begin arriving at the Conference Hotel on Saturday in preparation of events scheduled for Sunday morning and early Sunday afternoon. The Hotel Arrangements Committee should provide “Welcome Packets” to the hotel registration desk to be distributed to those attendees arriving on Saturday afternoon/evening. The Welcome Packet should include a welcoming note from the LAC Chair(s), schedule of events for Sunday with designated meeting locations, local map of the area, and a listing of nearby restaurants and churches.

The Hotel Arrangements and LAC Chairs should be available Saturday afternoon/evening to monitor VIP attendee arrivals to ensure they are provided their suites as previously arranged. VIP Welcome Baskets/Gifts may be placed in the assigned guest suites or stored at the hotel registration desk to be provided to the VIP’s at check-in. The hotel will usually advise as to which arrangement is preferred.

7.6.3  Annual Meeting Day 1: Sunday

The Hotel Arrangements Committee members should be on-site early to be available to advise the Conference Hotel personnel on any facility or technical set-up issues that may arise. Two key areas that need to be ready for use on Sunday morning are the Annual
Meeting registration area and ABD Exhibitor registration and exhibit area. The Annual Meeting attendee registration area should be equipped with electrical power outlets and internet access. The Hotel Arrangements Committee should verify that both electrical power and internet access is present and operating.

The ABD Exhibitor registration area is typically convenient to the exhibit hall and separate from the meeting attendee registration area. The Hotel Arrangements Committee should coordinate with the ABD registration personnel and verify that the ABD Exhibitor registration tables are in place and located as requested. In addition, the exhibit hall booth/exhibitor areas should be checked to ensure the areas have been setup by the hotel staff as requested.

Prior to the scheduled opening of the registration areas, SDITE Annual Meeting signage should be in place to direct attendees to the registration area. Additional signage to be placed on this first day may include Golf Tournament, Executive Board Meeting, Welcome Reception, ABD Hospitality Suites, and related directional signage.

In the early afternoon, the Hotel Arrangements Committee should confirm that the meeting space designated for the SDITE Executive Board Meeting has been setup as requested including any audio/visual needs, snacks, and beverages.

Following the conclusion of the Executive Board Meeting the Hotel Arrangements Committee should confirm the Welcome Reception area has been prepared and setup as requested. The committee is responsible for arranging for volunteers (one stationed at each entrance to the reception area) to take tickets from each attendee as they arrive. Tickets are used later to confirm attendance numbers and compare with the hotel estimated reception attendance. The Welcome Reception should end promptly at the designated time so that meeting attendees may make their way to the ABD sponsored Hospitality Suites. Assistance of the hotel staff may need to be sought in closing down the beverage stations at the requested time.

The ABD Committee is responsible for Hospitality Suites setup and food/beverage arrangements. The Hotel Arrangements Committee should check with the ABD Committee to ensure hotel policies on time restrictions and noise levels are adhered to.
7.6.4 Annual Meeting Day 2: Monday

Meeting areas that need to be ready first thing on Monday morning are the Registration Area, Officers Breakfast, Spouse/Guest meeting room and breakfast, and Continental Breakfast area for the meeting attendees. The Hotel Arrangements Committee should confirm with the hotel personnel that the respective rooms/areas are setup prior to the designated time and the meals will be ready as requested.

Signage to be placed may include Technical Sessions, Spouse/Guest meeting room, Technical Tour meeting location, ABD Exhibit Hall, and related directional signage.

The Annual Meeting Opening Session room arrangements should be confirmed early in the day and audio/visual needs verified and tested prior to the start of the session. Additional items to ensure are in place are the individual section/state signage to identify specific locations for each section to be seated for the annual “roll call”.

During the Opening Session, the Hotel Arrangements Committee should verify that the morning break area is setup and snacks/beverages are supplied. The morning and afternoon breaks on Monday are typically located in the ABD Exhibit area. Directional signage may be needed if the Break area is not adjacent to the Technical Session rooms.

At the conclusion of the Opening Session attendees will be encouraged to visit the ABD Exhibit area for the morning break. At this time the Hotel Arrangements Committee should confirm that all signage related to the various Technical Session meeting rooms are in place. Committee members should also check with the assigned Technical Session Committee members for each session room to ensure that all is well in each meeting room.
Lunch accommodations are typically setup in or adjacent to the ABD Exhibit area. The Hotel Arrangements Committee should coordinate with the hotel to ensure they provide the appropriate setup for the box lunches and that the lunches will be ready at the designated time. The LAC should provide members to take up lunch tickets from attendees as they enter the exhibit hall.

The first round of the Traffic Bowl Scholarship Challenge is typically held during the afternoon Technical Sessions. A member of the Hotel Arrangements Committee should be available to work with the Traffic Bowl Committee and hotel personnel to ensure all technical needs (power, A/V, and screen placements) are provided by the hotel as previously arranged.

Following the afternoon Technical Sessions, the evening entertainment and dinner is provided and arranged by the ABD. The ABD Event is typically held at an off-site venue with all arrangements taken care of by the ABD.

7.6.5 Annual Meeting Day 3: Tuesday

Many of the tasks performed on Monday are repeated for Tuesday.

Meeting areas that need to be ready first thing on Tuesday morning are the Registration Area, Section Breakfasts, Spouse/Guest meeting room and breakfast, and the morning Coffee Break area for the meeting attendees. The Hotel Arrangements Committee should confirm with the hotel personnel that the respective rooms/areas are setup prior to the designated time and the meals will be ready as requested. The Section Breakfasts may or may not be held on-site.

Signage to be placed may include Technical Sessions, Spouse/Guest meeting room, Technical Tour meeting location, and related directional signage.

Lunch accommodations are held in conjunction with the finals of the Traffic Bowl Scholarship Challenge. The Hotel Arrangements Committee should coordinate early with the hotel personnel to

If the Section Breakfast is not at a restaurant, the means of payment will need to be worked out.

The Traffic Bowl lunch is very popular.
ensure the luncheon room setup is as planned and will be adjacent to the Traffic Bowl area. The meal should be served promptly so that the Traffic Bowl final round can be completed in the allotted timeframe. The Hotel Arrangements Committee is responsible for arranging for volunteers (one stationed at each entrance to the luncheon area) to take tickets from each attendee as they arrive. Tickets are used later to confirm attendance numbers and compare with the hotel estimated meals provided.

The evening events consist of the Officers Reception followed by the Annual Banquet. As with the other events, the Hotel Arrangements Committee should coordinate with the hotel personnel and confirm room set-up and meal arrangements. For both events the Hotel Arrangements Committee is responsible for arranging for volunteers to take tickets from each attendee as they arrive. Tickets are used later to confirm attendance numbers and compare with the hotel estimated meals provided. The Officers Reception should end promptly at the designated time so that meeting attendees may make their way to the Annual Banquet venue. Assistance of the hotel staff may need to be enlisted in closing down the beverage stations at the requested time.

Special items to consider and confirm prior to the time of the Annual Banquet is placement of the Head Table and podium, screens and audio/visual equipment, additional table(s) for door prize gifts, and ensuring Banquet programs have been placed at each place setting. The Hotel Arrangements Chair should establish with the hotel banquet staff if their personnel should continue to clear the tables after the official banquet program has begun or if the staff should cease clearing functions until after the program has concluded.

7.6.6 Annual Meeting Day 4: Wednesday

The fourth day of the Annual Meeting typically consists of the LAC Breakfast and Professional Development Seminar. The Hotel Arrangements Committee should make sure directional signage is in place to direct attendees to these two meeting areas.
A majority of the meeting attendees will be checking out of the hotel this morning. Hotel Arrangements Committee members should be available in the lobby to assist with any check-out issues that arise. Special attention may be needed with the VIP guest rooms that were to be “comped” by the hotel or to be paid on the Annual Meeting hotel account.

The Hotel Arrangements Chair should ensure that the left-over supplies and equipment stored in the LAC War Room has been packed up and removed from the hotel. Trash should be gathered up and placed at a designated location for removal by hotel staff.

The LAC and Hotel Arrangements Chairs should contact the hotel conference staff to return all room keys and hotel provided equipment and to conduct a preliminary reconciliation of the Annual Meeting account.

### 7.7 Meals and Breaks

During the Annual Meeting the Hotel Arrangements Chair and Committee are the primary parties responsible for coordinating with the Hotel Banquet Staff on all Annual Meeting Meals and Breaks.

#### 7.7.1 Pre-Meeting

The Hotel Arrangements Chair is responsible for confirming meal, food, and beverage guaranteed numbers with the Hotel Banquet Staff, typically three days in advance of the start of the Annual Meeting.

#### 7.7.2 General Tasks

The Hotel Arrangements Committee is responsible for a number of common tasks related to Meal and Break activities during the Annual Meeting. Meal and Break related tasks are:

- Confirm location, time, and food and beverage menu of each meal and break function with the Hotel Banquet Staff prior to the scheduled time for the event/function.
• Confirm room set-up for all social and technical functions prior to the scheduled time for the event.

• Place any special decorations on tables or assist other committees in doing the same.

• Arrange for ticket collectors at the doors to the ticketed events to collect the appropriate meal ticket from Meeting attendees as they enter the event. Collected meal tickets are counted and compared to the hotel meal count for each event. Typical ticketed events include: Welcome and Officers Receptions, ABD Lunch, Traffic Bowl Lunch, and Annual Banquet.

• Count attendance at all meal events and compare to the hotel meal count for each event. A sample data collection sheet is provided in Appendix J.

• Address any last minute special meal requests or menu changes with the Hotel Banquet Staff.

• Confirm that the agreed upon number of bartenders and servers are provided.

• Gather unused and paid for bottled and canned soft drinks and deliver to LAC “War Room”.

• Review and sign off on related meal and break items on hotel bill.

The Hotel Arrangements Committee should count attendance at all meal events and compare to the Hotel count.

During breaks, be prepared to decide if more food or beverages needs to be put out than originally contracted. Refer to Chapter 7 Section 7.6 (During the Annual Meeting – Hotel Arrangements) for additional Meal/Break event information.
7.8 Miscellaneous Field Tours

This section addresses activities and considerations related to miscellaneous field tours that may be part of the Annual Meeting. Specifically, this section includes important considerations for activities during the meeting.

As previously noted, such field tours are arranged by the LAC to present different offerings to attendees before or after the actual Annual Meeting (i.e., Saturday, Sunday, or Wednesday afternoon).

Continual coordination should be made with other LAC Chair and other LAC committees as appropriate.

7.8.1 Obtain Most Recent Attendee List

The Field Tours Leader (or Chair) should obtain the most recent attendee list from the Registration Chair. This will serve as a checklist to ensure that everyone is accounted for that intended to participate.

7.8.2 Verify Coordinators are Available

The Field Tours Leader (or Chair) should verify that there are coordinators available for each field tour. The coordinators should be aware of:

- Time to meet
- Location to meet
- The overall timeline of the tour (or event)

7.8.3 Communication and Maps/Directions

Communication with attendees is critical. Helpful hints include:

- Ensure someone is available to answer questions as necessary.
- For a driving tour, collect cell phone numbers of all drivers to avoid getting folks lost.
• Provide cell phone number of the coordinator in case trouble surfaces.

• If applicable, keep in communication with the transportation companies to ensure timely arrival. Consider obtaining the phone number of the bus company/driver.

• Ensure that maps and directions are readily available.

7.8.4 Collect Money

The Field Tour Leader (or Chair) should determine if money is to be collected at the time of the tour. Most folks prepaid for this event. The Budget Committee Chairman should be consulted if money is to be exchanged.

7.8.5 Prizes/Gifts

If prizes/gifts are to be distributed, the items should be brought along for the tour.

7.9 Officer’s Reception

The reception is a social time that immediately precedes the Annual Banquet and is referred to as the Office’s Reception. Traditionally the Officer’s Reception is held for the one hour prior to the Annual Banquet. The Officer’s Reception is open to all paid registrants, both full registrants and partial registrants that paid for that day. The reception usually includes an open bar and may include light appetizers, heavy d’oeuvres are not necessary.

• The reception arrangements will be worked out with the hotel staff prior to the meeting as part of the contract negotiations.

• Color coded tickets are required for entrance to the Officer’s Reception. Typically there are two people stationed at the entrance to collect the tickets for admission.

• Typically two drink tickets for the reception are provided as part of the registration package. However the LAC may explore their options for serving drinks and drink limits. At some hotels, the 2 drink per person cost is more than buying bottles and essentially not placing a 2 drink limit on attendees. The LAC will need to determine
the number of bartenders so that everyone can be served adequately in the one hour period. A cash bar is provided for attendees to purchase additional drinks and that bar is usually kept open through the banquet time.

- The reception should be scheduled in a room or foyer adjacent to but not in the room in which the Annual Banquet is to be held. The room or space should be large enough for mingling and the LAC should consider scattering some seats and both short tables for sitting and tall tables for standing.

- Some type of music or entertainment may be desirable for the reception. Arrangements should be made through the Entertainment Committee.

### 7.10 Opening Session

The following information should help the Hotel Arrangements and Technical Session Committees in coordinating the Opening Session on the morning of the first full day of the Meeting. The purpose of the session is to welcome attendees to the meeting and the host City and/or State.

#### 7.10.1 Room Setup

The room should be setup theater style. Most conference registrants will attend this session, so the room should accommodate the number of people registered for the conference plus some walk-ins. A raised head table should be provided to accommodate all people in the agenda. Section logo boards should be placed strategically around the room to show the attendees where to sit with their appropriate section. If a video is going to be shown during the session then multiple screens should be setup so that all attendees can see the screens.

Hotel Arrangements Chair(s) should confirm the room setup one hour before the start of the session. The audio visual setup should be checked, and verified as functioning, one hour prior to the session. Everyone should be seated at the head table five minutes prior to start of the session.
7.10.2 Agenda

The following is a typical agenda for the opening session. Copies of the agenda should be placed on each seat 30 minutes prior to the start of the session. The agenda should be coordinated between the Technical Session Chair(s) and the current SDITE president.

- Call to Order (SDITE President)
- Welcome/Announcements (SDITE President or LAC Chair(s))
- Invocation
- Presentation of Colors
- Pledge of Allegiance
- Welcome Remarks (Mayor, Governor, Local VIP, etc.)
- Roll Call of States (SDITE President)
  - Alabama (Section President or District Representative)
  - Deep South (Section President or District Representative)
  - Georgia (Section President or District Representative)
  - Kentucky (Section President or District Representative)
  - North Carolina (Section President or District Representative)
  - South Carolina (Section President or District Representative)
  - Tennessee (Section President or District Representative)
  - Virginia (Section President or District Representative)
- Keynote Address (Person of LAC’s choosing)
- ITE’s President’s Message (ITE International President or his/her representative)
- SDITE President’s Opening Remarks (SDITE President)
- Adjournment (SDITE President)

The session should be no longer than 90 minutes, and speakers should be given a time frame to work within this limit. Overestimate the time that each speaker will use when developing the agenda. Announcements should include information that is needed by all attendees including, but not limited to, changes to the schedule, requirements to turn in tickets for ABD event, where refreshments will be served during breaks, etc.
7.11 Signs and Graphics

The following information should help the Signs and Graphics Committee in performing their required elements during the Annual Meeting.

7.11.1 Saturday

All signs needed for the conference should be staged in a secure location within the conference facility. The committee chairs should provide the signs and the tripods needed for the duration of the conference.

Signs should be placed at the front entrance of the facility welcoming attendees and directing them to the registration area. A schedule of events for the day should be placed for attendees review.

7.11.2 Sunday

All signs should be placed at least one hour prior to the opening of registration. The placed signs should include the schedule of events for the day and location of exhibit hall, welcome reception and spouse/guest room. A sign with hospitality room locations can be placed within the exhibit hall or in a location that is not visible to the general public. Half an hour prior to the start of the hospitality suites, signs with the names of each sponsoring ABD company should be placed outside of the individual hospitality suites.

7.11.3 Monday

All signs should be placed at least one hour prior to the opening of registration. The placed signs should include the schedule of events for the day at the Registration Area. In front of each room used during the conference should be a sign identifying its use. Signs should be provided for Opening Session, Technical Sessions (can be by individual session or for the entire day of sessions), Spouse Room, Traffic Bowl Contestant Room, Exhibit Hall, sponsors, Breaks and Lunch. Signs should also be provided to direct people to pick up locations for Technical Tours and ABD Event.
7.11.4 Tuesday

All signs should be placed at least one hour prior to the opening of registration. The placed signs should include the schedule of events for the day at the Registration Area. In front of each room used during the conference should be a sign identifying its use. Signs should be provided for Business Meeting, Technical Sessions (can be by individual session or for the entire day of sessions), Spouse Room, Traffic Bowl Contestant Room, Exhibit Hall, Breaks, Lunch, Officers Reception, Annual Banquet, and Section Breakfasts (if necessary). Signs should also be provided to direct people to pick up locations for Technical Tours.

7.11.5 Wednesday

All signs should be placed at least one hour prior to the opening of registration. The placed signs should include the schedule of events for the day at the Registration Area. In front of each room used during the conference should be a sign identifying its use. Signs should be provided for the LAC Breakfast and Continuing Education events.

7.12 Public Relations: External

No external PR occurs during the meeting.

7.13 Public Relations: Internal

The following information should help the Public Relations Committee in performing their required elements during the Annual Meeting.

7.13.1 Photography

The PR committee chairs should select a photographer to photograph all events held during the meeting. Photographs of the award winners and the winning Traffic Bowl team should be taken so that they can be provided to ITE National and the winner's local paper (if requested) for publication.
7.14 Registration

This section addresses registration during the Annual Meeting. Registration is one of the first experiences that an attendee will have during the meeting; therefore, making the registration process easy and free of stress should be the goal of the Registration Committee.

7.14.1 Set-up/Hours

The registration table/area should be set-up and ready to go by 12:00 PM on Sunday of the Annual Meeting. Other recommended hours:

- Sunday: Registration desk should be open and staffed until 6:00 PM to capture attendees going to the Board Meeting as well as the Welcome Reception and ABD Hospitality Suites.

- Monday: Registration desk should be open by 7:00 AM remaining until 5:00 PM.

- Tuesday: Registration desk should be open by 7:00 AM remaining until 11:00 AM.

7.14.2 Staffing

The registration desk should be staffed with enough help to handle a small wave of attendees. Attendees will not like standing in line waiting to register as there are plenty of other things they would prefer to do. A minimum of 4 staff should be available during anticipated heavy arrivals while a minimum of 2 staff should be available at any time. Often, the local visitor’s bureau may provide a staff member for a specified amount of time.

One suggestion would be to provide a full crew of people to work a straight four-hour shift at the desk. This would require three crews with one member of the Finance Committee assigned to each crew to actually handle the cash box. Each of the Finance Committee Members should have the number of the last ticket he has sold for any function. This will allow closer control for ticket distribution and cash handling.
The ABD Liaison or designee should also be present at the registration desk to handle ABD member registration.

7.14.3  Signage

Signs should be in place at key locations in the hotel to show where registration is within the hotel. This may include near the hotel registration desk as well as near the elevators (if hotel permits).

7.14.4  Technology

The technology at the registration desk has become an increasingly important aspect of registration. At least two computers (laptops) should be setup with internet access and the latest registration numbers. In addition, two computers (laptops) with internet access should be available for walk-up registration as many attendees will wish to use a credit card. In addition, at least 2 printers should be onsite to allow for printing of receipts and name badges. The internet connection should be checked periodically to ensure that there are no glitches.

7.14.5  Name Badges

Name badges (for pre-registrants) should either be placed alphabetically on the table or alphabetically in a box for easy access.

7.14.6  Registration Packets/Bags

Registration packets or bags should be placed next to the table and readily available during the registration process. If special bags or gifts are made for the spouses, this should be marked and the registration workers aware of the difference in the gifts.

7.14.7  Petty Cash

Petty cash should be available for incidentals throughout the meeting. This should be coordinated with the Finance Chair, but kept out of sight at the registration table.
7.14.8  **Walk-up Registration**

Extra meal/drink tickets and name badges should be available for walk-up registration. If possible, the name badges should be printed in the same manner as pre-registrants to keep consistency. Name badges should not be handwritten if possible.

7.14.9  **Communication**

Communication with the LAC Chair, Registration Chair, and the workers at the registration desk is critical. All registration volunteers should have the telephone number of the LAC Chair, Registration Chair, Finance Chair, Hotel/Meals Chair, and Website Chair.

7.14.10  **Information/Message Center at Registration Desk**

Consideration should also include:

A. **Local Information** – There should be a desk in the registration area manned by knowledgeable local personnel who may supply information, maps, brochures, tour guides and other data which will help the registrants, spouses, children, and guests enjoy free time while they are in your city. At some Annual Meetings, the Spouses' Committee or the Publicity and Promotional Committee has prepared a booklet which supplies spouses and registrants with information concerning theatrical performances, hairdressing establishments, and the prime sightseeing locations as well as sporting events, selected restaurants and other useful information to guests in the city.

B. **Message Center** – In addition to the message desk, a bulletin board may be used for messages. A procedure should be established so that the Message Center Clerk knows what to do when an “emergency” message is received at the hotel. This procedure should be understood by hotel switchboard personnel, as well as the people in the Local Arrangements Committee room who may receive such information.
7.15 Special Guests (VIPs)

The Chair of the Special Guest Committee must know who the special guests are that will be attending the meeting and when they are expected to arrive. The Chair should speak with each guest to determine if they need transportation assistance to the meeting site from the airport or driving directions. The Chair should also inquire about any other special needs the guest may have. The Chair should meet the special guest at the meeting registration area to help the person through the registration (no registration fees are charged to special guests). The Chair should keep in contact with the guests during the meeting to see if they have other needs. Finally the Chair should determine if transportation assistance back to the airport is needed.

7.16 Sponsorship

The Sponsorship Committee Chair should check to be sure sponsor signs are posted throughout the meeting. The Chair should check with the sponsors to be sure they received the sponsor ribbon for their badges. The Chair should also remind the LAC Chair and District President to thank the sponsors verbally during meeting activities.

7.17 Spouse/Guest Activities

During the Annual Meeting the Spouse/Guest Activities Chair is responsible for all details and considerations of the Spouse/Guest program. At the beginning of each day’s activities the Chair should convey to the attendees the day’s itinerary and determine if there are any special needs that need to be accommodated. The Spouse/Guest Activities Chair and Committee Members should facilitate the loading/unloading of the attendees at the hotel and each destination. The program must stay on schedule so that attendees are able to return to the hotel in the afternoon and have time to “ready” themselves for the evening’s events.
7.17.1  Spouse/Guest Gifts

The Spouse/Guest Activities Committee is responsible for making arrangements to have the Spouse Welcome/“Goodie” Bags delivered to the Conference Hotel prior to the beginning of the Annual Meeting. Coordinate with the LAC Chairs to arrange a time to deliver and store bags and gifts in the LAC WAR room. The Welcome/“Goodie” Bags are typically distributed to Spouse/Guest Attendees at registration.

7.17.2  Spouse/Guest Hospitality Room

The Hotel Arrangements Chair will advise as to the location of the Spouse/Guest Hospitality Room. The Hospitality Room is typically available to Spouse/Guest Attendees throughout the day to provide a gathering place for those choosing not to attend the organized activities.

The Hospitality Room may also serve as the designated Spouse/Guest Meeting Room in which the Spouse/Guest Breakfast and other activities are planned. The Spouse/Guest Chair should ensure that the Hospitality Room has been prepared as planned each morning and that snacks/beverages have been provided, if applicable. Contact the Hotel Arrangements Committee if the room/snacks/meals are not as planned.

7.17.3  Breakfast Arrangements

In the past, the Spouse/Guest Activities begin each day with an organized breakfast. Depending on the activities planned for the day the breakfast may consist of light, “grab and go” type offerings to be enjoyed while traveling to the day’s first destination or a Continental Breakfast to be enjoyed at the Conference Hotel. For a Continental Breakfast at least two or three local spouses should be assigned as servers or room attendants with one person being available at the door to collect Breakfast Tickets. Tickets are customarily required in order to control attendance; however, the tickets are supplied to registered spouse/guests at no additional cost. The servers should also be available to answer questions concerning the day’s activities and schedule. The Spouse/Guest Breakfast also typically provides the opportunity to distribute Spouse/Guest Gifts to the attendees.
7.17.4  **Transportation**

Transportation for the various Spouse/Guest Activities should be confirmed daily, ideally during the afternoon of the day before. Consideration should also be given to providing extra vehicles, in addition to the main form of transportation, available to transport any guest(s) wishing to return to the hotel early.

**Extra vehicles should be available to transport spouse/guest that needs to return early to the hotel.**

7.17.5  **Tour Arrangement**

The Spouse/Guest Activities Chair should confirm daily, ideally during the afternoon of the day before, tour arrangements with the various venues and/or event locations. The Chair should inquire of any changes to the venue or route to the venue that may have occurred since original arrangements were made.

7.17.6  **Group Photograph**

Arrangements should be made at either the hotel or at one of the offsite venues to have a group photograph taken of the Spouse/Guest Attendees.

7.18 **Technical Program**

During the Annual Meeting the Technical Program Committee is responsible for all details and considerations related to the Technical Program Speakers and Session Moderators.

7.18.1  **Speaker Presentations**

A list of Speakers who have not provided an electronic version of their presentation should be provided to the Registration Desk prior to the opening of the Meeting Registration. This list will enable the Registration Personnel to assist in gathering the remaining presentations from the

**Registration Personnel should have a list of speakers that have not submitted an electronic version of their presentation.**

**Moderators should be given an advanced copy of speaker bios.**
Speakers as they check-in for the Meeting. Speaker presentations should be provided to the Technical Sessions Committee to be loaded on the appropriate laptops for use during the Technical Sessions.

7.18.2  Speakers and Moderators

The Technical Program Chair should be available during registration times to welcome Speakers to the Meeting and to determine if they have any last minute needs that need to be accommodated. If the Speakers have not provided an electronic copy of their presentation this would be the time to obtain a copy or make arrangements to obtain a copy prior to their assigned session time.

Sessions Moderators should be contacted prior to their assigned session to ensure they know when and where to report for their assigned session. The Moderators should also be given an advance copy of the Biographical Information of their Speakers and Session Instructions. Session Instructions should provide the Moderator with guidance on how the Technical Session should be conducted.

7.18.3  Session Room Duties

There are several “housekeeping” type duties that should be covered by Technical Program Committee Members prior to the beginning of the first Technical Sessions of the day, as well as between each block of Technical Sessions. Specific housekeeping items include:

- Confirm speaker presentations are loaded on the laptop and that the laptop and projector are in working order. If technical problems are encountered notify a member of the Technical Sessions Arrangement Committee immediately.

- Confirm that each Speaker is present.

- If “table tent” name cards are used, make sure the name tents are in place at the Speaker’s Table.

- Place Speaker Bio’s, “To Do” List, and PDH instructions on the podium for use by the Session Moderator.

- Place Speaker Gifts near or at the podium for distribution by the Moderator.
7.18.4  **Speakers Gifts**

Obtain Speakers Gifts from the LAC and make sure an adequate number of gifts are available to Session Moderators in each Technical Session room. Gifts are distributed by Session Moderators at the end of each Technical Session as a token of appreciation to each Speaker.

7.18.5  **Professional Development Hour Documentation**

Depending on the type of Professional Development Hour (PDH) documentation being utilized at the Annual Meeting, providing PDH forms or log sheets for Meeting Attendees at the end of each Technical Session may be necessary. If used, the Technical Program Committee should develop the required forms for distribution to each Meeting Attendee or log sheets for use in each Technical Session. Refer to Chapter 6 Section 6.18.5 (Last Tasks before Annual Meeting) for further information related to Professional Development Hour Documentation.

7.18.6  **Door Prizes**

Some past Annual Meetings have provided small door prizes to audience members at the conclusion of each Technical Session. The use of door prizes is optional. Door prize tickets are distributed to each person as they enter the session room. At the conclusion of each session the Session Moderator will draw a ticket and award the door prize to an audience member. Typically, the person has to be present to win.

7.19  **Technical Session Arrangements**

During the Annual Meeting the Technical Sessions Arrangements Committee is responsible for all details and considerations related to the technical session operations, including equipment and room details/logistics.
7.19.1  General Room Operations

Prior to the beginning of the first Technical Session of the day, the Technical Sessions Arrangements Committee should verify that each technical session room has been setup as requested and audio/visual equipment is present and in working order. A committee member should be assigned to each technical session room to be responsible for the operation of the audio/visual equipment, lighting, and room heating/cooling. The committee member should be available in the event of a technical problem so that the problem can be resolved quickly. In addition to the main committee member assigned to oversee the technical session operation of each session room, an additional volunteer for each technical session room should be solicited to be a Session Room Assistant. This assistant is utilized to assist in the operation of the equipment, room lighting, distributing PDH forms, and to count room attendance for each session.

7.19.2  Presentations and Laptop Computers

The Technical Sessions Arrangements committee member assigned to each technical session room should verify that the presentations for the upcoming session are loaded on the laptop computer and, in fact does work as intended. Often times there may be compatibility issues with software or computer configurations that will cause a presentation to not load properly. To minimize stress issues need to be worked out prior to the session starting versus having a delay during the actual session time.

7.19.3  Session Attendance

Session attendance should be counted at the beginning, middle, and end of each session. The Session Room Assistant should be utilized to conduct and record these counts.
7.20 Technical Tours

This section addresses the activities and considerations related to the technical tours during the Annual Meeting.

7.20.1 Promoting the Tour during the Meeting

Sufficient mention of the tour at the registration table, in the program, on signs throughout the conference and during the opening remarks/welcome address is desirable, especially if the pre-registrations are slow. Too often the tours do not get the visibility and attention they deserve to make them fully viable or to have a worthwhile experience. Coordination with the LAC Signs Subcommittee is essential to make sure signs are produced and then located in the necessary locations within the hotel.

7.20.2 Transportation for Technical Tour

A. **Transportation** – Confirm transportation arrangements with the LAC Transportation Subcommittee Chair.

B. **Greeter** – Station someone at the door of the bus for both loading and unloading to assist guests. Elderly guests may need assistance. Appoint someone to account for all participants at the hotel and at the technical tour site.

C. **Signs** – Arrange with Sign Committee for signs needed in front of each bus. A sign should be placed in the front window of the bus indicating number 1, 2, 3, etc., to identify individual buses.

D. **Bus Captain** – Bus captains should have maps showing the exact route the bus is to follow. Do not be surprised if the bus drivers to become lost.

E. **Parking Area** – Make sure that arrangements have been made for a suitable place to park both while loading at the hotel and after discharging at tour sites.
7.20.3  Meals

Depending on the time of day of the tour, lunch may be required to be provided (i.e. if the tour falls during the lunch hour and/or is not possible to obtain lunch prior to departure). Box lunches are typically provided on the Monday of the Annual Meeting. Coordination with the ABD who sponsors the lunch and the Hotel Arrangements Subcommittee is required.

If a tour occurs during Tuesday of the Annual Meeting, arrangements will need to be made with the Hotel Arrangements Subcommittee to provide meals for participants. In either case, confirm that you have enough box lunches for the bus trip.

7.20.4  Tickets

While the bus is loading, collect the color-coded tickets of the day. If someone has forgotten their ticket and it is near the time for the tour to start, establish the person’s identity and either obtain a spare ticket from a committee member if the person is registered and entitled to the trip or sell a ticket. DO NOT send the individual back to their hotel room for the missing ticket.

7.20.5  During Trip to Site

While your guests are seated in the bus before being discharged at any stop-off location, announce instructions as to time schedule, etc. Also, advise them if they may leave rain gear, umbrellas, cameras or other personal belongings in the bus. If not – tell them! If buses are to reload at a location other than the discharge location, make sure this is well known. Also, a nice and much appreciated touch is water, soft drinks and a small snack provided to the guests for the trip back to the hotel.

7.20.6  Details

- Have available a minute-by-minute schedule of all details, responsibilities and schedule items for each activity, including the names of all captains, Chairs and
other individuals along with their responsibilities. A chronological listing of all events as well as such items as the location of rest rooms, bus parking, function costs, and the names, addresses and phone numbers of contact people in charge of the places to be visited can be provided. When duplicated, each captain or leader will have all information. Thus, if some other individual has to take over the tour, the necessary information is available.

- Make sure the Local Arrangements Committee Room (back at the hotel) has a copy of your detailed schedule so that if an emergency occurs, the Local Arrangements Committee will know where your group is at any time and the best way to reach you.

- It is preferable that the Technical Tour Subcommittee Chair is accessible at all times while the technical tour is being conducted. This may require that the Chair does not go on the actual tour at the site but stays in an accessible and central location at the technical tour site in case they need to be contacted to address an emergency.

- Make sure you stay on schedule!

### 7.21 Traffic Bowl

This section addresses the activities and considerations related to the Traffic Bowl during the Annual Meeting.

- Confirm names of students participating in the Traffic Bowl with the SDITE Traffic Bowl Chair.

- Have LAC Traffic Bowl Chair compare participant’s names to registration list to make sure of complimentary registration.

- Provide the SDITE Traffic Bowl Chair a listing of contacts with the hotel/meeting facility, especially the A/V contact.

- Provide the SDITE Traffic Bowl Chair access to a storage room if equipment has to be moved between rounds.
• Review room set-up with the SDITE Traffic Bowl Chair.

• Hang banner provided by SDITE Traffic Bowl Chair.

• Have several roles of carpet tape available to tape down wires.

• Direct LAC Traffic Bowl workers to report to the SDITE Local Traffic Bowl liaison at least 2 hours prior to the Traffic Bowl.

• Make sure refreshments make it in time to the student holding room.

• Coordinate time students need to be in the waiting room.

• Walk students to the competition area.

The following is a reminder of the items that the LAC must provide during the meeting for the Traffic Bowl:

• Traffic Bowl requires two rooms:
  o One to hold the Traffic Bowl
    ▪ Note: If possible, the same room should be used for the preliminary and final rounds and that the equipment can remain in place between the two days.
    ▪ Note: The Traffic Bowl room must be available for setup at least two (2) hours prior to the beginning of the preliminary round and one (1) hour prior to the beginning of the final round.
    ▪ Note: No photography or video-taping is allowed during actual Traffic Bowl play except by the LAC.
  o One for student holding (setup with a few tables and 40 chairs).
    ▪ Student holding room must be available at least one hour prior to the beginning of the preliminary round. No room is required for the final round.
• Riser platform with tables and nine chairs (in front of room).

• Suitable location to hang banner behind contestant table.
  
  o Banner is 4’x10’ and has grommets and Velcro.

• Riser platform with table and three chairs (to side of room) for judges each small tables and chairs.
  
  o Laptop operator
  
  o Reset operator
  
  o Countdown operator

• 2 projectors, with power
  
  o Contestant
  
  o Audience
    
    ▪ Projectors must be synced together and require one (1) VGA input to run both projectors.

• 2 large screens

• 3 extension cords with tripping guards.

• Wireless microphone (handheld or lapel).

• Hook-up to sound system for a laptop computer.

• 2 workers
  
  o One person to work in student holding room.

  o One person to bring teams to competition.
    
    ▪ These two workers should be available approximately 2 hours before the preliminary round and one hour before the final round

• Refreshments (soft drinks/water) in student holding room.

• Carpet tape to tape down cords.
7.22 Transportation

The Transportation Committee has the responsibility to execute the planned transportation activities necessary to accomplish the various tour activities.

A. Activities and Venues – There are a number of activities, events and venues that generate the need for transportation during the Annual Meeting. Prior to the start of the meeting, the LAC should have plans and contracts in place to support all the transportation requirements of these activities and venues. Events and activities that typically require transportation are:

- Technical tours offsite from the meeting facility
- Spouse/Guest tours and activities
- Golf tournament
- ABD party
- Special guest transportation to/from the airport

B. Transportation Resources – The Transportation Committee should already have the transportation assets committed and informed to execute the transportation requirements of the meeting. Among these resources that may be in place are:

- Local transit agency/authority (public transportation systems) buses
- Local bus rental and tour company buses and vans
- Rental/leasing company vans
- Governmental agency vans
- Individuals on the LAC who own or have access to a personal van.
- Planning of all these resources should have been made well prior to the start of the Annual Meeting. Changes of plans during the course of the meeting should be minimized to avoid confusion and contract penalties for cancellation should circumstances change.
7.22.1  Execution of the Plan for the Specific Events

A. **Technical Tour(s)** – The Transportation Chair should know and communicate to other Transportation Committee members the arrangements for the type and size of vehicle that is planned for the Technical Tour(s).

At least one day prior to the tour, the Transportation Chair should talk to the transportation provider to make sure they clearly understand the required arrival time of the transportation at the hotel and the details for transportation requirements needed for the tour.

The day of the tour, the transportation committee/Transportation Captain assigned to the tour should know the following:

- Type of vehicle(s) to be used
- Contact person and phone number for the company/agency providing the transportation
- Time the vehicle(s) are scheduled to arrive at the hotel
- Pick-up point at the hotel and parking location (if needed) for the vehicle(s)
- Drop-off point(s) at the tour location and parking location at the tour site for the vehicle(s) during the tour
- The LAC tour leader
- Person who has the sign(s) to be prominently displayed at the pick-up point at the hotel.

The Transportation Chair must make sure the following items have arranged:

- The committee Transportation Captain has been assigned to be in charge of greeting the drivers when the vehicle(s) arrive and making sure they have appropriate instructions concerning the details for the tour.
- Announcements to be made at the meetings prior to the tour to make sure the participants understand when and where to meet the transportation for the tour(s).
• For a paid tour, tickets should be distributed to all paying guests and announcements should be made to make sure the guest understand they are to bring their ticket with them to the transportation pick-up point.

• There should be a host on each vehicle to take-up tickets, make a head count to account for everyone and explain to the group any instructions they need to know during the tour from the time they leave the hotel until they return. This could be someone from the LAC in charge of the tour. Note: If someone has forgotten their ticket and it is near time for the transportation to depart, establish the person’s identity and either obtain a spare ticket from a committee member if the person is registered and entitled to the trip. DO NOT send the individual back to their hotel room to retrieve the missing ticket as this might adversely impact the tour schedule.

• The host will be available to assist with the loading and unloading of elderly or handicapped tour participants. The host should be equipped with a cell phone so they can communicate with others should there be a need for assistance or should they encounter an unforeseen circumstance that needs to be communicated to others back at the hotel.

• A map should be prepared for the Transportation Captain to provide the driver so he/she knows when and where to be and how to get there.

B. Spouse/Guest Tours – The spouse/guest program typically has offsite tours at least one day and sometimes both days. The group size is typically 40-60 persons, so a bus and sometimes an additional vehicle such as a van may be used. Much of the same execution as outlined in the bullets above should be followed. The Chair of the Spouse/Guest Committee should fully consult with the Transportation Committee Chair to make sure all the transportation arrangements have been coordinated and arranged prior to the beginning of the meeting.

C. ABD Party Transportation – If the ABD Party is being held outside of the meeting hotel, transportation to the party location may need to be provided. The same guidelines discussed above in “Technical Tour(s)” should be followed with ABD members serving
as transportation hosts/ticket takers. The Transportation Captain should know the eating arrangements for the drivers when they arrive at the ABD Party site. If buses are being used, signs should be posted in the front window of each bus indicating number 1, 2, 3, etc., to identify individual buses. The Transportation Committee Chair should coordinate with the ABD Chair a couple of days prior to the party to make sure the ABD has assigned bus captains who should have maps showing the exact route the bus is to follow. Do not be surprised if bus drivers get lost. The Transportation Committee members should all be aware of the venue location and help make sure that arrangements have been made for a suitable place to park both while loading at the hotel and after discharging at the ABD party site.

D. **Golf Tournament** – The golf tournament is usually a self supporting event. Traditionally, the participants have provided their own transportation to and from the golf course and the hotel. The Transportation Committee should coordinate with the Golf Tournament Chair several weeks prior to the meeting to determine if any special transportation arrangements might need to be made for special guests or persons who do not have a vehicle (flew in to the meeting) and may need transportation to/from the golf course. Execution of the plan should be based on the plan developed in coordination with the Golf Tournament Chair.

E. **Special Guests** – The Transportation Chair must be aware of any transportation requirements identified through prior coordination with the LAC Chair and the Chair of special guests. Such requirements generally involve transportation for special guests to/from the airport and to/from local sites of interest during the Annual Meeting. Usually this can be accomplished by use of a personal vehicle instead of any special commercial transportation or van. Careful coordination of these transportation needs must be known by the Transportation Chair prior to the meeting when the need for such transportation has been identified and the transportation of these special guests has been confirmed.

F. **Casual Tour Information** – The Transportation Committee should be equipped with maps or brochures which may list scenic points of interest and of walking tours within a reasonable radius of the hotel. The Transportation Committee should also have

Don’t forget to identify and meet the special guest transportation needs.
sketches or maps of driving tours on local city maps, including the major expressway network or other interesting transportation features. The committee members should be informed and capable of arranging informal tours to special points of interest both of a historical and technical nature on individual request. The committee must have member contact information available at the registration desk so if any transportation related questions should arise during the meeting, the registration workers will know how to get in touch with someone from the Transportation Committee to help provide information.

7.23 Website

The following information should help the Website Committee in performing their required elements during the Annual Meeting.

7.23.1 Registration

Prior to the start of the meeting, the registration process through the website was most likely disabled to allow the Registration Committee adequate time to print name tags and put together the registration packets. Prior to the opening of on-site registration, the registration portion on the website may need to be reactivated.

7.24 Welcome Reception

The following information should help the Hotel Arrangements and Entertainment Committees in performing their required elements during the Annual Meeting.

7.24.1 Prior to the Reception

The day of the reception the Hotel Arrangements Committee should review the room/area layout as early as possible. The committee should verify the layout is per the banquet event order (BEO) and that any A/V equipment that may be needed for any entertainment is setup and the equipment works. The bar setup and any food orders should be verified versus the BEO.

If entertainment is being provided during the reception, the Chair of the Entertainment Committee should verify the arrival of the entertainment a minimum of 30 minutes prior to
the start of the reception. The Chair of the Entertainment Committee will need to verify that any A/V equipment is as requested and operational. Any entertainment provided should be monitored to insure that the volume is not excessive and conversation between attendees is still possible.

7.24.2  During the Reception

The Chair of the Hotel Arrangements Committee or his representative should monitor drink service and food service throughout the reception to insure both are adequate for the number of attendees and in compliance with the BEO.

7.24.3  After the Reception

The Chair of the Hotel Arrangements Committee or his representative should insure that the bars and food service are ended promptly at the set time. An announcement should be made notifying attendees that the Hospitality Suites are now open.

7.25 Youth Activities

In recent SDITE Annual Meetings, youth activities have not been planned because very few youth have attended, in part because K-12 school is usually still in session. In Chapter 6 Section 6.25 (Youth Activities), this fact is noted in terms of planning the annual meeting. However, if the LAC decides to have youth activities this section should be consulted for guidance.

During the Annual Meeting the Youth Activities Chair(s) is responsible for all details and considerations of the Youth Activities program. At the beginning of each day’s activities the Chair(s) should convey to the youth attendees and their parent or guardian the day’s itinerary and determine if there are any special needs that need to be accommodated. If applicable, the Youth Activities Chair and Committee Members should facilitate the loading/unloading of the youth attendees at the hotel and each destination.

Entertainers need to arrive at least 30 minutes before the Welcome Reception.
7.25.1  Youth Activities Information/Registration

The Youth Activities Committee is responsible for making arrangements to have the Youth Activities information available in the Spouse/Guest attendee registration packet. Coordinate with the LAC and Registration Chair to verify that the Youth Activity information and schedule is included in the appropriate registration packets.

7.25.2  Youth Activity Room

The Hotel Arrangements Chair will advise as to the location of the Youth Activity Room. The Youth Activities Chair should ensure that the room has been prepared as planned each morning and that snacks/beverages have been provided, if applicable. Contact the Hotel Arrangements Committee if the room/snacks/meals are not as planned.

The Youth Activities Room should be adequately staffed throughout the duration of any planned youth activities. Parents’ Signature Sign-In/Sign-Out sheets should be available in the activity room to facilitate safe and efficient drop-off and pick-up of youth guests. Parents should be notified of the days’ planned activities and a place provided on the signature sheets acknowledging parent approval of the planned activities. Activity Room rules and hours of operation should be prominently displayed at the entrance to the Activity Room so that there is no mistaking the hours of operation.

7.25.3  Transportation

If off-site Youth Activities are planned, the Youth Activities Chair should confirm transportation arrangements daily, ideally during the afternoon of the day before. Consideration should also be given to providing extra vehicles, in addition to the main transportation form available, to transport any youth guest(s) wishing to return to the hotel.

7.25.4  Tour Arrangements

If off-site Youth Activities are planned, the Youth Activities Chair should confirm daily, ideally during the afternoon of the day before, tour arrangements with the various venues and/or event locations. The Chair should inquire of any changes to the venue or route to the venue that may have occurred since original arrangements were made.
(Intentionally Blank)
# Chapter 8: After the Annual Meeting

## 8.0 After the Annual Meeting Checklist

<table>
<thead>
<tr>
<th>ITEM</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bills:</strong></td>
<td></td>
</tr>
<tr>
<td>Reconcile the hotel account</td>
<td></td>
</tr>
<tr>
<td>Hotel should itemize the bill</td>
<td></td>
</tr>
<tr>
<td>LAC should carefully review itemized hotel bill</td>
<td></td>
</tr>
<tr>
<td>Sometimes small gifts are provided to special guest like the National Anthem singer</td>
<td></td>
</tr>
<tr>
<td>After the meeting, most bills except the hotel bill have already been paid</td>
<td></td>
</tr>
<tr>
<td><strong>Checking Account:</strong></td>
<td></td>
</tr>
<tr>
<td>Some sponsorship donations may be late (up to 2 months), so late deposits are normal</td>
<td></td>
</tr>
<tr>
<td>Refunds must be paid to those who had to cancel</td>
<td></td>
</tr>
<tr>
<td>Must track last minute deposits from PayPal</td>
<td></td>
</tr>
<tr>
<td>Having a bank near the meeting venue or your office will help with closeout of the checking account</td>
<td></td>
</tr>
<tr>
<td><strong>Final Report:</strong></td>
<td></td>
</tr>
<tr>
<td>Provided to the SDITE Board no later than the December Board meeting</td>
<td></td>
</tr>
<tr>
<td>This report should have statistics on attendance, budget, registration, hotel room nights, etc.</td>
<td></td>
</tr>
<tr>
<td>Usually the Final Report is the primary responsibility of one person- the Final Report Chair</td>
<td></td>
</tr>
<tr>
<td>The Annual Meeting Report Chair should have good basic knowledge of what each committee does</td>
<td></td>
</tr>
<tr>
<td>The Annual Meeting Report Chair should gather data during the event</td>
<td></td>
</tr>
<tr>
<td><strong>PDH Forms:</strong></td>
<td></td>
</tr>
<tr>
<td>If certificates are being provided by International ITE, individual attendance information must be sent</td>
<td></td>
</tr>
<tr>
<td>Emails should be sent to attendees notifying them of the status of their PDH certificate</td>
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<tr>
<td>Some attendees may need attendance verification forms filled out after the meeting</td>
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<tr>
<td><strong>Thank You Notes Should be Considered for:</strong></td>
<td></td>
</tr>
<tr>
<td>Speakers</td>
<td></td>
</tr>
<tr>
<td>Late Consultant Sponsors</td>
<td></td>
</tr>
<tr>
<td>Spouse Program Assistants/Helpers</td>
<td></td>
</tr>
<tr>
<td>Technical Tour Leaders and Providers</td>
<td></td>
</tr>
<tr>
<td>Other Annual Meetings Contributors</td>
<td></td>
</tr>
<tr>
<td><strong>Items for Next LAC:</strong></td>
<td></td>
</tr>
<tr>
<td>Budget and Cost Spreadsheets</td>
<td></td>
</tr>
<tr>
<td>Sponsor Contact List</td>
<td></td>
</tr>
<tr>
<td>Leftover Badge Holders and Ribbons</td>
<td></td>
</tr>
<tr>
<td>Copies of the Registration List</td>
<td></td>
</tr>
<tr>
<td>Examples of Banquet and Technical Programs</td>
<td></td>
</tr>
<tr>
<td><strong>Website Transfer:</strong></td>
<td></td>
</tr>
<tr>
<td>Approximately 2 months after the Annual Meeting the website should be archived</td>
<td></td>
</tr>
<tr>
<td>Information to be included:</td>
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</tr>
<tr>
<td>Final Meeting Agenda or Technical Program</td>
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</tr>
<tr>
<td>Photographs</td>
<td></td>
</tr>
<tr>
<td>Technical Presentations</td>
<td></td>
</tr>
<tr>
<td>Sponsor Logos</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Items</td>
<td></td>
</tr>
</tbody>
</table>
8.1 Bills

This section provides consideration to closing out the financial matters of the Annual Meeting. The Finance Chair should notify the various LAC Committees that all bills should be promptly forwarded to the Finance Committee upon receipt for payment.

Reconciliation of the Hotel account and meal charges should be initiated with the Hotel immediately after the conclusion of the Annual Meeting. The Hotel Arrangements Chair(s) should request from the Hotel an itemized listing of the final charges. The itemized list should be reviewed for accuracy by the LAC, Hotel Arrangements, and Finance Chair.

Efforts should be made to reconcile all outstanding bills or charges as quickly as possible after the conclusion of the Annual Meeting.

The list of possible bills after a meeting ends may include:

- Registration refunds;
- A check for spouse tour expenses;
- Printing costs;
- Donations to spouse tour locations;
- Reimbursements for gifts and ribbons
- Various reimbursements to LAC Members
- Catering Cost (food, AV, phone, etc.)
- Refund for comp rooms
- Golf outing
- Return of seed money and close out of account

8.2 Checking Account

This section provides considerations related to closing out the Checking Account after the Annual Meeting is over. Some of these items should be done before or during the meeting but will significantly help with an efficient closing of the checking account once the meeting is over.

Allow about 2 months after the Annual Meeting for receiving last-minute sponsorships donations and refund checks to clear.
• Use pay authorization request forms for all expenditures.

• Work with the Registration Committee on developing a method to determine the type of registrants you have and how much they pay. For purpose of the final report, coordination is important for the type of registrants and how much they pay.

• Use a bank that is close to you and make sure you know the folks you deal with at the bank. This helps substantially.

• It takes about 2 months after the meeting to make sure any refunds are paid and all sponsorship donations are received.

• If PayPal is used, there should not be any problems other than tracking actual deposits.

8.3 Final Report

This section addresses issues and considerations related to the Annual Meeting Final Report. Most of the work completed by the Final Report Chair occurs after the meeting but several key tasks do occur before and during the Annual Meeting that will help with the efficient compilation of the Annual Report.

The Annual Meeting report is another valuable tool, in addition to the Annual Meeting manual, to the LAC Chair and committee Chairs for the next Annual Meeting. The report is to be furnished to all members of the Executive Board no later than at the Year-end meeting in December.

Using information from annual reports, statistics are developed which will help guide future Annual Meeting Local Arrangement Committees concerning such items as attendance at Annual Meetings and at various functions, incomes, expenditures, budgets, registrations, hotel and meeting rooms required, etc.

The Annual Meeting Report should be full of data and statistics that will help plan for future meetings.

The Annual Meeting Report Chair needs to gather data throughout the Annual Meeting.
A. **Selection of a Chair to compile the Annual Meeting Report** – This is basically a one-person job. The individual must have the ability to compile final reports from the various committee Chairs. The logical person for this task is the Financial Chair or the LAC Chair.

B. **Preparation for the Report prior to the Annual Meeting** – The Chair of the Annual Meeting Report should work with the LAC Chair and other committee Chairs during meetings prior to the Annual Meeting. The Annual Meeting Report Chair should have a reasonable knowledge of the activities of each committee Chair and should collect budget planning and other materials that will go into the report or an appendix, prior to the Annual Meeting.

C. **Preparation for the Report during the Annual Meeting** – The Annual Meeting Report Chair should obtain attendance figures, costs, and copies of all documents, fliers, brochures, registration forms, invitation letters and other material for inclusion in the report or an appendix.

D. **Items to be included in the Annual Report** – These items can be included in the main report or can be included in appendices. Information should be packaged into an easily accessible and readable format. Special attention should be placed on the registration and financial information, especially the comparison of the budgeted/expected amounts and the actual amounts – this is the key information that future LACs will focus on.

Below is a list of the items a Final Report should include.

- Cover
- Table of Contents
- Cover Letter with Comments by LAC Chair(s)
- Registration Report
  - Member
  - Student
  - ABD
  - Spouse
  - Golf Tournament
8.4 Professional Development Hours (PDH) Follow-up

If the Technical Session Committee is using a PDH system whereby attendance records are sent to ITE International for a certificate, the information should be mailed as soon as possible because attendees will be looking for the documents soon.

8.5 Thank You Notes

It is appropriate to prepare and send thank you letters to a variety of individuals for their participation in the meeting. This includes:

A. **Speakers** – The Entertainment Chair is responsible for a thank you letter to the speakers (opening Session and/or Annual Banquet).

B. **Late Consultant Sponsors** – Often, consultant sponsorships come in late. As a result, a thank you note may be required at the end of the meeting if that letter was not sent out.
before the meeting. The Sponsorship Committee and Finance Chair should coordinate on this item.

C. **Spouse Program (optional)** – Thank you letters may be sent to businesses/individuals who contributed to the success of the spouse program. Coordination should occur between the Spouse Committee Chair and LAC Chair(s) on this item.

D. **Technical Tour Lead (optional)** – Thank you letters may be sent to businesses/individuals who contributed to the success of the technical tour. Coordination should occur between the Technical Tour Chair and LAC Chair(s) on this item.

E. **Other (optional)** – The LAC Chair(s) and/or other Committee Chairs should consider thank you notes for anyone that went above and beyond to make the meeting successful.

8.6 **Items for Next LAC**

After the Meeting there are a number of items that the current LAC should pass to the next year’s LAC. These are items that are not part of the Annual Meeting Report. Suggested items to pass along include:

- Budget and cost spreadsheets
- Sponsor contact list
- Leftover badge holders and ribbons
- Copies of the Banquet Program
- Copies of the Technical Program
- Copy of the registration list

8.7 **Website Transfer**

Approximately two (2) months after the conclusion of the Annual Meeting, the website should be archived and pertinent files sent to the SDITE webmaster. The webmaster is
responsible for uploading the files to the sdite.org website, but the LAC is responsible for formatting and transmitting the files in the requested format. These uploaded files will be placed on the ‘past meeting’ site. The website Chair should coordinate with the District Administrator on this activity.

In general, the files and requirements include:

- Final Meeting Agenda or Technical Program in PDF format.
- Photos:
  - File type: JPGs are required
  - Should be separated into activities, including:
    - District Board Meeting
    - Welcome Reception
    - Opening Session
    - ABD Exhibits
    - Spouse Activities
    - Technical Tours
    - ABD Event
    - Officers Reception
    - Annual Banquet
    - Business Meetings (ABD & SDITE)
  - The LAC should carefully select what photos to be uploaded to the sdite.org website. Selecting representative photos for each activity rather than including all photos taken may be appropriate. Also, discretion should be used when posting pictures from social activities to avoid pictures that might embarrass someone.
  - ALL the photos will need to be resized from their originals. As general guidance, a maximum file size of 100k is preferred (or something close to it).
  - File names for both original photos should be consistent with those created from the previous Annual Meetings;
    - YearCity-Event(Picture##)
    - Example: 11Lafayette-WelcomeReception(01).jpg
  - Thumbnails of ALL the photos will need to be created;
• Technical Presentations:
  o Files for the Technical Presentations will need to be created as reduced-sized PDFs. Image masks or other special features should be avoided since they limit the ability to reduce the file size;
  o Technical Presentation files will need to be named consistent with those for previous Annual Meetings:
    ➢ Session-Last Name of Primary Presenters-Presentation Name
    ➢ Example: 1A-Edwards-Memphis-MPO-Regional-Bicycle-Pedestrian-Plan
    ➢ Hyphens should be used to eliminate space in file name
  o A list of the technical presentation files should be created in word format or in a text document.
    ➢ This list will be used to create a menu of the presentations on the sdite.org website.
    ➢ The list should contain each presentation on a separate line in the same naming format as the file itself, except the hyphens should be removed and colon placed after the last name.
    ➢ Example: 1A Edwards: Memphis MPO Regional Bicycle Pedestrian Plan

• Sponsor Logos:
  o File type: JPGs are required
  o ALL Sponsor logos will need to be sized and named consistent with those for previous Annual Meetings:
    ➢ Sponsorship Level-Firm Name-Logo
    ➢ Example: Diamond-Firmname-Logo.jpg

• Other: Any other punch list items normally associated with previous ‘past-meeting’ page creations.

The LAC can get a good idea of the typical requirements by looking at the information posted on sdite.org website for past Annual Meetings.
Appendix

Appendix A  Hotel Room Sizes and Configurations
Appendix B  Hotel Contracts
Appendix C  Banquet Program Examples
Appendix D  Annual Meeting Attendance Data
Appendix E  Finance Committee Forms/Reporting
Appendix F  Sponsorship Letter to Consultants
Appendix G  Schedule and Technical Program Examples
Appendix H  Moderators Instructions
Appendix I  Examples of PDH Forms
Appendix J  Data Collection Sheet
APPENDIX A

HOTEL ROOM SIZES AND CONFIGURATIONS
<table>
<thead>
<tr>
<th>Day and Event</th>
<th>Room/Area</th>
<th>Dimensions</th>
<th>Room/Area</th>
<th>Dimensions</th>
<th>Room/Area</th>
<th>Dimensions</th>
<th>Room/Area</th>
<th>Dimensions</th>
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</thead>
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<tr>
<td>Saturday</td>
<td>Conference Registration</td>
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<td>Wm. Blount North 36x42x9 Colonial Room 106x34x20 Salon ABC 81x28x21</td>
<td>Pelham 23x32x10</td>
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<td>Welcome Reception</td>
<td>Riverview Room 11th floor 84x36x17 Gold Ballroom 86x35x24 Terrace 40x100x24</td>
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<tr>
<td></td>
<td>ABD Hospitality Suites:</td>
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<tr>
<td></td>
<td>Andrew Jackson</td>
<td>25x27x10</td>
<td>Calhoun Room 48x34x8.5 Governor's Suite 5th Floor N/A Various Rooms N/A</td>
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<tr>
<td></td>
<td>Alvin York</td>
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<td>Pinckney Room 32x26x8.5 Vulcan Suite, 6th Floor N/A Various Rooms N/A</td>
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<tr>
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<td>25x27x10</td>
<td>Drayton Room 33x17x8 Presidential Suite, 6th Floor N/A Various Rooms N/A</td>
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<td>Henry Knox</td>
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<td>Rutledge Room 34x16x8.5 Shannon Board Room, 6th Floor N/A Various Rooms N/A</td>
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<td>Laurens Room 34x16x8.5 N/A</td>
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<tr>
<td></td>
<td>Monday</td>
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<tr>
<td></td>
<td>Officers’ Breakfast</td>
<td>Wm. Blount South 36x32x9 Gold Ballroom 86x35x24 Mountain Brook 27x26x10 Madison Room 38x28x12</td>
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<tr>
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<td>Light Breakfast</td>
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<td>Kentucky and Georgia Rooms 82x70x20 Colonial Room 106x34x20 Salon D 30x83x20 Holley Ballroom 77x88x14</td>
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<td>Section Breakfasts Riverview Room 11th floor 84x36x17 Carolina Ballroom 110x41x16 Clubhouse N/A</td>
<td>Hotel Restaurant N/A</td>
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<td>Carolina and Georgia Rooms 82x70x20 Carolina Ballroom 110x41x16 Salon ABCD 81x58x21 Holley Ballroom 77x66x14</td>
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<td>Mississippi Room 82x35x20 Colonial Room 106x34x20 Salon D 30x83x20 Portsmouth IV, VI, &amp; VII 32x77x16</td>
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<td>Pool and Gazebo* 42,000ft Gold Ballroom 86x35x24 Terrace 40x100x20 2nd Floor Terrace &amp; Portsmouth Foyer N/A</td>
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<td>Georgia and Carolina Rooms 82x70x20 Carolina Ballroom 110x41x16 Salon ABCD 81x58x21 Portsmouth Ballroom IV &amp; V 77x88x16</td>
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## Hotel Room Sizes by Function

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<th>Wednesday</th>
<th>2007- Knoxville</th>
<th>2008- Charleston</th>
<th>2009- Birmingham</th>
<th>2010- Portsmouth</th>
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<tr>
<td><strong>LAC Breakfast</strong></td>
<td>Henry Knox</td>
<td>Calhoun Room</td>
<td>Helena</td>
<td>Admiral Board Room</td>
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<td>46x34x8.5</td>
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<td>106x34x20</td>
<td>53x28x21</td>
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<td><strong>Entire Meeting</strong></td>
<td>Andrew Jackson</td>
<td>Parkview Room</td>
<td>Bessener</td>
<td>Lee Room</td>
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<td>N/A</td>
<td>26x27x10</td>
<td>32x30x12</td>
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<td><strong>LAC 'War Room'</strong></td>
<td>Directors Room</td>
<td>Middleton Room</td>
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<td>12'6&quot; x 25'6&quot; x 9'</td>
<td>33x16x9</td>
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<td><strong>Strategic Planning</strong></td>
<td>Alvin York</td>
<td>Laurens Room</td>
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<td>34x16x8.5</td>
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# Floor Plans & Capacity Chart

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<th>Phone:</th>
<th>1 865 637 1234</th>
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<td>500 E Hill Avenue</td>
<td>Fax:</td>
<td>1 865 637 1193</td>
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<tr>
<td>Knoxville, Tennessee 37915 USA</td>
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<td>1 800 836 8031</td>
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<td>Sales:</td>
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<td>Sales fax:</td>
<td>1 865 594 4348</td>
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</table>

To enlarge floor plan, click on image.
## Capacity Chart

Hide Capacity Chart

Click on headings below to re-sort rooms.

<table>
<thead>
<tr>
<th>Meeting Room</th>
<th>Dimensions</th>
<th>Area</th>
<th>Capacity by Floor Set-Up</th>
<th>Room Set-Up Examples</th>
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<tr>
<td></td>
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<td>Knoxville Ballroom</td>
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<td>65 300 200</td>
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<td>250</td>
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<td>Meeting Room</td>
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<td>Area</td>
<td>Capacity by Floor Set-Up</td>
<td>Room Set-Up Examples</td>
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<td>LxWxH</td>
<td>Sq. Feet</td>
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<td>Schoolroom</td>
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<td>South</td>
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### Conference Room Information

#### Mezzanine/Meeting Level

#### The Gold Ballroom/Second Floor

#### The Colonial Room/Lobby Level

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<tr>
<th>Room Name</th>
<th>Dimensions</th>
<th>Square Ft</th>
<th>Ceiling Ht</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
<th>Conference</th>
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**Sunday – March 30, 2008**

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<th>Carolina Ball Room</th>
<th>Carolina Prefunction</th>
<th>Upper Lobby</th>
<th>Calhoun Room</th>
<th>Pickney Room</th>
<th>Drayton Room</th>
<th>Rutledge Room</th>
<th>Laurens Room</th>
<th>Middleton Room</th>
<th>Parkview Room</th>
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**ITE Dist. 5 – 56th Annual Meeting**

- **Conf. Registr. (12-6 pm)**
- **Workshop 1 (1-3 pm)**
- **Workshop 2 (3-5 pm)**
- **Strategic Planning Com. (2-5 pm)**
- **ABD Hosp. Suite (7-10 pm)**
- **ABD Hosp. Suite (7-10 pm)**
- **ABD Hosp. Suite (7-10 pm)**
- **ABD Hosp. Suite (7-10 pm)**
- **ABD Hosp. Suite (7-10 pm)**
- **LAC Prep Room**
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**Monday – March 31, 2008**

**ITE Dist. 5 – 56th Annual Meeting**
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## Floor Plans & Capacity Chart

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<th>Phone: 1 205 916 7677</th>
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<td>4000 Grand Ave</td>
<td>Fax: 1 205 949 3077</td>
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<tr>
<td>Hoover, Alabama 35226 USA</td>
<td>Toll-free: 1 888 236 2427</td>
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<td>Sales: 1 205 949 3006</td>
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To enlarge floor plan, click on image.
## Capacity Chart

Click on headings below to re-sort rooms.

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<thead>
<tr>
<th>Meeting Room</th>
<th>Dimensions</th>
<th>Area</th>
<th>Capacity by Floor Set-Up</th>
<th>Room Set-Up Examples</th>
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<td>Sq. Ft.</td>
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<td>Room Set-Up Examples</td>
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<td>90</td>
<td>54</td>
</tr>
<tr>
<td>Salon H</td>
<td>28x25x20</td>
<td>700</td>
<td>66</td>
<td>24</td>
</tr>
<tr>
<td>Bessemer</td>
<td>26x27x10</td>
<td>702</td>
<td>68</td>
<td>50</td>
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<tr>
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<td>702</td>
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<tr>
<td>Vestavia</td>
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<tr>
<td>Helena</td>
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<td>50</td>
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<tr>
<td>Pelham</td>
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<td>60</td>
<td>30</td>
</tr>
<tr>
<td>Homewood Boardroom</td>
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<td>390</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salon A&amp;B</td>
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<tr>
<td>Salon D&amp;E</td>
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<td>Salon F&amp;G</td>
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<tr>
<td>Salon G&amp;H</td>
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<td>130</td>
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</tr>
<tr>
<td>Salon ABC</td>
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<tr>
<td>Salon FGH</td>
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<tr>
<td>Salon A thru D</td>
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<td>Salon A thru E</td>
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<tr>
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<td>7,128</td>
<td>650</td>
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</tr>
<tr>
<td>Terrace</td>
<td>40x100x20</td>
<td>4,000</td>
<td>400</td>
<td>180</td>
</tr>
</tbody>
</table>
(Intentionally Blank)
SDITE 2009 ROOM LAYOUT AND USE CHART

B'FAST  AM (1) AM (2) LUNCH  PM (1)  PM (2) DINNER

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

LEGEND

NOTE: ALL ROOM SETUPS ARE THEATER UNLESS OTHERWISE NOTED

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>purple</td>
<td>ABD EXHIBITS</td>
</tr>
<tr>
<td>green</td>
<td>TRAFFIC BOWL</td>
</tr>
<tr>
<td>red</td>
<td>EXECUTIVE BOARD</td>
</tr>
<tr>
<td>pink</td>
<td>MEALS &amp; RECEPTIONS</td>
</tr>
<tr>
<td>orange</td>
<td>SESSIONS</td>
</tr>
</tbody>
</table>
Floor Plans & Capacity Chart

Renaissance Portsmouth Hotel & Waterfront Conference Center
425 Water Street
Portsmouth, Virginia 23704 USA

Phone: 1 757 673 3000
Fax: 1 757 673 3030
Toll-free: 1 888 839 1775
Sales: 1 757 673 3050 ext. 3050
Sales fax: 1 757 673 3020

To enlarge floor plan, click on image.

Capacity Chart

Click on headings below to re-sort rooms.

<table>
<thead>
<tr>
<th>Meeting Room</th>
<th>Dimensions</th>
<th>Area</th>
<th>Capacity by Floor Set-Up</th>
<th>Room Set-Up Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LxWxH</td>
<td>Sq. Feet</td>
<td>Theater</td>
<td>Schoolroom</td>
</tr>
<tr>
<td>Portsmouth Ballroom</td>
<td>154x77x16</td>
<td>11,858</td>
<td>1600</td>
<td>948</td>
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<tr>
<td>Meeting Room</td>
<td>Dimensions</td>
<td>Area</td>
<td>Capacity by Floor Set-Up</td>
<td>Room Set-Up Examples</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
<td>--------</td>
<td>--------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td></td>
<td>LxWxH</td>
<td>Sq. Feet</td>
<td>Theater</td>
<td>Schoolroom</td>
</tr>
<tr>
<td>Portsmouth I</td>
<td>32x22x16</td>
<td>700</td>
<td>50</td>
<td>32</td>
</tr>
<tr>
<td>Portsmouth II</td>
<td>32x33x16</td>
<td>1,049</td>
<td>100</td>
<td>60</td>
</tr>
<tr>
<td>Portsmouth III</td>
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<td>50</td>
<td>32</td>
</tr>
<tr>
<td>Portsmouth IV</td>
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<td>350</td>
<td>220</td>
</tr>
<tr>
<td>Portsmouth V</td>
<td>77x44x16</td>
<td>3,388</td>
<td>350</td>
<td>220</td>
</tr>
<tr>
<td>Portsmouth VI</td>
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<td>50</td>
<td>32</td>
</tr>
<tr>
<td>Portsmouth VII</td>
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</tr>
<tr>
<td>Portsmouth VIII</td>
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<td>50</td>
<td>32</td>
</tr>
<tr>
<td>Holley Ballroom</td>
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<td>550</td>
<td>400</td>
</tr>
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<td>Holley I</td>
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<td>484</td>
<td>30</td>
<td>24</td>
</tr>
<tr>
<td>Holley II</td>
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<td>22x22x14</td>
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<td>24</td>
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<tr>
<td>Holley IV</td>
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<td>220</td>
<td>135</td>
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<tr>
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<td>22x22x14</td>
<td>484</td>
<td>61</td>
<td>35</td>
</tr>
<tr>
<td>Holley VI</td>
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<td>45</td>
<td>24</td>
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<tr>
<td>Holley VII</td>
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<td>30</td>
<td>24</td>
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<tr>
<td>Lee</td>
<td>33x30x12</td>
<td>984</td>
<td>90</td>
<td>55</td>
</tr>
<tr>
<td>Madison</td>
<td>38x26x12</td>
<td>988</td>
<td>80</td>
<td>50</td>
</tr>
<tr>
<td>Jefferson</td>
<td>20x38x12</td>
<td>760</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>Washington-Boardroom</td>
<td>20x38x12</td>
<td>760</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Monroe</td>
<td>22x20x12</td>
<td>440</td>
<td>30</td>
<td>24</td>
</tr>
<tr>
<td>Admiral</td>
<td></td>
<td>60</td>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td>Commodore</td>
<td>35x25x11</td>
<td>875</td>
<td>50</td>
<td>40</td>
</tr>
</tbody>
</table>
APPENDIX B

HOTEL CONTRACTS
(Intentionally Blank)
HYATT REGENCY SAVANNAH
GROUP SALES AGREEMENT

Date Prepared: September 13, 2002
Date Revised: November 17, 2002
Group Contact: Susan Walker
Title: Meeting Planner
Organization: Georgia Institute for Transportation Engineers
Address: 5151 Brook Hollow Parkway
        Suite 135
        Norcross, GA 30071
Telephone: 770-613-9559 Ext 102        Fax: 770-613-9587
E-mail Address: ssw@iteris.com
Function Name: ITE District 5 Annual Meeting
Official Event Dates: April 10 – 13, 2005
Hyatt Sales Manager: Cheryl Brodnax
Title: Sales Manager
Telephone: 912-944-3687        Fax: 912-944-3673
E-mail Address: cbrodnax@savrspo.hyatt.com
Georgia Institute for Transportation Engineers ("Group") and Hyatt Regency Savannah ("Hotel") agree as follows:

The Hotel agrees to hold the space listed in this agreement on a tentative basis until **Friday, December 20, 2002**. If this agreement is not fully executed by Group and Hotel by **Friday, December 20, 2002**, the Hotel will release the space. If an alternate request is received, the Hotel will notify you and you will have forty-eight (48) hours from Hotel notification to return this executed agreement.

**GUEST ROOM BLOCK**

<table>
<thead>
<tr>
<th>Day</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>4/9/05</td>
<td>4/10/05</td>
<td>4/11/05</td>
<td>4/12/05</td>
<td>4/13/05</td>
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<tr>
<td>Sleeping Rooms</td>
<td>20</td>
<td>195</td>
<td>195</td>
<td>145</td>
<td></td>
</tr>
<tr>
<td>Suites</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Staff Rooms</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Total Rooms</td>
<td>45</td>
<td>225</td>
<td>225</td>
<td>175</td>
<td>C/O</td>
</tr>
</tbody>
</table>

**Total Room Nights: 670**

Included in the guest room block outlined above are the following suite accommodations:

- Suites:                                      | Arrival/Departure Dates
  - One (1) Bedroom Suite                        | April 10 – 13, 2005
  - Four (4) Regency/Plaza Rooms                 | April 10 – 13, 2005

**PRE-PLANNING MEETING**

On dates mutually agreed to by the Hotel and Group, the Hotel is pleased to offer up to five (5) rooms (from date of signed contract to arrival date in 2005) per year at a rate no higher than the confirmed rate for the conference.

**GUEST ROOM RATES**

The Hotel confirms the following guest room rates:

- Single Occupancy: $166
- Double Occupancy: $166
- Triple Occupancy: $191
GUEST ROOM RATES

Quadruple Occupancy: $216
Staff Rate (Single): $129
Staff Rate (Double): $129
* Additional Person: $25

**Staff rate is first (1st) come first (1st) serve, once rate block is full, Group rate will apply.

Room rates are quoted exclusive of applicable state and local taxes (which are currently 12%) or applicable service, or hotel specific fees in effect at the Hotel at the time of the meeting.

NON-COMMISSIONABLE

These rates are confirmed on a net non-commissionable basis.

RELOCATION CLAUSE

In the event the Hotel does not provide a guestroom for a guaranteed reservation, and the room is needed by the Group, the Hotel shall, at its own expense:

1. Secure, and pay for, comparable nearby accommodations for the nights the Hotel is not able to accommodate attendees.
2. Provide transportation to and from such rooms for the nights the Hotel is not able to accommodate attendees.
3. Provide two (2) long distance telephone calls (not to exceed 10 minutes) each day during which the rooms are not provided and guests must be housed elsewhere.

Any rooms relocated will continue to count towards the complimentary room count and commission will be honored by Hotel for alternate hotel used for such period as Hotel was unable to accommodate attendees.

RESERVATION METHOD

All reservations must be made individually through the Hotel’s Reservation Department by calling 800-233-1234.
GUEST ROOM MINIMUM

Hotel is relying on, and Group agrees to provide, a minimum of 536 guest room nights. Should the Group fall below this amount, the Group will be responsible for the difference between the minimum guest room nights and actualized guest room nights multiplied by the single convention guest room rate multiplied by 80% (guest room minimum minus guest rooms actualized multiplied by single convention room rate multiplied by 80%), plus any applicable taxes.

For any day that the hotel achieves 100% occupancy during the official event dates, the Group will receive credit for full achievement of the contracted block for that day. In such a case, the Group’s total pick up will be calculated by adding the difference between contracted and actual room nights for sold out nights to the Group’s total pick up.

The Hotel and Group intend to liquidate the damages in the event that the Group fails to meet the Guest Room Minimum set forth in this section. Therefore, Group and Hotel agree (a) that the above formula is a reasonable estimate of the Hotel’s damage in the event that such a minimum is not met and (b) that the liquidated damages set forth in this section do not constitute a penalty.

COMPLIMENTARY ROOMS

The Hotel agrees to provide the Group with one (1) complimentary unit for every fifty-revenue producing guest rooms occupied by the Group on a cumulative basis. This shall be computed by adding together the total paid room usage per night of consecutive night stays over the official event dates and dividing by fifty (50). These credits for rooms may be applied as follows:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Units Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROH (Run of House)</td>
<td>1 Unit per day</td>
</tr>
<tr>
<td>Plaza Room</td>
<td>2 Units per day</td>
</tr>
<tr>
<td>Regency Room</td>
<td>2 Units per day</td>
</tr>
<tr>
<td>Hospitality Suites (1 Bedroom)</td>
<td>3 Units per day</td>
</tr>
<tr>
<td>V.I.P Suite (1 Bedroom)</td>
<td>4 Units per day</td>
</tr>
<tr>
<td>Deluxe Suite (1 Bedroom)</td>
<td>5 Units per day</td>
</tr>
<tr>
<td>Additional Suite Connectors</td>
<td>1 Unit per day</td>
</tr>
</tbody>
</table>

Complimentary units may not be used as credit. Complimentary units not used have no value.
CUT-OFF DATE

The "cut-off date" is March 15, 2005. Reservation requests received after the cut-off date will be based on availability at the Hotel’s prevailing rates and will be credited to the Group’s Guest Room Block.

FUNCTION SPACE COMMITMENT

The Hotel is currently holding function space based on the attached Program of Events. This is considered to be a firm commitment by the Group and any increase or decrease to that commitment may result in a modification of room rental by the Hotel. All function and meeting space is assigned by the Hotel according to the number of persons guaranteed to attend the Group’s function. The Hotel reserves the right to reassign the space listed on the Program of Events to accommodate both the Group and all other groups using the Hotel’s facilities during the Group’s meeting. A failure to submit a finalized Program of Events to the Hotel by May 10, 2004 may result in a release by the Hotel of the space being held for the Group and/or a reassignment to space more suitable for the finalized Program of Events once submitted. The Group agrees to promptly notify the Hotel of any changes in its function space requirements.

Meeting room rental for this program is waived.

EXHIBITOR CLAUSE

Exhibit space will be charged at $35.00 per tabletop exhibit.

This charge includes:

- 1 - 6' table, draped and skirted, and one chair
- all days, including set-up and dismantle days
- general housekeeping of the area
- normal heating, air-conditioning and existing lighting

This charge does not include:

- security
- additional tables
- labor, (i.e., electricians, carpenters, decorators)
- storage and drayage
- exhibit decoration
- pipe and drape
Booths requiring electricity will be subject to a charge of $50, in addition to the exhibit space fee of $35.00. The electrical charge covers access to one 110 volt outlet; please contact the hotel directly for specific information pertaining to additional electrical requirements.

**LIABILITY:** Group is responsible for submitting an executed release of liability from each Exhibitor or its third party representative in charge of providing installation and dismantling services prior to set-up. If Group fails to deliver the release, Exhibitors will be prohibited from utilizing exhibition premises. The release must include the following language:

Exhibitor shall be fully responsible to pay for any and all damages to property owned by Hyatt Regency Savannah, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hyatt Regency Savannah, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

**FOOD AND BEVERAGE MINIMUMS**

Group agrees to provide a minimum of **$14,500.00** in banquet food and beverage revenue (excluding tax and service charge) and any off premise catering provided by the Hyatt. Should the Group's banquet food and beverage revenue fall below this amount, the Group will be responsible for the difference between the minimum banquet food and beverage revenue and the actualized food and beverage revenue multiplied by 40% (minimum food and beverage revenue minus actualized food and beverage revenue multiplied by 40%), plus any applicable taxes. This amount will be placed on the Group's Master Account.

The Hotel and Group intend to liquidate damages in the event the Group fails to meet the food and beverage minimum set forth in this section. Therefore, the Hotel and Group agree (a) that the above formula is a reasonable estimate of the Hotel’s damage in the event the minimum set forth in this section is not met and (b) that the liquidated damages set forth in this section do not constitute a penalty.
**Menu prices provided to Group not to exceed five (5%) percent increase on prices per year from date of signed contract to arrival of Group in April 2005. Menu prices quote and guaranteed one year out (April 2004).

All banquet food and beverage arrangements must be made through the Hotel. Only food and beverage purchased from Hyatt may be served on Hotel property. The Hotel reserves the right to cease service of alcoholic beverages in the event that persons under the state mandated age limit are present at the function and attempt to receive service of alcoholic beverages. Hotel further reserves the right to deny alcoholic beverage service to guests who appear to be intoxicated.

**CATERING – OFF PREMISE**

The Hotel offers a full service off-premises catering operation to service events held at major Savannah locations. The Group agrees to provide the Hotel with the first option to provide catering services at any off-premises event sponsored by the Group during or in conjunction with the Group’s meeting. Should Hyatt provide any off-premise catering for Group, the amount will be counted towards the Groups Food & Beverage minimums.

**CONCESSIONS**

In the event that the Group actualizes a minimum of eighty (80%) percent of the aforementioned room block, the Hotel, as a special consideration to the Group, will provide:

- Four (4) upgrades to Regency/Plaza rooms at the group rate beginning on April 10, 2005 for three (3) night
- Five (5) upgrades to Riverview rooms at the group rate
- One (1) bedroom suite, complimentary for three (3) nights beginning April 10, 2005

**CREDIT ARRANGEMENTS**

In the event that the Group wishes to set up direct billing for the Master Account, a credit application must be completed and returned no later than **October 15, 2004** for approval by Hotel. In the event that credit is not requested or is not approved, payment
of the Group's total estimated Master Account will be due to the Hotel on April 1, 2005. Failure to remit payment when due will result in cancellation of all arrangements outlined in this Agreement and the Group shall be liable for amounts described in the cancellation option provision of this Agreement. Credit procedures will be provided to Group by the Hotel upon the request for a credit application.

Individuals shall be responsible for their own room, tax, incidental charges, and any other charges not authorized by Group to be billed to the Master Account. All charges incurred are to be paid upon checkout. The Group's Master Account is limited to charges for meeting/function room rental, food and beverage functions and other requested services.

CANCELLATION OPTION

Either the Hotel or Group may cancel this contract without cause upon written notice to the other party at any time prior to the event and upon payment of an amount based on the following scale, plus applicable taxes:

Date of signature to April 10, 2003

April 11, 2003 to April 10, 2004

April 11, 2004 – April 10, 2005

$59,235 (50% of Rooms, 25% of Food & Beverage, and Rental Minimums)

$82,204 (70% of Rooms, 30% of Food & Beverage, and Rental Minimums)

$94,776 (80% of Rooms, 40% of Food & Beverage, and Rental Minimums)

Payment due as a result of this cancellation option shall be made by the canceling party to the non-canceling party at the time this Agreement is canceled by written notice.

The Hotel and Group intend to liquidate damages in the event that either party utilizes the cancellation option set forth in this section. Therefore, the Hotel and Group agree (a) that the above formula is a reasonable estimate of the Hotel's damage in the event of cancellation and (b) that the liquidated damages set forth in this section do not constitute a penalty.

RESALE CLAUSE

In the event of cancellation, the Hotel shall make all commercially reasonable efforts to resell the Group's cancelled rooms. In no event may Group transfer or resell its rights under this Agreement to any third party room reseller for purposes of reselling cancelled or unused portions of the guaranteed room block.
Group understands that the Hotel sells its remaining inventory first before selling Group's cancelled inventory. If the Hotel does resell any or all of the cancelled guest rooms and meeting space at an amount equal to or greater than the cancellation option amount set forth herein, the Hotel will proportionally refund the cancellation payment.

RIGHTS OF TERMINATION FOR CAUSE

Except as otherwise provided in this Agreement, neither party shall have the right to terminate their obligations under this Agreement. Either party may terminate this Agreement for any one or more of such reasons upon written notice to the other party within five (5) days of such occurrence or receipt of notice of any of the following occurrences. This Agreement is, however, subject to termination for cause without liability to the terminating party, under any of the following conditions:

a. The parties' performance under this Agreement is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the parties' control, making it impossible, illegal or which materially affects a party's ability to perform its obligations under this Agreement.

b. In the event that either party shall make a voluntary or involuntary assignment for the benefit of creditors or enter into bankruptcy proceedings prior to the date of the Group's meeting, the other party shall have the right to cancel this Agreement without liability upon written notice to the other.

c. The Hotel shall promptly notify the Group if there is a change in the management company which operates the Hotel prior to the meeting, in which event Group shall have the right to terminate this Agreement without liability upon written notice to the Hotel.

d. In the event of termination by the Hotel under this section, the Hotel shall refund all deposits and/or prepayments made by the Group within five (5) days of the notice of termination.

INDEMNIFICATION AND HOLD HARMLESS

Hotel agrees to defend, indemnify and hold harmless Group from and against all claims, actions, causes of action, or liabilities, including reasonable attorneys' fees, arising out of or resulting from any act undertaken or committed by Hotel pursuant to the performance of its obligations under this Agreement. Hotel also agrees to defend, indemnify and hold harmless Group from any liability resulting from any claim, action or cause of action, which may be asserted by third parties
arising out of Hotel’s performance pursuant to this Agreement, except for those actions or liabilities which are due to the misconduct or negligence of the Group.

Group agrees to defend, indemnify, and hold harmless Hotel from and against all claims, actions, causes of action, or liabilities, including reasonable attorneys’ fees, arising out of or resulting from any act undertaken or committed by Group or any contractors hired or engaged by the Group in connection with the performance of

Group’s obligations under this Agreement. Group also agrees to defend, indemnify, and hold harmless Hotel from any liability resulting from any claim, action or cause of action, which may be asserted by third parties arising out of the performance of Group’s obligations pursuant to this Agreement, except those actions which are due to the misconduct or negligence of Hotel.

INSURANCE

Group and Hotel are required to insure their obligations set forth in the section entitled “Indemnification and Hold Harmless” above, and to provide evidence of such insurance upon request. For any activity introduced onto the premises by an outside contractor hired by Group, Group will be fully responsible for the actions of such outside contractor. Upon request, Group will provide a certificate of insurance covering the actions of such outside contractor, naming the Hotel and Hyatt Corporation as additional insures with regard to the activities of such outside contractor.

AMERICANS WITH DISABILITIES ACT

Compliance by the Hotel - The Hotel shall be responsible for complying with the public accommodations requirements of the Americans with Disabilities Act ("ADA") not otherwise allocated to the Group in this agreement, including: (i) the “readily achievable” removal of physical barriers to access to the meeting rooms, sleeping rooms, and common areas (e.g., restaurants, rest rooms, and public telephones); (ii) the provision of auxiliary aids and services where necessary to ensure that no disabled individual is treated differently by the Hotel than other individuals; and (iii) the modification of the Hotel’s policies, practices, and procedures applicable to all guests and/or groups as necessary to provide goods and services to disabled individuals (e.g., emergency procedures and policy of holding accessible rooms for hearing and mobility impaired open for disabled individuals until all remaining rooms are occupied). Any extraordinary costs for special auxiliary aids requested by the Group shall be borne by the Group provided the Hotel notifies the Group of such cost in writing.

Compliance by the Group - The Group shall be responsible for complying with the following public accommodations requirements of ADA: (i) the “readily achievable” removal of physical barriers within the meeting rooms utilized by the Group which the Group would otherwise create (e.g., set-up of exhibits in an
accessible manner) and not controlled or mandated by the Hotel; (ii) the provision of auxiliary aids and services where necessary to ensure effective communication of the Group’s program of disabled participants (e.g., Braille or enlarged print handouts, interpreter or simultaneous videotext display); and (iii) the modification of the Group’s policies, practices and procedures applicable to participants as required to enable disabled individuals to participate equally in the program.

**Mutual Cooperation in Identifying Special Needs** - The Group shall identify in advance any special needs of disabled registrants, faculty and guests requiring accommodation by the Hotel and will notify the Hotel of such needs for accommodation in writing as soon as they are identified to the Group. Whenever possible, the Group shall copy the Hotel on correspondence with attendees who indicate special needs as covered by ADA. The Hotel shall notify the Group of requests for accommodation which it may receive otherwise than through the Group to facilitate identification by the Group of its own accommodation obligations or needs as required by ADA.

**CHANGES; NOTICE**

Any changes to these terms must be made in writing and signed by both parties to be effective. Any modifications, additions or corrective lining out made on this Agreement will not be binding unless such modifications have been signed or initialed by both parties. Any notice hereunder shall be given to the individuals listed on the first page of this Agreement at the addresses set forth herein. Notice must be given through certified or registered mail, return receipt requested, overnight delivery, with a signature signifying receipt, or by facsimile in order to be effective under this agreement and shall be deemed delivered upon receipt.

**DAMAGES**

Neither party shall be liable to the other for any special, indirect, incidental, consequential, punitive or exemplary damages, including, but not limited to, lost profits, even if such party has knowledge of the possibility of such damages.

**PARTNER EXCULPATION**

Notwithstanding anything to the contrary herein, the Hotel acknowledges that Group is a partnership. Hotel expressly agrees that any liability of Group arising out of or in connection with this Agreement or the relationship of Hotel and Group, and the ability of Hotel to recover damages or other relief under this Agreement, shall be limited solely to the assets of Group. In no instance whatsoever shall any present, past or future partner, manager or employee of Group have any individual liability to Hotel for the satisfaction of any obligations or liabilities of Group under this Agreement, with all such individual liability, if any, being expressly, unconditionally and irrevocably waived by Hotel. Group’s assets shall not include the capital accounts of any individual partner of Group.
The provisions of this paragraph may not be waived by any partner, manager or employee of Group or by any actions or inaction of Group.

ARBITRATION

The parties agree that any and all claims, controversies or disputes between the parties which arise out of or relate in any way to this Agreement or a breach hereof and which the parties are unable to resolve informally shall be submitted to binding arbitration in Savannah, to be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association, or such other dispute resolution provider as otherwise agreed to by the parties. The parties expressly agree that this arbitration shall be final and binding on the parties and judgment may be entered upon the award and may be enforced by appropriate judicial action in any state or federal court having jurisdiction thereof. In this connection, the parties hereby submit themselves to the jurisdiction of the State of Georgia located in Savannah. The parties agree that the arbitrator shall adhere faithfully to the laws of the State of Georgia and that the arbitrator shall award to the prevailing party in arbitration the reasonable attorney’s fees and costs expended in connection with any arbitration conducted under this provision.

ATTORNEYS FEES

In the event any legal action is taken by either party against the other party to enforce one of the terms and conditions of this Agreement, it is agreed that the unsuccessful party to such action shall pay to the prevailing party therein all court costs, reasonable attorneys fees, and expenses incurred by the prevailing party. In addition, the party against whom collection is sought by non-judicial means shall be responsible for all reasonable costs (including reasonable attorneys fees) incurred by a party that is successful in seeking collection of monies due pursuant to this Agreement.

WAIVER

If one party agrees to waive its right to enforce any term of this Agreement, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Agreement.

BINDING AGREEMENT

This Agreement, along with the attachments called The Program of Events and the Hotel’s Information Sheet, which are incorporated herein by reference, are all of the terms agreed to by the parties. Any changes to these terms must be made in writing and signed by both parties to be effective. All prior agreements, verbal or written, are no longer effective once this Agreement is signed by the parties.
ENFORCEABILITY

If any provision of the Agreement is unenforceable under applicable law, the remaining provisions shall continue in full force and effect.

FACSIMILE SIGNATURES

This signature page may be signed by the parties and sent by electronic transmission (facsimile) and shall be acceptable to the Hotel to hold the space; provided, however, that if the Hotel does not receive the Agreement executed by the Group with the original signature without any further changes within seventy-two (72) hours of the date shown on the facsimile signature page, the Hotel reserves the right not to hold the space and otherwise to avoid any obligations under this Agreement.

When signed by representatives of both parties, this Agreement, (which includes The Program of Events and the Hotel's Information Sheet) constitutes a binding agreement between the Group and the Hotel.

By the Group's Authorized Representative
By: ____________________________
Name: Susan Walker
Title: Meeting Planner
Date: ____________________________

By the Hotel's Authorized Representative
By: ____________________________
Name: Cheryl Brodnax
Title: Sales Manager
Date: ____________________________
HYATT REGENCY SAVANNAH POLICIES AND PROCEDURES

Food and Beverage Policies
Due to legal liabilities, no food and beverage may be brought into the hotel. All food and beverage consumed in the hotel must be purchased in the hotel. Food and beverage arrangements for hospitality suites may be made directly with our Hospitality Manager. Additional food and beverage policies and charges are available from our Catering/Convention Services Department.

Arrival/Departure Times
The Hotel’s check in time is 3:00 p.m. Room assignments prior to that time are on an availability basis. The Hotel’s check out time is 12:00 noon.

Deposits
A deposit of one night’s room and tax charges or credit card information authorizing the deposit will be required from each individual at the time of reservation. All deposits for individual room reservations are fully refundable if a room is canceled twenty-four (24) hours or more prior to the arrival date. Personal checks, money orders or a valid American Express, Visa, Mastercard or Discover number and expiration date will be needed for the deposit.

At check-in, any individual not using a credit card or authorized master account to guarantee payment of room, tax and incidental charges must pay all room and tax charges, plus a $25 incidental deposit. Should room and tax charges be pre-paid or guaranteed, only the $25 incidental deposit will be incurred. Any unused portions of the deposit will be refunded at check-out. The $25 deposit is for telephone and movie charges only.

Tax Exemption
To be tax exempt, the organization must present the Hyatt Regency Savannah with a valid Georgia sales tax exemption letter. Individuals must present tax exemption certification prior to check in and settle their account with government issued funds or credit card.

Signage
Organizational signage to be used in the public space areas of the Hyatt Regency Savannah must be professionally printed and approved by the Convention Services department. All signage not authorized by the Hotel will be removed and discarded. Signage may be purchased through the Hotel at a nominal fee.

A $25.00 charge will be assessed to hang any banners that require hotel labor.
**Early Departure Fee**
Upon check in, each guest will be asked to review the departure date stated on the registration card. The attendee may change the departure date at that time. If an attendee wishes to change the departure date after check in, a $50.00 change fee will be assessed.

**Parking**
Valet parking fees for hotel guests will be charged at the posted rate at the time of their stay. For your reference, the current parking charge for hotel guests is $15 per day. Current rates are subject to change and all parking is on a space availability basis.

**Promotional Materials**
Nothing shall be posted on, nailed or screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connections therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the organization.

**Hotel Brochures/Reservation Cards**
Hotel brochures and reservation cards are available at current costs.

**Audio-Visual**
A complete line of audio-visual equipment is available for rental through Presentation Services. Our Convention Services department will coordinate all requests for this equipment.

**Shipping/Packaging**
All shipments should be sent no sooner than two weeks prior to the conference, and Convention Services should be notified in advance. A charge, currently $5.00 per parcel, will be assessed to cover the administration of receiving, tracking, and storage of each item. To ensure prompt delivery all materials should be addressed as follows:

- Hyatt Regency Savannah
- Two West Bay Street
- Savannah, GA 31401
- Attn.: (Guest’s Name)
  - (Guest’s Arrival Date)
  - (Convention Name)
  - (Catering/Convention Service Manager’s Name)
Deliveries will not be accepted if the shipper requires assistance from the hotel staff to load or unload materials. Arrangements for the storage of large deliveries may be made in advance through Host South, at 912-232-6373.

The hotel accepts no responsibility for the return of packages or shipments at the conclusion of your function. These arrangements can also be made through Host South and our staff will be happy to contact them for you.

**Liability/Security**
The Hotel cannot be responsible for the safe keeping of equipment, displays, supplies, written materials or other valuable items left in the meeting room, registration booth, public areas etc. The Group is responsible for the security of such materials.

**Smoking**
The City of Savannah has passed an ordinance “to ban or restrict smoking in all places of public accommodation.” Public accommodation is defined as all public places or places of employment. Therefore, the Lobby, Mezzanine and other public areas of the hotel are designated as non-smoking.

*The above Policies and Procedures are subject to change by the hotel without notice.*
Revised Contract for date of November 19, 2004

STANDARDIZED MEETING & ROOMS AGREEMENT

The following represents an agreement between the Columbia Sussex Corporation, d/b/a Knoxville Marriott ("Hotel") and Institute of Transportation Engineers and outlines specific conditions, and services to be provided.

DESCRIPTION OF GROUP AND EVENT

ORGANIZATION: Tennessee Section
Institute of Transportation Engineers

NAME OF EVENT: Southern District Institute of Transportation Engineers

CONTACT: Ms. Cindy Pionke

ADDRESS: C/O Knox County Engineer & Public Works
205 West Baxter Avenue
Knoxville, TN 37917

PHONE NUMBER: 215-5804

FAX NUMBER: 215-5827

DATE OF CONTRACT: November 30, 2004

GUEST ROOM COMMITMENT

The Hotel will provide 470 "Total Room Nights" as follows:

<table>
<thead>
<tr>
<th></th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>40</td>
<td>160</td>
<td>160</td>
<td>110</td>
</tr>
</tbody>
</table>

The guest room commitment stated is based upon most recent histories and/or an agreed-upon growth rate. One year prior to arrival, the Hotel will confer with Institute of Transportation Engineers to re-evaluate guest room commitment usage. At this time and upon mutual agreement, the guest room commitment and meeting space may be
modified by 20% reduction of original block to more accurately reflect Institute of Transportation Engineers current history. Any modifications will not affect either party's obligations under this Agreement unless both parties agree upon a written amendment to this Agreement.

This Agreement is based upon the Knoxville Marriott being named the Headquarters Hotel and represented as such in all promotional materials for the Event. Should the Hotel not be named as the sole official Headquarters Hotel, the Hotel reserves the right to reduce the Total Room Nights and meeting space, and to adjust the group room rates and special considerations outlined in this Agreement.

Institute of Transportation Engineers will provide Hotel with the name(s) of all other participating hotels one-year prior to the date of Institute of Transportation Engineers. If Institute of Transportation Engineers requires fewer than 20% guestrooms in Knoxville for the Institute of Transportation Engineers, Hotel may reduce the Total Room Night commitment.

**GROUP ROOM RATES**

Hotel's published rack rates for 4, 2007 are as follows:

- **Standard Rack Rate:** $179.00
- **Additional Person:** +$20.00

Based upon Institute of Transportation Engineers total program requirements as outlined in this agreement, Hotel confirms the following group rates (net of all taxes):

<table>
<thead>
<tr>
<th>Room</th>
<th>Single Rate</th>
<th>Double Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>125</td>
<td>125</td>
</tr>
</tbody>
</table>

Hotel's room rates are subject to applicable state and local taxes (currently 17.25% per room per night) in effect at the time of check-in.

The above room rates are net, non-commissionable.

**SPECIAL CONCESSIONS**

In consideration of the Total Room Nights and the functions identified on the Function Information Agenda/Event Agenda, Hotel will provide Institute of Transportation Engineers the following special concessions:

Ten rooms will be provided to the group at the prevailing state rate, rooms must be accompanied by a rooming list 45 days prior to opening day of conference. Knoxville Marriott will offer complimentary one complimentary room for 50 rooms paid per night. Comps
may be applied toward the Five VIP rooms inhouse. Which will include the International President, Two Vice Presidents, Executive Director and Southern District President. Any balance of room nights for the VIP’s mentioned above after comps are used may pay the existing state rate currently of $70.00 plus tax. Group will receive two suite upgrades at the group rate.

ATTRITION

Hotel is relying upon use of 470 Total Room Nights. Institute of Transportation Engineers agrees that a loss will be incurred by Hotel should there be a reduction greater than 20% in Total Room Nights actually used.

Should the room nights actually used by Institute of Transportation Engineers be less than 80% of the Total Room Nights Institute of Transportation Engineers agrees to pay, as liquidated damages and not as a penalty, the difference between 80% of the Total Room Nights and Institute of Transportation Engineers actual usage of rooms, multiplied by the average group room rate.

ADJUSTMENTS TO CONCESSIONS
(If Attrition, Hotel permitted to adjust concessions)

In the event of reductions in the Total Room Nights of more than 20%, the Hotel may adjust any concessions previously offered in this Agreement, including those concessions offered on a complimentary basis, and may also adjust the Function Space in direct proportion to the reduction in the Total Room Nights.

RESERVATIONS, CUT-OFF, AND CHECK-IN
Individual (Call 800-228-9290 for reservations) OR, Rooming List

| Cut-Off Date: | 3/31/07 |
| Check-In Time: | 3:00pm |
| Check-Out Time: | 12:00pm |

At the cut-off date, Hotel will release the unreserved rooms for general sale. Any reservation received after the cut-off date will be accepted on a space or rate available basis.

GUARANTEED RESERVATIONS

All reservations made by rooming list will be automatically guaranteed for late arrival by your organization. If guests identified on the rooming list do not check-in *** will be charged one night room rate.

EXPRESS CHECK-IN SERVICE
In order to expedite check-in, we request all reservations include the following information:

- Arrival and departure dates
- Estimated time of arrival
- Room preference (single or double/double, smoking or non-smoking)
- Credit card type to be used for payment including number and expiration date.

**MASTER ACCOUNT CHARGES**

Attendees will pay their own room, tax and incidentals incurred by them at Hotel. Institute of Transportation Engineers will be responsible for all other charges incurred pursuant to this Agreement.

**BILLING ARRANGEMENTS**

The following billing arrangements apply:

- [x] Individual to pay all room, tax and incidental charges
- [ ] All room, tax to Master Account
- [ ] Individual to pay own incidental charges
- [x] All Banquet charges to Master Account
- [x] Credit Card needed to guarantee sleeping rooms/banquet charges

**PREFERRED BILLING**

If Institute of Transportation Engineers continues to have Marriott Preferred Billing at the time of the Event, Hotel will bill Institute of Transportation Engineers for any part or all of Institute of Transportation Engineers Master Account charges. If not, then the method of payment of the Master Account will be established upon approval of Institute of Transportation Engineers credit. In the event that credit is not approved, Institute of Transportation Engineers agrees to pay an advance deposit in an amount to be determined by the Hotel in its reasonable discretion.

**METHOD OF PAYMENT**

The method of payment of the Master Account will be established upon approval of your credit. To apply for Direct Billing, please complete the enclosed credit application.

Any outstanding balance of the Master Account will be due and payable upon receipt of our invoice. If payment is not received within thirty (30) days, a finance charge of 1-1/2% per month (18% annual rate) [or the maximum allowed by law, whichever is less] will be added to the unpaid balance commencing on the invoice date.

We must be notified in writing within seven (7) days prior to your arrival date of the authorized signatories and the charges that are to be posted to the Master Account.
FUNCTION AGENDA

Based on the requirements outlined by Institute of Transportation Engineers the Hotel has reserved the function space set forth as detailed below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Function</th>
<th>Room</th>
<th>Setup</th>
<th>Agr</th>
<th>Room Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/22/2007</td>
<td>7:00 AM</td>
<td>12:00 AM</td>
<td>Office</td>
<td>Neyland Room</td>
<td>6' skirted table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/22/2007</td>
<td>8:00 AM</td>
<td>12:15 AM</td>
<td>Registration</td>
<td>Vestibule</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/22/2007</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>James Polk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/22/2007</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Henry Knox</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/22/2007</td>
<td>1:00 PM</td>
<td>12:15 AM</td>
<td>Exhibits</td>
<td>Mississippi</td>
<td>Tabletops and Booths</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>4/22/2007</td>
<td>3:00 PM</td>
<td>5:00 PM</td>
<td>Meeting</td>
<td>William Blount</td>
<td>U-Shape</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>4/22/2007</td>
<td>6:00 PM</td>
<td>11:00 AM</td>
<td>Reception</td>
<td>River View Room</td>
<td>Special</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>4/22/2007</td>
<td>7:00 PM</td>
<td>11:00 PM</td>
<td>Hospitality Suite</td>
<td>Andrew Jackson</td>
<td>Special</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>4/22/2007</td>
<td>7:00 PM</td>
<td>11:00 PM</td>
<td>Hospitality Suite</td>
<td>Alvin York</td>
<td>Special</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>4/22/2007</td>
<td>7:00 PM</td>
<td>11:00 PM</td>
<td>Hospitality Suite</td>
<td>James Polk</td>
<td>Special</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>4/22/2007</td>
<td>7:00 PM</td>
<td>11:00 PM</td>
<td>Hospitality Suite</td>
<td>Henry Knox</td>
<td>Special</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>4/23/2007</td>
<td>7:00 AM</td>
<td>12:00 AM</td>
<td>Office</td>
<td>Neyland Room</td>
<td>6' skirted table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/23/2007</td>
<td>7:00 AM</td>
<td>8:00 AM</td>
<td>Breakfast</td>
<td>Andrew Jackson</td>
<td>Rounds of 10</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>4/23/2007</td>
<td>7:00 AM</td>
<td>5:00 PM</td>
<td>Exhibits</td>
<td>Mississippi</td>
<td>Tabletops and Booths</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>4/23/2007</td>
<td>8:00 AM</td>
<td>9:00 AM</td>
<td>Breakfast</td>
<td>South Blount</td>
<td>Rounds of 10</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>4/23/2007</td>
<td>8:00 AM</td>
<td>3:30 PM</td>
<td>Registration</td>
<td>Vestibule</td>
<td>Existing Set</td>
<td></td>
<td></td>
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<tr>
<td>4/23/2007</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>James Polk</td>
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<tr>
<td>4/23/2007</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Henry Knox</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/23/2007</td>
<td>8:30 AM</td>
<td>10:00 AM</td>
<td>Meeting</td>
<td>Kentucky</td>
<td>Theatre</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>4/23/2007</td>
<td>10:00 AM</td>
<td>5:00 PM</td>
<td>Meeting</td>
<td>Kentucky</td>
<td>Theatre</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>4/23/2007</td>
<td>10:00 AM</td>
<td>5:00 PM</td>
<td>Meeting</td>
<td>Georgia</td>
<td>Theatre</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>4/23/2007</td>
<td>12:00 PM</td>
<td>1:00 PM</td>
<td>Box Lunch</td>
<td>John Sevier Lobby</td>
<td>Existing Set</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>4/23/2007</td>
<td>3:30 PM</td>
<td>5:00 PM</td>
<td>Teardown</td>
<td>Mississippi</td>
<td>Existing Set</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/24/2007</td>
<td>7:00 AM</td>
<td>12:00 AM</td>
<td>Office</td>
<td>Neyland Room</td>
<td>6' skirted table</td>
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<tr>
<td>4/24/2007</td>
<td>7:00 AM</td>
<td>8:00 AM</td>
<td>Breakfast</td>
<td>River View Room</td>
<td>Rounds of 10</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>4/24/2007</td>
<td>7:00 AM</td>
<td>5:00 PM</td>
<td>Registration</td>
<td>Vestibule</td>
<td>Existing Style Set</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/24/2007</td>
<td>8:00 AM</td>
<td>9:00 AM</td>
<td>Breakfast</td>
<td>Andrew Jackson</td>
<td>Rounds of 10</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>4/24/2007</td>
<td>8:00 AM</td>
<td>10:00 AM</td>
<td>Meeting</td>
<td>Andrew Jackson</td>
<td>Theatre</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>4/24/2007</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>James Polk</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4/24/2007</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Henry Knox</td>
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<tr>
<td>4/24/2007</td>
<td>8:30 AM</td>
<td>10:00 AM</td>
<td>Meeting</td>
<td>Georgia</td>
<td>Theatre</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>4/24/2007</td>
<td>8:30 AM</td>
<td>10:00 AM</td>
<td>Meeting</td>
<td>Kentucky</td>
<td>Theatre</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>4/24/2007</td>
<td>6:00 PM</td>
<td>7:00 PM</td>
<td>Reception</td>
<td>Mississippi</td>
<td>Existing Set</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>4/24/2007</td>
<td>7:00 PM</td>
<td>11:00 PM</td>
<td>Dinner</td>
<td>Kentucky/Georgia</td>
<td>Rounds of 10</td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>

Page 5
500 Hill Avenue, SE  Knoxville, Tennessee 37915  865/637-1234
865/594-4348 Sales Fax
Meeting space will be complimentary with a minimum net food purchase of $10,000.00. If less than $10,000.00 in net food is purchased, meeting room rental will be charged as the difference between $10,000.00 and the actual amount purchased.

*Hotel will provide all food for functions in the hotel area including hospitality suites for organizations. Current menu prices should not exceed more 10% increase for year 2007.

*Institute of Transportation Engineers will be allowed to provide own alcohol with Knoxville Marriott charging $250.00 for set up ie: glasses, ice, soda, lemon, tonic, etc 4 hour minimum. Corkage fee of $15.00 per bottle with hotel to own everything that comes in whether it is opened or not. NO RETURNS. $75.00 bartender per hour per bar.

*If the client provides own AV equipment there would be a service charge of $100.00 per day. The Marriott Audio Visual or banquet staff cannot be liable in any way for equipment that does not belong to Knoxville Marriott Hotel.

Meeting Rooms are Reserved Based on the number of Attendees and the Set Up Requirements Stated. The Knoxville Marriott Reserves the Right to relocate any Function to a Comparable Room.

Hotel's liquor license requires that Hotel employees only dispense alcoholic beverages. Alcoholic Service may be denied to those guests who appear to be intoxicated or under age.

**CATERING MINIMUMS**

Institute of Transportation Engineers agrees that it will provide, and Hotel is relying on a MINIMUM person GUARANTEE per function. Institute of Transportation Engineers agrees that Minimum Guarantee of Functions meal plan will be at least 80% of the actual numbers stated below. Attendance cannot fall below this number without penalty, as space being held is dependent on the number of persons.

Hotel's 2003 minimum catering selections are as follows:
<table>
<thead>
<tr>
<th>Function</th>
<th>Number of People</th>
<th>Price Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>100</td>
<td>$10.95 - $18.95pp</td>
</tr>
<tr>
<td>Mid Morning Break</td>
<td>100</td>
<td>$4.50pp - $8.50pp</td>
</tr>
<tr>
<td>Lunch</td>
<td>100</td>
<td>$15.95pp - $25.95pp</td>
</tr>
<tr>
<td>Afternoon Break</td>
<td>100</td>
<td>$7.50pp - $14.00pp</td>
</tr>
<tr>
<td>Dinner</td>
<td>100</td>
<td>$25.00pp - $75.00pp</td>
</tr>
<tr>
<td>Reception</td>
<td>100</td>
<td>$15.00 - $40.00pp</td>
</tr>
</tbody>
</table>

These quotations do not include the applicable Tennessee Tax (currently 9.25%) and a taxable 20% service charge. The Hotel must purchase all food and beverage served in the Hotel.

EXHIBITS IN HOTEL
(Exhibitors Contract)

A copy of Institute of Transportation Engineers proposed exhibitor's contract must be submitted to Hotel's Event Management Department prior to its printing and distribution, to ensure that the Hotel is protected and that exhibitors have received complete information and instructions, as well as rules and regulations governing exhibits at the Hotel. The Exhibitor's contract must include the following "Hold Harmless Clause:"

"The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims."

Hotel will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss, or damages arising directly from exhibitor's negligence. Institute of Transportation Engineers will be responsible to negotiate the contract with its exhibitors. Note: If the exhibit area is defined in the main atrium lobby, the Knoxville Marriott does not allow tape of any kind to be put down on the marble floor.

- A $65.00 charge one time charge per 6ft. table cloth and draped with two chairs will be charged to client for the hotel to provide for exhibitors

FOOD AND BEVERAGE ATTRITION
(Two tiered percentage fee for attrition)
Institute of Transportation Engineers must initially confirm the expected number of attendees of its catered functions at least three months before the Event, and again 72 hours before the scheduled function. Hotel will permit 25% attrition from the initially confirmed number of attendees without payment of any fee. If attendance at any catered function slips more than 25% below the initially confirmed number of attendees or if the function is canceled, Institute of Transportation Engineers will pay Hotel, as liquidated damages and not as a penalty, the following amounts with respect to each function:

1. 45% of the per-guest price of the function for each attendee below the initially confirmed number of attendees less permitted attrition, but above the number of attendees confirmed 72 hours in advance of the function; plus, if applicable,

2. The full per-guest price of the function for each attendee below the number of attendees confirmed 72 hours in advance of the function.

Hotel agrees that after receipt of this amount, it will not seek further damages resulting from the cancellation or attrition of such catered functions.

**SELF OWNED / SUB-RENTED EQUIPMENT**

AudioVisual is a Factored Revenue Source for the Hotel. Hotel Does Not Recommend that self-owned / Sub rented Equipment is Utilized. If Client decides to use an external source for AudioVisual, a list of all equipment must be sent directly to Hotel Sales Manager. Client will be charged 30% of estimated cost of equipment due to loss of revenue.

**PACKAGE RECEIVING**

Should you be shipping boxes for your meeting, they must be addressed to the attention of the Manager handling your function, and marked with the name and date of your function. Due to limited storage space, we request that shipments not arrive any earlier than three days prior to the group’s arrival. Fees will apply for all shipments requiring storage, security and physical off-loading to street level. A fee of $3.00 per box will be applied to the group’s master account. Also, a $50.00 per pallet loaded fee will also apply.

**CANCELLATION POLICY**

(Standard Clause, using percentage of rooms revenue)

Institute of Transportation Engineers agrees to provide Hotel with written notice of any decision to cancel or to otherwise essentially abandon its use of the Total Room Nights (a “Cancellation”) within five (5) business days of such decision. Institute of Transportation Engineers acknowledges that a Cancellation would constitute a breach of
Institute of Transportation Engineers obligation to Hotel and Hotel would be harmed. If a Cancellation occurs, the parties agree that:

(a) It would be difficult to determine Hotel's actual harm;

(b) The sooner the Hotel receives notice of the Cancellation, the lower its actual harm is likely to be, because the probability of mitigating the harm by reselling space and functions is higher; and

(c) The highest percentage amount in the chart (the "Chart") set forth below reasonably estimates Hotel's harm for a last-minute Cancellation and, through its use of a timeline that reduces damages for earlier Cancellations, the Chart also reasonably estimates Hotel's ability to lessen its harm by reselling Institute of Transportation Engineers space and functions.

Institute of Transportation Engineers therefore agrees to pay Hotel, within thirty (30) days after any Cancellation, as liquidated damages and not as a penalty, the amount listed in the Chart below.

<table>
<thead>
<tr>
<th>Date of Decision to Cancel</th>
<th>Amount of Liquidated Damages Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Agreement to 120 days prior</td>
<td>10% of Total Room Revenue = $5,875.00</td>
</tr>
<tr>
<td>From 119 days to 90 days prior</td>
<td>25% of Total Room Revenue = $14,687.50</td>
</tr>
<tr>
<td>From 89 days to 60 days prior</td>
<td>50% of Total Room Revenue = $29,735.00</td>
</tr>
<tr>
<td>From 59 days to 31 days prior</td>
<td>75% of Total Room Revenue = $44,062.50</td>
</tr>
<tr>
<td>From 30 days to 0 days prior</td>
<td>100% of Total Room Revenue = $58,750.00</td>
</tr>
</tbody>
</table>

*"Total Room Revenue" is the dollar amount equal to the number of Total Room Nights multiplied by Institute of Transportation Engineers average room rate.

Provided that Institute of Transportation Engineers timely notifies Hotel of the Cancellation and timely pays the above liquidated damages, Hotel agrees not to seek additional damages from Institute of Transportation Engineers relating to the Cancellation.

**IMPOSSIBILITY**
The performance of this Agreement is subject to any circumstance making it illegal or impossible to provide or use the Hotel facilities, including acts of God, war, government regulations, disaster, strikes, civil disaster, or curtailment of transportation facilities that affect more than 30% of expected attendance. The Agreement may be terminated only for any one of the above reasons by written notice from either Hotel or Institute of Transportation Engineers to the other within ten (10) days of learning the basis for termination.

COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws and the like. Hotel and Institute of Transportation Engineers agree to cooperate with each other to ensure compliance with such laws.

LIQUOR LICENSE

Institute of Transportation Engineers understands that Hotel's liquor license requires that Hotel employees or bartenders only dispense beverages. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

IN-HOUSE EQUIPMENT

Hotel will provide, at no charge, a reasonable amount of meeting equipment (for example, chairs, tables, chalkboards, etc). These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel's present in-house equipment to the point of requiring rental of an additional supply to accommodate Institute of Transportation Engineers needs. If such special setups or extraordinary formats are requested, Hotel will present Institute of Transportation Engineers two (2) alternatives: (1) charging Institute of Transportation Engineers the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost.

TAX EXEMPTIONS

If Institute of Transportation Engineers maintains tax exempt status; Institute of Transportation Engineers must provide Hotel with a valid tax exemption certificate(s) by January 27, 2006 in order to be exempt from tax charges.

LIMITED LIABILITY

The Hotel shall not be liable for non-performance of this contract when such non-performance is attributable to labor disputes or strikes, government regulation of (or restrictions upon) travel or transportation, non-availability of food or beverage, riots,
national emergencies, weather related disasters and others causes enumerated herein or not, which are beyond the reasonable control of the Hotel.

**ACKNOWLEDGMENT OF RESPONSIBILITY**

The guest organization (hereafter referred to as the Organization) agrees that it will conduct its affairs in a reasonable and responsible manner. Specifically, the Organization agrees that it will use the premises, which it has rented in a manner that does not create any risk of harm to members of the Organization, the Organization's guests or other Hotel guests not connected with the Organization and/or the event.

**INDEMNIFICATION**

The Organization shall indemnify the Hotel for any personal injury claims for which the Organization is liable. These claims may originate with any member of the Organization or guests of the Organization and involve personal injury arising out to Organization's use of the Hotel. Further, the Organization shall be liable for any damage to the Hotel property resulting from acts of members or guests of the Organization while on Hotel's premises.

**THEFT OR DISAPPEARANCE OF PERSONAL PROPERTY**

The Hotel will not accept liability for personal property unless that property is secured under lock and key at the direction of, and by agreement with, Hotel management. Furthermore; Organizations sponsoring trade shows, fund raisers, craft shows or other events involving significant quantities of merchandise should make their own arrangements for security personnel during the entire course of the event.

**CHANGES, ADDITIONS, MODIFICATIONS**

All changes, additions, deletions, or stipulations including corrective lining out by either the Hotel or Institute of Transportation Engineers will not be considered agreed to or binding to the other unless such modifications have been initialed or otherwise approved in writing by the other.

**ACCEPTANCE**

Prior to execution by both parties, this document represents an offer by the Hotel. Unless the Hotel otherwise notifies Institute of Transportation Engineers at any time prior to Institute of Transportation Engineers execution of this document, the outlined format and dates will be held by the Hotel for Institute of Transportation Engineers on a first-option basis until **Friday December 17, 2004** If Institute of Transportation Engineers cannot make a commitment prior to that date, the offer will revert to a second option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations. Upon receipt by Hotel of a fully executed version of this Agreement prior to **Friday, December 17, 2004**, or upon Hotel's acceptance of a fully executed version of this Agreement after such date, it will be placed
on a definite basis and will be binding upon Hotel and Institute of Transportation Engineers.

Hotel and Institute of Transportation Engineers have agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below.

<table>
<thead>
<tr>
<th>Organization: Institute of Transportation Engineers</th>
<th>Hotel: Knoxville Marriott</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: W. Holli Loveday</td>
<td>Name: Betty Pearce</td>
</tr>
<tr>
<td>Co-Chairman SDITE 2007 LAC</td>
<td>Title: Senior Sales Manager</td>
</tr>
<tr>
<td>Signature: Cynthia M. Pionke</td>
<td>Signature:</td>
</tr>
<tr>
<td>Date: 12/3/04</td>
<td>Date: December 3, 2004</td>
</tr>
</tbody>
</table>
EXECUTIVE MEETING CONTRACT

This Agreement is made and entered into as of February 17, 2009, by and between the Francis Marion Hotel (hereinafter referred to as “Hotel”) and South Carolina Section of Institute of Transportation Engine (hereinafter referred to as “Group”). Group agrees that the terms of this Agreement are based upon the information provided by South Carolina Section of Institute of Transportation Engine below. In the event that the information provided by Group materially change or is incorrect, then this Agreement may be terminated pursuant to Section 4

SECTION ONE: DESCRIPTION OF THE EVENT

Company/Organization or Sponsor’s Name: South Carolina Section of Institute of Transportation Engine
Event Name and general description of event: South Carolina Section of Institute of Transportation Engine

Contact Name: Mr. William (Jeff) Davis, Ph.D, P.E.
Contact Phone: 953-7687 Fax: 953-6328 Email: jeff.davis@thecitadel.edu
Contact Address: The Citadel
Dept of Civil & Environmental Engineerin
171 Moultrie Street
Charleston, SC 29409

Hotel Name: Francis Marion Hotel
Hotel Address: 387 King Street, Charleston, SC 29403
Hotel Contact: Randi M. Windham
Phone: 843-937-8691 Fax: 843-853-2186 Email: randi.windham@thefrancismarion.com

SECTION TWO: MEETING ROOM/BALLROOM AND CATERING SERVICES/GUEST ROOMS

MEETING ROOMS: Upon the signature of this Agreement, Hotel reserves and Group guarantees payment for the meeting rooms space for the days/times specified below and in the attached Banquet Event Order, which is deemed part of this Agreement. Hotel may change specific meeting rooms space at its discretion. Group must obtain final approval from Hotel before publishing meeting room names. If Group modifies the Guaranteed Amount, the Hotel may increase meeting room rental accordingly. If a room setup change is made after Contract signature and requires resetting within the day, or from one day to the next, a setup fee will apply. Fees are determined by the size of the room, number of people and time allowed for the setup change. The minimum setup change fee is $150.00.

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Function</th>
<th>Setup</th>
<th>Amt</th>
<th>Room Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 12/03/06</td>
<td>1:30 PM</td>
<td>7:00 PM</td>
<td>Meeting</td>
<td>Rounds of 8</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Mon 12/04/06</td>
<td>7:30 AM</td>
<td>4:30 PM</td>
<td>Meeting</td>
<td>Rounds of 8</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

INTERNET SERVICES: Wired and wireless Internet access is available in the meeting rooms. Wired Internet access is more dependable and thus recommended for live presentations. Advance notice and a password issued by your convention service manager are required to utilize both wired and wireless services. Connections fees start at $100 per computer per day. All charges resulting from computers connected using the conference passwords are the responsibility of the group. Discounted rates are available for cyber cafes and multiple connections in the meeting rooms.

FOOD & BEVERAGE

- **GUARANTEED AMOUNT**: A minimum of $500.00 in food and beverage must be spent at your function (the “Guaranteed Amount”). This Guaranteed Amount does not include room rental, meeting space rental, service charges, tax and labor charges, audio-visual, parking or any other miscellaneous charges incurred. Group is required to pay Hotel the full Guaranteed Amount, regardless of whether Group actually charges that amount. Group must pay Hotel any amounts exceeding the Guaranteed Amount.

- **FOOD & BEVERAGE POLICY**: Due to licensing and insurance requirements, all food and beverage to be served on Hotel property must be supplied and prepared by Hotel. In addition, no remaining food or beverage shall be removed from the premises. At the conclusion of the function, such food and beverage becomes the property of Hotel. Food and beverage prices are subject to a 20% service charge and applicable taxes. Group will have available an authorized representative who will be presented a check prior to the conclusion of the event. Such representative shall verify that all charges are correct and shall sign off on such check.
GUEST ROOM ACCOMMODATIONS: Hotel will hold the following block of rooms for Group’s use at the specified rates. Hotel does not guarantee any particular rooms nor does it guarantee that rooms will be in proximity of each other.

YEAR: 2006

<table>
<thead>
<tr>
<th>Run of House</th>
<th>Sat 12/02</th>
<th>Sun 12/03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>10</td>
<td>20</td>
</tr>
</tbody>
</table>

TOTAL NUMBER OF ROOM NIGHTS: 30

CHECK IN TIME: 4:00 PM       CHECK OUT DATE/TIME: 12:00PM

The Hotel is pleased to confirm the following room rates for this group:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Single Rate</th>
<th>Double Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>$ 99</td>
<td>$ 99</td>
</tr>
</tbody>
</table>

Hotel room rates are subject to applicable state and local taxes. If Group is tax-exempt, it must present all documentation required by Hotel and pay in the manner specified by Hotel. If Group is claiming tax-exempt status; Group hereby accepts all liability and agrees to indemnify Hotel for all taxes paid and all costs incurred, including attorney fees, if a taxing authority requires that the Hotel remit tax for the room nights covered by this Agreement. Otherwise, Group will be charged all applicable taxes.

All rates are net non-commissionable.

★ INDIVIDUAL RESERVATIONS: Each individual guest must make their own reservations by calling 1-877-756-2121 by Thursday, November 2, 2006. They must identify themselves as members of the Group. All reservations must be guaranteed with a first night room deposit or guaranteed with a major credit card.

SECTION THREE: BILLING/CREDIT PROCEDURES

MASTER ACCOUNT: Group must complete the attached direct billing application and return to Hotel upon signing this Agreement. Direct billing is a privilege and can only be authorized by the Hotel after an approved credit check. If Group is approved for Direct Billing; all charges will be direct billed to the Group’s Master Account and will be paid as provided herein.

DEPOSIT: If Group is not approved for a Master Account; Hotel requires a non-refundable deposit of all estimated charges (in the amount of $500.00, which Hotel must receive by October 30, 2006. If Deposit is not received by this date, Hotel will not be required to hold the room block or meeting space requested by Group.

SECTION FOUR: CANCELLATION/MODIFICATION

CANCELLATION: If Hotel cancels this Agreement or is unable to provide the requested rooms or meeting space, Hotel will work with Group to arrange alternative, comparable space at the prices set forth herein. Hotel’s liability is limited to these remedies and Hotel shall not be liable for any consequential, punitive or special damages.

Group is responsible for paying the Guaranteed Amount and all charges specified in Section Two hereof. If Group cancels the contract or reduces the size of the event; Group shall pay the Guaranteed Amount within 30 days of Hotel’s invoice.

SECTION FIVE: MISCELLANEOUS

SIGNS AND DISPLAYS/USE OF HOTEL NAME: Group shall not display signs in Hotel nor use the name/logo of the Hotel in any brochures or ads without prior approval of the General Manager of Hotel. No sign, banner or display shall be affixed to any part of Hotel. Any damages caused to the walls, fixtures or carpet will be billed to Group.

SECURITY: Hotel may, in its sole discretion, require Group to take certain security measures in light of the size or nature of the function, which may include the requirement to hire sufficient security personnel from the Hotel or Hotel may allow Group to retain an outside service that meets required bonding and insurance requirements and is approved by the Hotel prior to the function. If Group hires an outside service in accordance with the above, Group must provide Hotel with a copy of the agreement, which shall indemnify the Hotel and its owner, and their parent, subsidiary and affiliated companies and their employees, representatives and agent, from and against any liabilities related to the services.

SHIPPING AND PACKAGES: Group must notify Hotel in advance of any packages that will be shipped to the Hotel. Packages must include Group’s name, date of program and number of items. Hotel has no responsibility or liability for such packages.

SIGNING AUTHORITY. The following individual has authority to sign for the Master Account and/or bind the Group:

Name: ____________________________ Signature: ____________________________
HOTEL CONTACT/NOTICES: All notices and other communications shall be in writing and delivered by hand, Federal Express, or certified or registered mail to the Group contact on the first page of this Agreement, or, if to the specified contact at the Hotel's address. Hotel will not be bound by any notice unless delivered to Hotel in the manner specified herein.

DAMAGE CLAUSE: In the event damage to Hotel property occurs as a result of Group or its guests/invitees, Group assumes all liability and expense and agrees that, in addition to any other rights as against such guest or others, Hotel may charge Group's Master Account or directly bill Group for all such charges. Group shall indemnify, defend and hold harmless Hotel and its officers, directors, partners, affiliates, members and employees from and against all claims, claims, damages to persons and/or property, losses and liabilities, including reasonable attorney fees (collectively "Claims") arising out of or cause by Group's negligence or intentional misconduct. Group does not waive, by reason of this paragraph, any defense it may have with respect to such claims.

GROUP'S PROPERTY: Group agrees Hotel will not be responsible for the safe-keeping of Group's property or the property of its guests or invitees left in function rooms, or anywhere on Hotel property other than the Hotel safe. State laws govern Hotel's liability for items stolen or kept in Hotel's safe. Group is responsible to secure and provide insurance coverage for its property and hereby assumes responsibility for loss thereof. Group waives any claims under Hotel's insurance policy for the loss of such property. Group may not rely on any verbal or written assurances provided by Hotel staff, other than as provided in this Agreement.

FORCE MAJEURE: The performance of this Agreement is subject to any circumstances making it illegal or impossible to provide or use Hotel facilities, including Acts of God, war, government regulations, disaster, strikes, civil disorder or curtailment of transportation facilities. This Agreement may be terminated at any one of the above reasons by written notice.

DISPUTE RESOLUTION: This Agreement will be interpreted in accordance with the laws of, and the exclusive venue for any dispute shall be in, the county or city and State in which the Hotel is situated. The prevailing party shall be entitled to recover, in addition to damages, all legal costs and reasonable attorney fees as fixed by the Court, both at the trial and appellate levels, and in any bankruptcy case and post judgment proceedings. To the extent allowed by law, the parties hereto hereby waive the right to a jury trial in any action or proceeding regarding this Agreement.

ENTIRE AGREEMENT: This Agreement and any Exhibits hereto constitute the entire agreement between the parties and supercedes any previous communications, representations or agreements, whether written or oral. Any changes to this Agreement must be made in writing and signed by authorized representative of each party.

MISCELLANEOUS: The persons signing this Agreement each warrants they are authorized to bind the party for which they are signing. Any provision of this Agreement deemed unenforceable shall be ineffective to the extent of such unenforceability without invalidating or rendering the remainder of this Agreement invalid. Each party shall execute such other and further documents as may be necessary to carry out the intention as well as to comply with the provisions of this Agreement.

NO ASSIGNMENT: Group may not assign or transfer this Agreement or any part thereof without the written consent of Hotel. Any such attempted assignment or transfer by Group may, at the option of Hotel, be deemed a cancellation of this Agreement by Group, in which case Group shall remain liable for all cancellation charged set forth herein.

PAYMENT: Payment of invoices is due upon receipt. Invoices unpaid after 30 days of the invoice date will incur a charge of the lesser of 18% or the highest amount allowed by law. Group shall be responsible for all collection or attorney fees and costs. No payment by Group of a lesser amount than any amount due shall be deemed to be other than on account of the amount due, and no endorsement or statement on any check or letter shall be deemed an accord and satisfaction, and Hotel may accept such check or payment without prejudice to its right to recover the balance of amounts due any other remedies available to Hotel under this Agreement or in law or in equity. If the Master Account remains unpaid after 60 days, in addition to other remedies, Hotel may elect to cancel future arrangements, agreements or functions at the Hotel made by Group without penalty and upon written notice.

COMPLIANCE WITH LAWS: Group shall comply with all Federal, State and local laws, rules and regulations with respect to its activities on Hotel property, including obtaining any permits required for Group's activities during the event. Hotel may require Group to present proof of such compliance prior to the event. Group relies upon Group's attendance projections in reserving the appropriate room(s) and in observing all federal, state and local regulations regarding room capacity limitations and health, safety and fire codes. Hotel reserves the right to take all necessary actions to cause the event to be in compliance with all laws, rules and regulations, including (1) closing the Event, (2) requiring certain guests to leave the event, (3) restricting access to the event, (4) restricting the consumption of alcoholic beverages, and (5) monitoring the event. If the Hotel decides, in its discretion, to take any of the actions above, it shall do so without penalty and Group shall remain liable for all obligations under this Agreement.

RIGHT OF INSPECTION/ENTRY: Hotel has the right to enter and inspect all functions. If Hotel observes any illegal activity or activity that may result in harm to persons or objects, Hotel has the right to immediately cancel the event, in which case all of Group's guests and invitees must immediately vacate the meeting rooms. In such event, Group will remain liable for all fees under Section Two.
ACCEPTANCE OF CONTRACT

If a signed original of this Agreement has not been received by the Hotel prior to August 30, 2006 Hotel shall have the right to contract with other parties for the use of the room block, meeting room and catering services without further notice to Group.

IN WITNESS WHEREOF, Hotel and Group have executed this Agreement in manner and form sufficient to bind them as of the date and year set forth on page one of this Agreement:

FMH LP
DBA Francis Marion Hotel

By: ____________________________
Name: __________________________
Title: __________________________
Date: __________________________

South Carolina Section of Institute of Transportation Engine

By: ____________________________
Name: __________________________
Title: __________________________
Date: __________________________

DIRECTOR OF SALES: _____ Initial
GROUP SALES ADDENDUM

This Addendum is made and entered into as of November 8, 2007, by and between The Francis Marion, (hereinafter referred to as “Hotel”) and South Carolina Section of Institute of Transportation Engineers (hereinafter referred to as “Group”). Group agrees that the terms of this Addendum are based upon the information provided below and will amend the original contract on December 30, 2005 and executed December 30, 2005. Any items of the original contract not addressed below will remain intact, as outlined in the original contract.

DESCRIPTION OF THE EVENT

Company/Organization or Sponsor’s Name: South Carolina Section of Institute of Transportation Engineers
Event Name: Institute of Transportation Engineers, District 5 Annual Meeting
Contact Name: Mr. William (Jeff) Davis, Ph.D, P.E.
Contact Phone: 953-7687 Fax: 953-6328 Email: jeff.davis@the Citadel.edu
Contact Address: Dept of Civil & Environmental Engineering, 171 Moultrie Street, Charleston, SC 29409

Hotel: The Francis Marion Hotel
Hotel Address: 387 King Street, Charleston, SC 29403
Hotel Contact: Randi M. Windham Fax: 843-853-2186 Email: randi.windham@the francismarion.com
Phone Number: 843-937-8691

GROUP ROOM RESERVATIONS

CUT OFF DATE: After 5:00PM local hotel time on Thursday, February 29, 2008 rooms not covered by a rooming list/individual reservations/reservations card, shall be released from Group’s room block and Hotel may contract with other parties for the use of such rooms. Hotel will continue to accept reservations from Group’s attendees after that date at the prevailing room rate, subject to availability.

GUEST ROOM RATES: The Hotel is pleased to confirm the following net, non-commissionable room rates for this group:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Single Rate</th>
<th>Double Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>$177</td>
<td>$177</td>
</tr>
<tr>
<td>Traditional Rooms</td>
<td>$137</td>
<td>$137</td>
</tr>
<tr>
<td>Francis Marion Suites</td>
<td>$229</td>
<td>$229</td>
</tr>
</tbody>
</table>

*The hotel will provide the group with 20% of rooms at the government per diem rate. After the 20% all rooms will be at the group rate. The Government Per Diem Rates will be $137.00 or prevailing government per diem rate, whichever is greater. Group rate is valid three days before and after the group dates, based on the hotel’s traditional room type availability.

MEETING ROOM/BALLROOM AND CATERING SERVICES

MEETING ROOMS: Upon the signature of this Contract, Hotel reserves and Group guarantees payment for the following meeting rooms space for the specified days/times:

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Duration</th>
<th>Setup</th>
<th>Area</th>
<th>Room Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 03/30/08</td>
<td>12:00 AM</td>
<td>12:00 AM</td>
<td>Storage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 03/30/08</td>
<td>12:00 PM</td>
<td>6:00 PM</td>
<td>Registration</td>
<td></td>
<td>Theater</td>
<td></td>
</tr>
<tr>
<td>Sun 03/30/08</td>
<td>2:00 PM</td>
<td>5:00 PM</td>
<td>Meeting</td>
<td></td>
<td>Theater</td>
<td></td>
</tr>
<tr>
<td>Sun 03/30/08</td>
<td>2:00 PM</td>
<td>5:00 PM</td>
<td>Meeting</td>
<td></td>
<td>Conference</td>
<td>20</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 03/30/08</td>
<td>3:00 PM</td>
<td>Meeting</td>
<td>See Diagram</td>
<td>50</td>
</tr>
<tr>
<td>Sun 03/30/08</td>
<td>4:00 PM</td>
<td>Exhibits</td>
<td>Exhibit 6' Table</td>
<td>30</td>
</tr>
<tr>
<td>Sun 03/30/08</td>
<td>6:00 PM</td>
<td>Reception</td>
<td>Cocktail Rounds</td>
<td>345</td>
</tr>
<tr>
<td>Sun 03/30/08</td>
<td>6:30 PM</td>
<td>Reception</td>
<td>Rounds of 8</td>
<td>250</td>
</tr>
<tr>
<td>Sun 03/30/08</td>
<td>7:00 PM</td>
<td>Hospitality</td>
<td>Reception</td>
<td>50</td>
</tr>
<tr>
<td>Sun 03/30/08</td>
<td>7:00 PM</td>
<td>Hospitality</td>
<td>Reception</td>
<td>50</td>
</tr>
<tr>
<td>Sun 03/30/08</td>
<td>7:00 PM</td>
<td>Hospitality</td>
<td>Reception</td>
<td>50</td>
</tr>
<tr>
<td>Sun 03/30/08</td>
<td>7:00 PM</td>
<td>Hospitality</td>
<td>Reception</td>
<td>50</td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>12:00 AM</td>
<td>Storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>7:00 AM</td>
<td>Breakfast</td>
<td>Round of 10</td>
<td>250</td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>7:00 AM</td>
<td>Continental Breakfast</td>
<td>Flow</td>
<td>250</td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>7:00 AM</td>
<td>Breakfast</td>
<td>Round of 10</td>
<td>30</td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>7:00 AM</td>
<td>Breakfast</td>
<td>Round of 10</td>
<td>75</td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>7:00 AM</td>
<td>Meeting</td>
<td>Conference</td>
<td>20</td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>8:00 AM</td>
<td>Registration</td>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>8:30 AM</td>
<td>General Session</td>
<td>Classroom</td>
<td>200</td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>10:00 AM</td>
<td>Setup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>10:00 AM</td>
<td>Exhibits</td>
<td>Exhibit 6' Table</td>
<td>30</td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>10:30 AM</td>
<td>Breakout</td>
<td>Theater</td>
<td>30</td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>10:30 AM</td>
<td>Breakout</td>
<td>Theater</td>
<td>30</td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>10:30 AM</td>
<td>Breakout</td>
<td>Theater</td>
<td></td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Rounds of 8</td>
<td>200</td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>1:30 PM</td>
<td>Breakout</td>
<td>Theater</td>
<td>30</td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>1:30 PM</td>
<td>Breakout</td>
<td>Theater</td>
<td>30</td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>1:30 PM</td>
<td>Breakout</td>
<td>Theater</td>
<td>30</td>
</tr>
<tr>
<td>Mon 03/31/08</td>
<td>3:30 PM</td>
<td>Special Events/Activities</td>
<td>Round of 10</td>
<td></td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>12:00 AM</td>
<td>Storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>7:00 AM</td>
<td>Breakfast</td>
<td>Round of 10</td>
<td>75</td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>7:00 AM</td>
<td>Meeting</td>
<td>Conference</td>
<td>20</td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>8:00 AM</td>
<td>Registration</td>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>8:30 AM</td>
<td>Breakout</td>
<td>Theater</td>
<td>300</td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>8:30 AM</td>
<td>Breakout</td>
<td>Theater</td>
<td>30</td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>10:00 AM</td>
<td>Coffee Break</td>
<td>Flow</td>
<td>250</td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>10:30 AM</td>
<td>Breakout</td>
<td>Theater</td>
<td>30</td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>10:30 AM</td>
<td>Breakout</td>
<td>Theater</td>
<td>30</td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>10:30 AM</td>
<td>Breakout</td>
<td>Theater</td>
<td>30</td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Round of 10</td>
<td>250</td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>1:30 PM</td>
<td>Breakout</td>
<td>Theater</td>
<td>30</td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>3:00 PM</td>
<td>Coffee Break</td>
<td>Flow</td>
<td>250</td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>3:15 PM</td>
<td>Breakout</td>
<td>Theater</td>
<td>30</td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>3:15 PM</td>
<td>Breakout</td>
<td>Theater</td>
<td>30</td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>6:00 PM</td>
<td>Reception</td>
<td>Cocktail Rounds</td>
<td>415</td>
</tr>
<tr>
<td>Tue 04/01/08</td>
<td>7:00 PM</td>
<td>Plated Dinner</td>
<td>Round of 10</td>
<td>415</td>
</tr>
<tr>
<td>Wed 04/02/08</td>
<td>12:00 AM</td>
<td>Storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 04/02/08</td>
<td>7:00 AM</td>
<td>Breakout</td>
<td>Conference</td>
<td>20</td>
</tr>
<tr>
<td>Wed 04/02/08</td>
<td>7:30 AM</td>
<td>Breakfast</td>
<td>Round of 10</td>
<td>30</td>
</tr>
<tr>
<td>Wed 04/02/08</td>
<td>8:30 AM</td>
<td>Breakout</td>
<td>Theater</td>
<td>150</td>
</tr>
<tr>
<td>Wed 04/02/08</td>
<td>8:30 AM</td>
<td>Breakout</td>
<td>Theater</td>
<td>100</td>
</tr>
</tbody>
</table>

Hotel reserves the right to assign and change specific meeting rooms space at its discretion. Group must obtain final approval from Hotel before publishing meeting room names.

If a room setup change is made after Contract signature and requires resetting within the day, or from one day to the next, a setup fee will apply. Fees are determined by the size of the room, number of people and time allowed for the setup change. The minimum setup change fee is $150.00.

Based upon Group's anticipated room block, the following sliding scale will apply:

<table>
<thead>
<tr>
<th>Room nights</th>
<th>Meeting room rental per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>445 to 495</td>
<td>COMPLIMENTARY</td>
</tr>
<tr>
<td>396 to 444</td>
<td>$4,125.00 Per Day</td>
</tr>
<tr>
<td>346 to 395</td>
<td>$6,189.00 Per Day</td>
</tr>
<tr>
<td>Below 345</td>
<td>$8,250.00 Per Day</td>
</tr>
</tbody>
</table>
EXHIBIT SPACE: The South Carolina Section of Institute of Transportation Engineers program includes exhibit requirements as outlined in the Exhibit Space Rider, attached to this contract. The Group will guarantee a minimum of 30 exhibit spaces that will include one (1) draped 6 ft. exhibit table and chair at $35.00+ tax per exhibit space/ per day.

CATERING SERVICES: A catering minimum of $55,000.00 in food and beverage must be spent at your function. This minimum does not include room rental, meeting space rental, service charges, tax and labor charges, audio-visual, parking or any other miscellaneous charges incurred. Should the actual catering revenue generated by the group fall below the catering minimum, the difference will be paid as meeting room rental. Group is required to pay Hotel the full catering minimum/meeting room rental, regardless of whether Group actually charges that amount. Group is required to pay Hotel any amounts exceeding the catering minimum.

ACCEPTANCE OF CONTRACT

IN WITNESS WHEREOF, Hotel and Group have executed this Contract in manner and form sufficient to bind them as of the date and year set forth on page one of this Contract:

FMH LP
DBA Francis Marion Hotel

By: ____________________________

Name: Randi M. Windham
Title: Sales Manager
Date: __________________________

SC Section of Institute of Transportation Engineers

By: ____________________________

Name: __________________________
Title: __________________________
Date: __________________________

DIRECTOR OF SALES: _______ Initial
(Intentionally Blank)
DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between: Renaissance Ross Bridge Golf Resort & Spa
4000 Grand Avenue
Hoover, AL 35226

And Institute of Transportation Engineers and outlines specific conditions and services to be provided.

TODAY'S DATE: December 21, 2007
ORGANIZATION: Institute of Transportation Engineers – Southern District

CONTACT:
Name: Ms. Becky White
Street Address: 244 West Valley Avenue, Suite 200
City, State/Province: Birmingham, AL 35209
Phone Number: 205-940-6240
Fax Number: 205-940-6433
E-mail Address: bwhite@saln.com

NAME OF EVENT: SDITE Annual Meeting 2009
OFFICIAL PROGRAM DATES: April 19, 2009 - April 23, 2009
ANTICIPATED ATTENDANCE: 200 Guests

GUEST ROOM COMMITMENT

The Hotel agrees that it will provide, and the Group agrees that it will be responsible for utilizing, 468 room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

<table>
<thead>
<tr>
<th></th>
<th>Sat 4/18/09</th>
<th>Sun 4/19/09</th>
<th>Mon 4/20/09</th>
<th>Tue 4/21/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>25</td>
<td>135</td>
<td>140</td>
<td>86</td>
</tr>
<tr>
<td>King Tower Suite</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Queen/Queen Tower Suites</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Presidential Suite</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Governors Suite</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vulcan Suite</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Government Rooms**</td>
<td>5</td>
<td>25</td>
<td>25</td>
<td>16</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>32</strong></td>
<td><strong>165</strong></td>
<td><strong>167</strong></td>
<td><strong>104</strong></td>
</tr>
</tbody>
</table>

GROUP ROOM RATES

Hotel's rack rates for April 2009 are as follows:

Single/Double: $300.00
Based upon the Group’s total program requirements as outlined in this agreement, Hotel confirms the following group rates (net of all taxes):

<table>
<thead>
<tr>
<th>Room</th>
<th>Single Rate</th>
<th>Double Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>$179.00</td>
<td>$179.00</td>
</tr>
<tr>
<td>Tower Suites (2)</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Presidential Suite</td>
<td>Comp</td>
<td>Comp</td>
</tr>
<tr>
<td>Governors Suite</td>
<td>$350.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>Vulcan Suite</td>
<td>$350.00</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

Hotel room rates are net, non-commissionable and subject to applicable state and local sales and occupancy taxes (currently 14%) in effect at the time of check in.

**Government Rooms will be provided at 25% above the current per diem in effect at time of arrival. These rooms will be available on a first come, first serve basis and attendee must provide government ID upon check-in.**

**SPECIAL CONCESSIONS**

In consideration of the Room Night Commitment and the Functions identified on the Event Agenda, the Hotel will provide the Group the following special concessions.

1. We are pleased to offer you one complimentary sleeping room for each fifty room nights occupied on a cumulative basis. Just prior to arrival, expected comps based on pick-up will be calculated and applied in advance. Adjustments based on actual pick up will be charged if necessary upon departure.
2. Hotel will provide welcome amenities and turndown service for up to five (5) VIPs at no charge.
3. Hotel will guarantee no more than 5% increase in F&B pricing from 2007 for “like items,” and reserves the right to provide “chef’s choice” if providing items for the Group that are lower in price than 2009 menus.
4. Presidential Suite complimentary over and beyond 1 per 50 comp rooms above.

**ON-LINE OR BY PHONE**

Reservations may be made, modified or canceled by individuals on-line at a URL to be established by the Hotel and published via the Internet by the Group to potential attendees. Individuals will also be able to make reservations by calling the Hotel Reservations office directly at 800-593-6419 and referring to the Group and meeting name. All reservations are required to be received prior to the cut off date to guarantee the group rate.

**GUARANTEED RESERVATIONS**

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card or by the Group. The Hotel will not hold any reservations unless secured by one of the above methods.

**CUTOFF DATE**

Reservations by attendees must be received on or before March 30, 2009 (the “Cutoff Date”). At the Cutoff Date, Hotel will review the reservation pickup for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations based on a space- and rate-available basis at the group rate after this date.

Release of rooms for general sale following the Cutoff Date does not affect the Group’s obligation, as discussed elsewhere in this Agreement, to utilize guest rooms.
MASTER ACCOUNT

Hotel must be notified in writing at least 30 days prior to arrival of the authorized signatories and the charges that are to be posted to the Master Account. Any cancellation or attrition fees will be billed to the Master Account.

METHOD OF PAYMENT

The method of payment of the Master Account will be established upon review of the Group’s credit.

In the event that credit is not approved, the Group agrees to pay an additional advance deposit in an amount to be determined by the Hotel in its reasonable discretion.

The outstanding balance of the Group's Master Account (exclusive of disputed charges) will be due and payable upon receipt of invoice. The Group will raise any disputed charge(s) within 10 days after receipt of the invoice. The Hotel will work with the Group in resolving any such disputed charges, the payment of which will be due upon receipt of invoice after resolution of the dispute. If payment of any invoice is not received within thirty (30) days of the date on which it was due, Hotel will impose a finance charge at the rate of the lesser of 1-1/2% per month (18% annual rate) or the maximum allowed by law on the unpaid balance commencing on the invoice date.

BILLING ARRANGEMENTS

The following billing arrangements apply:
Guestroom  Individual Pays Own
Incidentals  Individual Pays Own
Group Charges  Master Account

ADVANCE PAYMENT

A deposit in the amount of $3500.00 is due by October 1, 2008. $1500.00 due February 1, 2009. Will apply for direct bill after the 2008 conference.

EVENT AGENDA

Based on the requirements outlined by the Group, the Hotel has reserved the function space set forth on the below Event Agenda.

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Function</th>
<th>Room</th>
<th>Setup</th>
<th>Agr</th>
<th>Room Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/19/2009</td>
<td>TBD</td>
<td>TBD</td>
<td>Golf</td>
<td></td>
<td></td>
<td>50</td>
<td>.00</td>
</tr>
<tr>
<td>4/19/2009</td>
<td>1:00 PM</td>
<td>5:00 PM</td>
<td>Meeting</td>
<td>Mountain Brook</td>
<td>Conference</td>
<td>20</td>
<td>.00</td>
</tr>
<tr>
<td>4/19/2009</td>
<td>6:00 PM</td>
<td>9:00 PM</td>
<td>Reception</td>
<td>Terrace</td>
<td>Reception</td>
<td>190</td>
<td>.00</td>
</tr>
<tr>
<td>4/19/2009</td>
<td>6:00 PM</td>
<td>9:00 PM</td>
<td>Weather Backup</td>
<td>Salon ABCD</td>
<td>Reception</td>
<td>190</td>
<td>.00</td>
</tr>
<tr>
<td>4/19/2009</td>
<td>6:00 PM</td>
<td>9:00 PM</td>
<td>Weather Backup</td>
<td>Foyer</td>
<td>Reception</td>
<td>190</td>
<td>.00</td>
</tr>
<tr>
<td>4/19/2009</td>
<td>6:00 PM</td>
<td>11:00 PM</td>
<td>Hospitality</td>
<td>Presidential Suite</td>
<td>Comp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/19/2009</td>
<td>6:00 PM</td>
<td>11:00 PM</td>
<td>Hospitality</td>
<td>Governor's Suite</td>
<td>Charged as Room Rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/19/2009</td>
<td>6:00 PM</td>
<td>11:00 PM</td>
<td>Hospitality</td>
<td>Vulcan Suite</td>
<td>Charged as Room Rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/18/2009</td>
<td>6:00 PM</td>
<td>11:00 PM</td>
<td>Hospitality</td>
<td>Club Lounge</td>
<td>.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/19/2009</td>
<td>6:00 PM</td>
<td>11:00 PM</td>
<td>Hospitality</td>
<td>Bessemer</td>
<td>.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/19/2009</td>
<td>6:00 PM</td>
<td>11:00 PM</td>
<td>Hospitality</td>
<td>Mountain Brook</td>
<td>.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/19/2009</td>
<td>6:00 PM</td>
<td>12:00 AM</td>
<td>Exhibit Set-up</td>
<td>Salon EFGH</td>
<td>Exhibits</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>4/20/2009</td>
<td>12:00 AM</td>
<td>5:00 PM</td>
<td>Exhibits - Hold</td>
<td>Salon EFGH</td>
<td>Exhibits</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Event</td>
<td>Location</td>
<td>Type</td>
<td>Rounds</td>
<td>Fee</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>---------------------------</td>
<td>----------------</td>
<td>------------</td>
<td>--------</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td>4/20/2009</td>
<td>7:00 AM</td>
<td>Elected Leader Breakfast</td>
<td>Mountain Brook</td>
<td></td>
<td>30</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/20/2009</td>
<td>8:00 AM</td>
<td>Spouse Breakfast</td>
<td>Bessemer</td>
<td>Rounds</td>
<td>50</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/20/2009</td>
<td>8:00 AM</td>
<td>Spouse Hospitality</td>
<td>Bessemer</td>
<td>Rounds</td>
<td>50</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/20/2009</td>
<td>8:00 AM</td>
<td>General Session</td>
<td>Salon ABCD</td>
<td>Schoolroom</td>
<td>200</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/20/2009</td>
<td>9:30 AM</td>
<td>Break</td>
<td>Salon EFGH</td>
<td>Existing Set</td>
<td>180</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/20/2009</td>
<td>9:30 AM</td>
<td>Change Set for Technical Sessions</td>
<td>Salon ABCD</td>
<td>Schoolroom</td>
<td>200</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/20/2009</td>
<td>10:30 AM</td>
<td>Technical Session</td>
<td>Salon ABC</td>
<td>Schoolroom</td>
<td>100</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/20/2009</td>
<td>10:30 AM</td>
<td>Technical Session</td>
<td>Salon D</td>
<td>Schoolroom</td>
<td>100</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/20/2009</td>
<td>12:00 PM</td>
<td>Box Lunch</td>
<td>Salon EFGH</td>
<td>Existing Set</td>
<td>180</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/20/2009</td>
<td>2:30 PM</td>
<td>Break</td>
<td>Salon EFGH</td>
<td>Existing Set</td>
<td>180</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/20/2009</td>
<td>5:00 PM</td>
<td>Exhibit Teardown</td>
<td>Salon EFGH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/20/2009</td>
<td>6:00 PM</td>
<td>Off Property</td>
<td>OffSite</td>
<td></td>
<td>180</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/21/2009</td>
<td>7:00 AM</td>
<td>Breakfast Buffet (9 groups of 8-12)</td>
<td>Clubhouse or Brock's</td>
<td>Existing Set</td>
<td>90</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/21/2009</td>
<td>8:00 AM</td>
<td>Spouse Breakfast</td>
<td>Bessemer</td>
<td>Rounds</td>
<td>50</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/21/2009</td>
<td>8:00 AM</td>
<td>Spouse Hospitality</td>
<td>Bessemer</td>
<td>Rounds</td>
<td>50</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/21/2009</td>
<td>8:00 AM</td>
<td>General Session</td>
<td>Salon ABCD</td>
<td>Schoolroom</td>
<td>200</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/21/2009</td>
<td>10:00 AM</td>
<td>Break</td>
<td>Foyer</td>
<td>Existing Set</td>
<td>180</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/21/2009</td>
<td>10:30 AM</td>
<td>Technical Session</td>
<td>Salon E</td>
<td>Schoolroom</td>
<td>100</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/21/2009</td>
<td>10:30 AM</td>
<td>Technical Session</td>
<td>Salon FGH</td>
<td>Schoolroom</td>
<td>100</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/21/2009</td>
<td>12:00 PM</td>
<td>Plated Lunch</td>
<td>Salon ABCD</td>
<td>Rounds</td>
<td>180</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/21/2009</td>
<td>1:00 PM</td>
<td>Traffic Bowl</td>
<td>Salon ABCD</td>
<td>Existing Set</td>
<td>180</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/21/2009</td>
<td>2:30 PM</td>
<td>Break</td>
<td>Foyer</td>
<td>Existing Set</td>
<td>180</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/21/2009</td>
<td>6:00 PM</td>
<td>Reception</td>
<td>Terrace (WBU: Foyer)</td>
<td>Reception</td>
<td>180</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/21/2009</td>
<td>7:00 PM</td>
<td>Dinner</td>
<td>Salon ABCD</td>
<td>Rounds</td>
<td>180</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/22/2009</td>
<td>8:00 AM</td>
<td>Committee Breakfast</td>
<td>Mountain Brook</td>
<td>Rounds</td>
<td>25</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4/22/2009</td>
<td>8:00 AM</td>
<td>Prof Dev Seminar</td>
<td>Salon FG</td>
<td>Schoolroom</td>
<td>50</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

After discussion with the Group, the Hotel will have the right to reassign specific function space provided the revised space adequately accommodates the function requirements.

**EXHIBITS IN HOTEL**

Room rental for exhibit space has been waived. Exhibit space includes:

- The exhibit space for times outlined above.
- General maintenance of aisles, Hotel lighting, heating, air conditioning, and ventilation

The above rental agreement does not include:

- Pipe and draping for exhibits
- Tables and chairs
- Drayage and placement of display equipment
- Decoration and related services
- Security services
- Labor; for example, carpenters, electricians, and drapers
- Storage of any exhibit-related materials
- Lighting and electrical power
- Gas or water supply
FACILITY SERVICE FEES

Based on the Group’s requirements, Hotel’s function space fees would be $32,000.00. Based upon the Room Night Commitment and the functions identified on the Function Information Agenda/Event Agenda outlined in this Agreement, the Hotel will reduce these fees to the rental amounts outlined in the Event Agenda above.

ROOM BLOCK AND SERVICES COMMITMENT

When the Group contracts for a block of rooms and meeting facilities and for food and beverage services, those room nights, facilities and services are removed from our inventory and considered sold to the Group, and the Hotel makes financial plans based upon the revenues it expects to achieve from the Group’s full performance of the contract. It is impossible for the Hotel to know in advance whether or under what circumstances or at what rates it would be able to resell the Group’s contracted room nights, services or facilities if the Group does not use them, either as the result of a cancellation of the meeting or as the result of less than contracted room block usage or less than contracted usage of food and beverage functions (“attrition”). In most instances, when groups do not use their contracted room nights or services, the Hotel is unable to resell those room nights or services and even when room nights or services are resold, the rooms are generally not resold at the same rates, may be resold to groups which would have utilized the Hotel at another time, are not resold to groups that have the same needs as the original group, etc. Even when rooms or services may be resold, it is costly to re-market the rooms and facilities, and such efforts divert the attention of our sales staff from selling the Hotel’s rooms and facilities at other times. While your room block has been held out of the Hotel inventory, the Hotel may have turned away other groups in order to meet our commitment to the Group.

For all these reasons and others, the Hotel agrees that in the event of cancellation or attrition, the following charges, which represent a reasonable effort on behalf of the Hotel to establish its loss prospectively, shall be due as liquidated damages. Because the Hotel reasonably expects to derive revenue from the Group’s meeting above and beyond that revenue derived from the provision of room nights and food and beverage services, and because it is difficult to estimate the actual revenue which may be derived from the meeting, the amounts due as and for liquidated damages are intended to compensate the Hotel for all of its losses associated with cancellation and/or attrition.

ANTICIPATED ROOM NIGHT / BANQUET FOOD / BEVERAGE REVENUE FIGURES

At this time, the Hotel is holding 468 room nights for your use over the contracted dates, totaling revenues of $78,712. Minimum required food & beverage revenue is $35,000.00. All food and beverage is subject to a 21% service charge. All revenue figures are net and not inclusive of taxes, service charge or commissions.

ATTRITION

We agree to allow for a 20% reduction in each of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures." At the conclusion of the meeting, the Hotel will subtract the rooms revenue derived from the meeting and the amount of any permissible attrition the Group have taken from the Anticipated Room Night Revenue Figure set forth above. Any remaining amount will be posted to the Group’s master account, plus applicable taxes. Additionally, at the conclusion of the meeting, the Hotel will subtract the banquet food and beverage revenue derived from the meeting and the amount of any permissible attrition the Group has taken from the Anticipated Banquet Food and Beverage Revenue Figure set forth above. Any remaining amount will be posted to your master account, plus applicable taxes and service charges.
CANCELLATION

<table>
<thead>
<tr>
<th>Date of Decision to Cancel</th>
<th>Amount of Liquidated Damages Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Agreement to 481 days prior</td>
<td>5% of Total Room and Catering Revenue</td>
</tr>
<tr>
<td>From 480 days to 366 days prior</td>
<td>25% of Total Room and Catering Revenue</td>
</tr>
<tr>
<td>From 365 days to 271 days prior</td>
<td>50% of Total Room and Catering Revenue</td>
</tr>
<tr>
<td>From 270 days to 91 days prior</td>
<td>75% of Total Room and Catering Revenue</td>
</tr>
<tr>
<td>From 90 days to date of arrival</td>
<td>90% of Total Room and Catering Revenue</td>
</tr>
</tbody>
</table>

ADDITIONAL FOOD AND BEVERAGE / CATERING MATTERS

Though this number will not affect the Minimum Anticipated Food and Beverage Revenue figure noted above, the final attendance for your function must be received in writing by the catering/conference services office NO LATER THAN 12:00PM, three (3) working days before the date of the function. This will be the number for whom the Resort will prepare food for the function. The Resort cannot be responsible for service, accommodations or guaranteeing the same menu items for more than five percent over guarantee for events with an attendance of less than 500 people and three percent over guarantee for events with an attendance of more than 500 people. If a guarantee is not given to the Resort by the specified time and date, the original estimated attendance would be considered the final guarantee. Your final menu selections must be made no later than 3 weeks prior to your arrival.

All federal and local taxes are charges related to the services rendered by the Resort for your function in addition to the prices herein agreed upon, and you agree to pay them in accordance with the payment terms set forth herein.

On any event where the guaranteed number is less than 25 persons, a $50.00 labor charge will be added to the Event.

The Resort reserves the right to assign another room for your function in the event the room originally designated for your function shall be unavailable or inappropriate, in the Resort’s sole opinion. In the event of increased costs of commodities or menu items, the Resort may, at its option, make reasonable substitutions in menu items.

OUTSIDE FOOD AND BEVERAGE POLICY

All food and beverages served at functions associated with the Event must be provided, prepared, and served by Hotel, and must be consumed on Hotel premises.

COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, and the like. Hotel and the Group agree to cooperate with each other to ensure compliance with such laws.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations, or deletions, including corrective lining out by either Hotel or the Group, will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

LITIGATION AND COLLECTION EXPENSES
The parties agree that, in the event litigation relating to this Agreement is filed by either party, the nonprevailing party in such litigation will pay the prevailing party’s costs resulting from the litigation, including reasonable attorneys’ fees. In addition, should the Hotel, in its sole discretion, deem collection action necessary, all costs associated with that collection effort shall be posted to the Group’s master account.

LIQUOR LICENSE

The Group understands that Hotel’s liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

IN-HOUSE EQUIPMENT

Hotel will provide, at no charge, a reasonable amount of meeting equipment (for example, chairs, tables, chalkboards, etc). These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel’s present in-house equipment to the point of requiring rental of an additional supply to accommodate the Group’s needs. If such special setups or extraordinary formats are requested, the Hotel will present the Group two (2) alternatives: (1) charging the Group the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost.

The Group has permission to bring in their own AV equipment at no charge.

PERFORMANCE LICENSES

The Group will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including, without limitation, music, audio, or video recordings, art, etc.) that the Group may use or request to be used at the Hotel.

OUTSIDE CONTRACTORS

The Hotel offers all services necessary for a successful meeting. However, if the Group finds it necessary to use outside services, any companies, firms, agencies, individuals and groups hired by or on behalf of the Group shall be subject to the prior approval of the Hotel. Upon prior reasonable notice to the Hotel from the Group, the Hotel shall cooperate with such contractors and provide them with facilities at the premises to the extent that the use and occupancy of the facilities by the contractor does not interfere with the use and enjoyment of the Hotel premises by other guests of the Hotel. The Group’s contracts with its contractors will all specify that the contractor and the Group will indemnify and hold the Hotel harmless from any and all damages or liabilities which may arise by such contractors or through their use.

INSURANCE AND INDEMNIFICATION

Damage to the Hotel premises by the Group or appointed contractors will be at the Group’s responsibility. The Hotel is not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into the Hotel.

The Hotel reserves the right to approve all outside contractors hired for use by the Group in the Hotel. The Hotel reserves the right to charge a fee for outside services brought into the Hotel and to require the Group and/or outside contractor to provide proof of worker’s compensation insurance for employees who will work on Hotel premises and proof of adequate general liability coverage for the Group and/or outside contractors’ activities while on the Hotel’s premises.

The Hotel shall indemnify, defend and hold harmless the Group and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or
property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Hotel's negligence in connection with the provision of services or the use of the Hotel facilities. The Hotel shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

The Group shall indemnify, defend and hold harmless the Hotel and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Group's negligence and/or its members' negligence in connection with the use of the Hotel facilities. The Group shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

Moreover, the Hotel and the Group will each indemnify and hold harmless the other from any liability arising from violations of the Americans with Disabilities Act by the indemnifying party.

**HOTEL POLICIES**

Utilities: All electrical services and utilities, including phone and riggings, are contracted through the Hotel's Event Management Department. Electrical service order forms are available and should be returned 15 days prior to the event.

Signage: All signs must be professionally printed and their placement and posting be pre-approved by the Event Management Department. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or furniture. Distribution of gummed stickers or labels is strictly prohibited.

**IMPOSSIBILITY**

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible to provide or use the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

**MISCELLANEOUS PROVISIONS**

This contract is made and to be performed in Hoover, Alabama, and shall be governed by and construed in accordance with Alabama law. By executing this agreement, the Group consents to the exercise of personal jurisdiction over it by the courts of the State of Alabama. This contract is the entire agreement between the parties, superseding all prior proposals both oral and written, negotiations, representations, commitments and other communications between the parties, and may only be supplemented or changed in writing, signed by a representative of the Group and the Hotel's General Manager. No representative of the Hotel has been or is authorized to make any representation which varies from the express terms of this contract, though this contract may be supplemented or amended in writing. In the event of litigation arising from or associated with this contract, the parties agree that the prevailing party therein shall recover its attorneys' fees and costs incurred therein. Any legal action in connection with this agreement shall be brought or maintained only in the courts of the State of Alabama, and only in Jefferson County. No food and/or beverage of any kind will be permitted to be brought into the Hotel by the Group or any of the Group's guests.

**ACCEPTANCE**
This contract shall be deemed accepted only after it has been signed by a representative of the group and thereafter signed by a representative of the Hotel. Acceptance may be made by facsimile transmission and this contract may be executed in one or more counterparts, each of which when fill executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement. In order for this agreement to be confirmed as a definite a signed copy of this agreement must be returned by Friday, December 22, 2007. If we do not receive deposit or signed agreement by Friday, December 22, 2007, Hotel will no longer be obligated to hold the rooms or function space as outlined in this agreement.

SIGNATURES

Approved and authorized by Institute of Transportation Engineers

Name: Rebecca D. White
Title: 2009 LAC Chair
Signature: ____________________________
Date: 12/21/2007

Approved and authorized by the HOTEL

Name: Laura Harper
Title: Assistant Director of Sales
Signature: ____________________________
Date: ____________________________
(Intentionally Blank)
CONFIRMATION AGREEMENT

CONTACT: Peter Leavitt
TITLE: 
ORGANIZATION: Virginia Section Institute of Transportation Engineers
425 Port Centre Parkway
Suite 101
Portsmouth, VA 23704

TODAY'S DATE: August 11, 2005
SALES CONTACT: Cathy Grieve
EVENT POST AT: Southern District Institute of Transportation Engineers
EVENT DATE: 04/09/10-04/16/10

PHONE: 757-399-6882
FACSIMILE: 757-399-6869

This agreement is entered into by and with the Hotel doing business as the Renaissance Portsmouth Hotel and Waterfront Conference Center located at 425 Water Street, Portsmouth, Virginia 23704. Accordingly, Hotel, and Virginia Section Institute of Transportation Engineers agree to the following:

GUEST ROOM COMMITMENT AND DATES

<table>
<thead>
<tr>
<th>Fri 04/09</th>
<th>Sat 04/10</th>
<th>Sun 04/11</th>
<th>Mon 04/12</th>
<th>Tue 04/13</th>
<th>Wed 04/14</th>
<th>Thu 04/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>5</td>
<td>100</td>
<td>200</td>
<td>215</td>
<td>150</td>
<td>10</td>
</tr>
</tbody>
</table>

Based upon Virginia Section Institute of Transportation Engineers's Total Room Nights as described in this Agreement, Hotel confirms the following group rates (net of all taxes):

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Single Rate</th>
<th>Double Rate</th>
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</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>159.00</td>
<td>159.00</td>
</tr>
</tbody>
</table>

All guestroom rates are subject to a Portsmouth city tax, currently 8%, and a Virginia state tax of 5%. Taxes are subject to change.
COMMISSIONABLE RATES
The guest room rates listed above are net non-commissionable. The Hotel is not responsible for the payment of commission(s) to any entity or individual unless specifically agreed to in this Agreement. Organization will advise its designated agency of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

COMPLIMENTARY GUEST ROOMS
The Hotel will provide one (1) complimentary unit per fifty (50) units actually occupied and paid for by the groups attendee’s. Should actual paid guest units used by VASITE be insufficient to earn the number of complimentary units assigned, the appropriate room and tax charges will be placed on the Master Account. Unused complimentary units have no value after the meeting dates.

COMPLIMENTARY ROOMS FOR PRE-PLANNING VISITS
The Hotel will extend (5) complimentary room nights on a space available basis to be utilized for pre-planning visits to the Hotel. In the event you desire additional complimentary room nights for such visits, such room nights can be credited against your complimentary room allotment. Otherwise, they will be offered at the then lowest published available rate for the date of the visit.

PRE-PLANNING BOARD MEETING
The Hotel will host a pre-planning board meeting December 7 – 8, 2008. The Hotel has blocked 20 guest rooms for the night of December 7, 2008 at a special rate of $109 per room per night. The complimentary guest rooms for pre-planning visits can be utilized at this time if the group wishes. The meeting room on December 8, 2008 is complimentary.

ADDITIONAL COMPLIMENTARY ACCOMMODATIONS
In addition to other complimentary units earned by VASITE, the Hotel shall provide, on a complimentary basis, the Presidential Suite arriving 4/9/2010 and departing 4/16/2010.

The Hotel will provide VASITE with 10 upgrades to concierge level at the special rate of $139.

SPECIAL CONCESSIONS
In consideration of the Total Room Nights and the functions identified on the Function Agenda, Hotel will provide Virginia Section Institute of Transportation Engineers the following special concessions:

- One hospitality suite complimentary from 4/9 – 16/2010. Connecting guest rooms at the group rate.
- Two (2) ferry passes per attendee complimentary.
- Parking guaranteed at $10 rate for self-parking.

RESERVATION METHOD
Reservations for the Event will be made by individual attendees directly with the Hotel prior to the Cut-Off Date of 3/16/2010 12:00 AM by calling 1-888-839-1775. All guests should identify themselves as a member of the Organization’s group in order to obtain the Organization’s rate.

RESERVATION CUT-OFF DATE
Reservations for attendees must be received on or before 12:00 AM on 3/16/2010 12:00 AM. At the Cut-Off date after midnight the Hotel will review the reservation pick-up for the Event, and release the unreserved rooms for general sale and determine whether it can accept reservations from attendees after the Cut-Off date based on a space- and rate-available basis at the Organization’s group rate. The release of rooms for general sale following the Cut-Off date shall not alter, release, or negate Organization’s obligations regarding attrition and/or cancellation under this Agreement and any such released room shall be considered an “un-used” room for such purposes.
CHECK-IN/CHECK-OUT TIMES

Our check-in time is 4:00 PM and our checkout is 12:00 PM. Guests arriving before 4:00 PM will be accommodated as soon as rooms become available. Anyone wishing special consideration for a late checkout should inquire on the day of his or her scheduled departure.

ATTRITION CLAUSE

VASITE acknowledges that the Hotel is relying upon VASITE's use of the Total Room Nights. VASITE acknowledges and agrees that a loss will be incurred by Hotel in the event that VASITE's total room nights usage is less than the contracted Total Room Nights. This reduction in Total Room Nights usage is equivalent to 20% of the Total Room Nights actually used.

Once the final departure day is reached, any negative guest room pick up versus the 20% of the contracted Total Room Night block will be charged in full to the VASITE master account. Any rooms that the hotel was able to resell will be credited to VASITE.

PARKING POLICY

Indoor garage parking is available for $10 per day for all guests currently. Valet parking is available at $14 per day for overnight guests. These prices are guaranteed for your group in 2010.

FUNCTION SPACE

Based on your requirements, we have reserved the appropriate function space as outlined below. This agenda is considered part of the agreement. If additional function space is required or if meeting room sets become extensive, charges may be incurred. We ask for your cooperation in releasing unneeded space at the earliest possible date. The facility service charges specified on the Function Information Agenda are based on your Agenda as outlined. Any changes to this Agenda will be subject to rate review and revision, if warranted. The Hotel reserves the right to reassign specific function rooms.

MEETING AND BANQUET AGENDA

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Description</th>
<th>Setup</th>
<th>Age</th>
<th>Room Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/11/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>General Session</td>
<td>Theatre</td>
<td>400</td>
<td>Waived</td>
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<tr>
<td>4/12/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Round</td>
<td>300</td>
<td>Waived</td>
</tr>
<tr>
<td>4/13/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Round</td>
<td>300</td>
<td>Waived</td>
</tr>
<tr>
<td>4/14/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
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<td>Round</td>
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<td>Waived</td>
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<tr>
<td>4/15/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Round</td>
<td>300</td>
<td>Waived</td>
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<td>4/16/2010</td>
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<td>Round</td>
<td>300</td>
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<tr>
<td>4/17/2010</td>
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<td>12:00 PM</td>
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<tr>
<td>4/18/2010</td>
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<td>12:00 PM</td>
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<tr>
<td>4/20/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Round</td>
<td>300</td>
<td>Waived</td>
</tr>
<tr>
<td>4/21/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Round</td>
<td>300</td>
<td>Waived</td>
</tr>
<tr>
<td>4/22/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Round</td>
<td>300</td>
<td>Waived</td>
</tr>
<tr>
<td>4/23/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Round</td>
<td>300</td>
<td>Waived</td>
</tr>
<tr>
<td>4/24/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Round</td>
<td>300</td>
<td>Waived</td>
</tr>
<tr>
<td>4/25/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Round</td>
<td>300</td>
<td>Waived</td>
</tr>
<tr>
<td>4/26/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Round</td>
<td>300</td>
<td>Waived</td>
</tr>
<tr>
<td>4/27/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Round</td>
<td>300</td>
<td>Waived</td>
</tr>
<tr>
<td>4/28/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Round</td>
<td>300</td>
<td>Waived</td>
</tr>
<tr>
<td>4/29/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Round</td>
<td>300</td>
<td>Waived</td>
</tr>
<tr>
<td>4/30/2010</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Round</td>
<td>300</td>
<td>Waived</td>
</tr>
</tbody>
</table>

There is no charge for meeting rooms. There is a one-time charge for each event of $75. Exhibit space will be reserved for a minimum of 30 booths and a maximum of 40 booths. The above agenda is tentative and is subject to change. Agenda will be finalized six months prior to arrival.
MEETING AND BANQUET REQUIREMENTS:
All reservations and agreements are made upon, and are subject to, the rules and regulations of the Hotel, and the following conditions.

GUARANTEES: It is the responsibility of the engager to notify the hotel of the final minimum guarantee of the number of guests for each meal function no later than 12:00 noon, three (3) business days prior to the date of the function, otherwise your EXPECTED count will be used. This final minimum guarantee will be the least number of meals for which there will be a charge. For groups up to three hundred (300) persons, the hotel will over set five percent (5%), and for groups over three hundred (300), the set will be three percent (3%).

FOOD AND BEVERAGE MINIMUM: It is agreed by the Hotel and Virginia Section Institute of Transportation Engineers that a minimum of $25,000 in banquet revenue that is before and does not include any service charges and taxes will be consumed by VASITE during the outlined program. If this minimum guarantee is not met, VASITE agrees to have the revenue difference between the actual consumed and the minimum guarantee billed to its Master Account.

LIQUOR LAWS & REGULATIONS: The Renaissance Portsmouth Hotel is committed to a policy of providing legal, proper, and responsible hospitality. Alcohol may not be served to guests under the age of 21, and those unable to produce acceptable identification. We reserve the right to refuse or terminate the service of alcoholic beverages at any time if such service would be inconsistent with our Alcohol Service Policy. Bars will not be set up for any student-related high school, sorority, fraternity, college or university functions. We encourage the adoption by banquet groups of a designated driver program, whereby one or more persons accept the responsibility of not consuming alcoholic beverages, and thereby ensuring the safe transportation of others in the party. The Hotel will be happy to assist anyone upon request in making alternative transportation arrangements and/or overnight accommodations during the course of your function.

MEETINGS AND BANQUET ARRANGEMENTS: Please advise our Conference Services Manager of any special requirements you may have, such as dietary restrictions, audio-visual equipment, display equipment, labor, etc. Function rooms are being held only between the hours indicated. All arrangements must be made a minimum of three (3) weeks prior to your function date(s) to allow adequate time for follow through. Any major changes in confirmed arrangements must be given to Hotel in writing and may necessitate a re-evaluation and changes in rental fees. Banquet groups are assigned to specific rooms at the discretion of the Hotel and are subject to change.

AUDIOVISUAL EQUIPMENT RENTAL AND SERVICES ARRANGEMENTS: Our official in-house audiovisual service company is Presentation Services. Should you choose to bring your own equipment or use an outside vendor the following charges will be applied:(1) $50.00 an hour fee for an on-site audiovisual representative to monitor the sound system if additional hours are required, (2) a patch fee of $35.00 per microphone, per day. These charges may be billed to your Master Account.

The following are guaranteed prices for your convention in 2010 for the convention and for exhibitors:

- Phone $100 per day
- Internet $250 per day
- Electricity $40 per day

The Hotel will provide complimentary phone lines and Internet lines in the meeting planner office and registration desk.
AMPLIFICATION
A permanent P.A. system is available in each of our major meeting rooms. Our in-house audiovisual company maintains and operates this system. Should you choose to bring your own equipment or use an outside vendor, service charges will be applied for use of the P.A. system.

IN-HOUSE EQUIPMENT
We will provide, at no charge, a reasonable amount of meeting equipment (chairs, tables, cloths, podiums, blackboards, etc. This complimentary arrangement does not include special setups or extraordinary formats that would exhaust our present in-house equipment to the point of requiring rental of an additional supply to accommodate your needs. If such is the case, we will anticipate it in sufficient time as to present two (2) alternatives: (1) estimated rental cost to your group for additional equipment, or (2) discussing any change in the extraordinary set-up to avoid extra equipment costs.

CATERING
Our team of culinarians has put together a menu of local, regional and creative tastes that will surpass your expectations. They will be happy to begin the planning process at your convenience. Pricing may be confirmed six (6) months out with the acceptance of a written Food and Beverage proposal. The following taxes and charges will be applied: a taxable service charge, currently at 20%, and a city of Portsmouth tax, currently at 11.5%.

FOOD AND BEVERAGE SERVICE
All food and beverage service to Client's organization within the Hotel must be provided by the Hotel and serviced by Hotel personnel, in accordance with the Hotel's prevailing prices for such services.

If alcoholic beverages are to be served on the Hotel premises (or elsewhere under the Hotel's alcoholic beverage license), the Hotel will require that beverages be dispensed only by its employees and bartenders. The Hotel's alcoholic beverage license requires the Hotel to (a) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be produced and (b) refuse alcoholic beverage service to any person who in the Hotel's sole judgment, appears intoxicated.

SUITE POLICY
Virginia Section Institute of Transportation Engineers will be responsible for any damages incurred during a function held in a suite.

SIGNS AND DISPLAYS
Only a minimum of pre-approved signs or displays are permitted in the public areas. This enables us to maintain the public areas with a professional and attractive appearance. Your Convention Service Manager will be glad to assist you with your signage needs. Banners can be hung by the Hotel at an additional charge of $50 per banner to Virginia Section Institute of Transportation Engineers. The Hotel will hang one banner complimentary.

EXHIBITS
Exhibit Rental:
Based on the number of booths planned, there is a one-time charge of $75 per booth.

The above rental agreement includes:
1. The exhibit facility as programmed.
2. General maintenance of aisles, hotel lighting, heating, air conditioning, and ventilation.

The above rental agreement does not include:
1. Drayage and placement of display equipment.
2. Decoration and related services.
3. Guard services.
4. Labor; i.e., carpenters, electricians, and drapery men.
5. Storage of any exhibit-related materials.
6. Lighting and electrical power.
7. Gas or water supply.
8. Cleaning fee for the exhibit area, if required.

Hotel will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the Hotel premises except for any claims, loss, or damages arising directly from Hotel's negligence. Virginia Section Institute of Transportation Engineers will be responsible to negotiate the contract with its exhibitors.

SHIPPING AND HANDLING OF CONVENTION MATERIALS
If it is necessary for the client to ship materials to the Hotel, each item must be properly packed and marked the organization name and contact, date of the function, and name of Hotel contact. Hotel reserves the right to refuse to accept packages that appear damaged, and in any event, assumes no liability for the condition of the contents of such packages. Hotel will not accept responsibility for meeting materials delivered prior to seven (7) days before the function and in some cases may refuse delivery of those items; or refer to a drayage company.

Storing Exhibit / Display Materials:
Due to the layout of our facilities, we are unable to store display material and/or show merchandise. At the conclusion of your set-up operation, all related equipment, crates, etc., must be removed from the premises and returned no later than the last day of the exhibit show period.

BILLING INSTRUCTIONS

Individuals pay own charges unless noted.

BILLING ARRANGEMENTS
Payment shall be made in advance of the function unless credit has been established to the satisfaction of the Hotel. All business booked into the Hotel will be checked through the Hotel's Accounting Department prior to authorization for direct billing. In many cases a deposit or prepayment may be required. If billing is requested, a hotel Confidential Credit Application must be completed and approved no later than 30 days prior to the date of the function or arrival of group. The completed Credit Application must accompany the request for direct billing on company letterhead, forwarded to the attention of the Director of Sales & Marketing.

MASTER BILL AND PAYMENT
Arrangements can be made with our Accounting Department to review your group's master account at the end of your stay. Our terms are immediate payment upon receipt of statement. In the event such payment is not made within thirty (30) days after receipt of the original statement, it is agreed that the Hotel may immediately impose a LATE PAYMENT CHARGE at the rate of 1-1/2% per month (18% ANNUAL RATE), or the maximum allowed by law, on the unpaid balance and the reasonable cost of collection, including attorney's fees.

Hotel must be notified in writing at least 7 days prior to arrival of the authorized signatories and the charges that are to be posted to the Master Account. Any cancellation or attrition fees permitted under this Agreement will be billed to the Master Account.
AMERICANS WITH DISABILITIES ACT COMPLIANCE

Each party agrees to use its good faith efforts to ensure that it complies with its obligations under the Americans with Disabilities Act and the Act's regulations and guidelines (collectively, the "ADA"). Each party further agrees to indemnify and hold the other party harmless from and against any and all claims and expenses including attorneys' fees and litigation expenses, that may be incurred by or asserted against the other party, or its officers, directors, agents, and employees on the basis of the indemnifying party's non-compliance with any of the provisions of the ADA. Organization agrees to provide Hotel with reasonable advance notice about the special needs of any attendees of which Organization is aware.

LITIGATION EXPENSES

The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

IMPOSSIBILITY

The performance of this Agreement is subject to any circumstance making it illegal or impossible to provide or use the Hotel facilities, including acts of God, war, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities. The Agreement may be terminated only for any one of the above reasons by written notice from either the Hotel or Organization to the other within ten (10) days of learning of the basis for termination. Neither a change in ownership or management of the Hotel, nor a change in management of Organization shall relieve either party of the responsibilities and obligations of this Agreement.

If the AAA rating for the Renaissance Portsmouth Hotel falls below 3 Star from the time of signing until 4/10/2009 The Virginia Section Institute of Transportation Engineers has the right to cancel without penalty.

CANCELLATION POLICY

Virginia Section Institute of Transportation Engineers and the Southern District Institute of Transportation Engineers agrees to provide Hotel with written notice of any decision to cancel or otherwise abandon its use of the Total Room Nights (a "Cancellation") within (5) days of such decision. If Organization cancels the Event or moves the Event to another city or facility, such decision shall constitute a breach of its obligation to the Hotel and the Hotel will be harmed. If a Cancellation occurs, the parties agree that: It would be difficult to determine the actual harm suffered by the Hotel and that the amount set forth below reasonably estimates Hotel's harm for a Cancellation.

Virginia Section Institute of Transportation Engineers and the Southern District Institute of Transportation Engineers therefore agrees to pay Hotel, within forty-five (45) days after any Cancellation, as liquidated damages and not as a penalty, the amount listed in the chart below.

<table>
<thead>
<tr>
<th>From time of signing to date of cancellation</th>
<th>Amount of Liquidated Damages</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Cancellation from signing to 4/9/2006</td>
<td>$15,000</td>
</tr>
<tr>
<td>* Cancellation from 4/10/2006 - 4/9/2007</td>
<td>$25,000</td>
</tr>
<tr>
<td>* Cancellation from 4/10/2007 - 4/9/2008</td>
<td>$35,000</td>
</tr>
<tr>
<td>* Cancellation from 4/10/2008 - 4/9/2009</td>
<td>$45,000</td>
</tr>
<tr>
<td>* Cancellation 4/10/2009 - arrival date</td>
<td>$65,000</td>
</tr>
</tbody>
</table>

Provided that Organization timely notifies Hotel of the Cancellation and timely pays the liquidated damages specified above, Hotel agrees not to seek additional damages from Organization relating to Cancellation. Cancellation damages are due within forty-five (45) days of cancelling.
**BINDING EFFECT**

The sales staff, management and all our associate employees welcome the opportunity to serve Virginia Section Institute Transportation Engineers. We look forward to a most successful conference.

Prior to execution by both parties, this Agreement represents an offer by the Hotel. Unless the Hotel otherwise notifies Organization at any time prior to Hotel's receipt of the Agreement executed by Organization, the outlined format and dates will be held by Hotel on a first-option basis until 8/30/2005 12:00 AM. Upon receipt by Hotel of this Agreement signed by Organization, this Agreement will be placed on a definite basis and will be binding upon Hotel and Organization. If a signed Agreement is not received by Hotel from Organization by the Acceptance Date, at the Hotel's option, the arrangements described herein shall be null and void and neither party will have any obligations under the Agreement. In any event, this Agreement shall not be binding on the parties until signed by both parties, including any changes, additions, and deletions. Hotel and Virginia Section Institute of Transportation Engineers have agreed to and have executed this Agreement by their authorized representatives as of the Effective Date.

**AGREED AND ACCEPTED BY:**

<table>
<thead>
<tr>
<th>Virginia Section Institute of Transportation Engineers</th>
<th>Renaissance Portsmouth Hotel and Waterfront Conference Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Leavitt</td>
<td>Cathy Grieve</td>
</tr>
<tr>
<td>Title: Facilities Chair</td>
<td>Title: Senior Sales Manager</td>
</tr>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Date: S/30/06</td>
<td>Date: 6/14/06</td>
</tr>
</tbody>
</table>

**APPROVAL:**

<table>
<thead>
<tr>
<th>Date</th>
<th>DOSM</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/11/05</td>
<td>16</td>
</tr>
</tbody>
</table>

8
The following represents an agreement between the Renaissance Portsmouth Hotel ("Hotel") and Institute of Transportation Engineers ("Organization") entered into as of 05/31/2006 ("Effective Date") and outlines specific conditions and services to be provided.

The Renaissance Hotel and Waterfront Conference Center is pleased to offer the Institute of Transportation Engineers complimentary use of a meeting room/board room for (4) Pre-Planning visits to the hotel. Food and Beverage/Catering charges will be the responsibility of the Institute of Transportation Engineers. Use of the Renaissance meeting space is subject to availability.

The hotel offers complimentary use of the Foggy Point Private Dining Room for all pre-planning visits. Use of the room is subject to availability.

Acknowledgement

[Signatures]

Rob Sanders
Director of Sales

Peter Leavitt
Institute of Transportation Engineers
(Intentionally Blank)
Hilton Lafayette

GROUP SALES AGREEMENT

This Agreement is made and entered into as of Thursday, September 10, 2009, by and between Hilton Lafayette (hereinafter referred to as "Hotel") and Institute of Transportation Engineers (hereinafter referred to as "Group"). Group agrees that the terms of this Agreement are based upon the information provided by Institute of Transportation Engineers below. In the event that the information provided by Group materially change or is incorrect, then this Agreement may be terminated pursuant to Section 5.

SECTION ONE: DESCRIPTION OF THE EVENT

- Company/Organization or Sponsor's Name: Institute of Transportation Engineers
- Event Name and general description of event: Southern District Institute of Transportation Engineers
- Contact Name: Mr. Travis Smith
- Contact Phone: Day: 337-291-8506; Fax: 337-291-5693
- Email: tsmith@lafayettestgov.net
- Contact Address: 1515 East University Avenue
  P.O. Box 4017-C
  Lafayette, LA 70501

SECTION TWO: GROUP ROOM RESERVATIONS

GUEST ROOM ACCOMMODATIONS: Hotel will hold the following block of rooms for Group’s Use. Unless as indicated in this Agreement, Hotel does not guarantee any particular rooms nor does it guarantee that rooms will be in proximity to each other.

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Sat, 4/08/11</th>
<th>Sun, 4/10/11</th>
<th>Mon, 4/11/11</th>
<th>Tue, 4/12/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Double Beds</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>One King Bed</td>
<td>7</td>
<td>15</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>One Bedroom Deluxe Suite</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Check in date/time: Saturday, April 9, 2011/4:00pm
Check out date/time: Wednesday, April 13, 2011/12:00 noon
Total number of room nights: 420

DEADLINE FOR RESERVATIONS: Saturday, March 19, 2011: After this date, rooms not covered by a rooming list or individual reservations, as provided in Section 2 hereof, shall be released from Group's room block and Hotel may contract with other parties for the use of such rooms. Hotel will continue to accept reservations from Group's attendees after that date at the prevailing public guest room rate, subject to availability. However, you are not released from the cancellation or attrition clauses in Section 5.

GUEST ROOM RATES:

- The Hotel is pleased to confirm the following room rates for this group:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Single Rate</th>
<th>Double Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Double Beds</td>
<td>$182.00</td>
<td>$182.00</td>
</tr>
<tr>
<td>One King Bed</td>
<td>$132.00</td>
<td>$132.00</td>
</tr>
<tr>
<td>One Bedroom Deluxe Suite</td>
<td>$429.00</td>
<td>$429.00</td>
</tr>
</tbody>
</table>

20 rooms will be given at a government discounted rate of $109 per room per night. Guests checking out prior to the confirmed departure date will result in a $50.00 early departure administrative fee. Guests will have until check-in to confirm change departure date.

- Hotel room rates are subject to applicable state and local taxes. If Group is tax-exempt, it must present all documentation required by Hotel and pay in the manner specified by Hotel. If Group is claiming tax-exempt status, Group hereby accepts all liability and agrees to indemnify Hotel for all taxes paid and all costs incurred, including attorney fees, if a taxing authority requires that the Hotel remit tax for the room nights covered by this Agreement. Otherwise, Group will be charged all applicable taxes.

- All rates are non-commissionable.

COMPLIMENTARY ROOMS: Hotel agrees to provide Group with 1 complimentary standard room nights for every 50 paid room nights based on a cumulative basis and 1 one bedroom deluxe suite, provided that the total utilization of the sleeping rooms exceeds 70% of the room block. At least ten (10) days prior to Group's arrival, Group must provide Hotel with a list of individuals who will occupy complimentary rooms; otherwise it will not receive the complimentary rooms. If Group does not earn the requested number of complimentary rooms, the appropriate room and tax charges will be placed on the Group's Master Account. Unused complimentary units shall have no value and will not be credited to the Group's Master Account. A one-bedroom suite will count as 2 room nights per night and a two-bedroom suite will count as 3 room nights per night.

9/13/02
**RESERVATIONS:**

**INDIVIDUAL RESERVATIONS:** Each individual guest must make their own reservations by calling 800-HILTONS (445-8667) by March 19, 2011. They must identify themselves as members of Southern District Institute of Transportation Engineers. All reservations must be guaranteed with a major credit card.

**SECTION THREE: MEETING ROOM/BALLROOM AND CATERING SERVICES**

**MEETING ROOMS:** Upon the signature of this Agreement, Hotel reserves and Group guarantees payment for the following meeting room space for the specified dates/times:

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Description</th>
<th>Room</th>
<th>Setup</th>
<th>Agr</th>
<th>Room Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, 04/09/11</td>
<td>12:00 PM</td>
<td>12:00 AM</td>
<td>Storage</td>
<td>Elmwood</td>
<td>Other Setup</td>
<td></td>
<td>690.00</td>
</tr>
<tr>
<td>Sunday, 04/10/11</td>
<td>6:00 PM</td>
<td>11:00 PM</td>
<td>Sitting Room</td>
<td>Oak Alley</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, 04/10/11</td>
<td>12:00 AM</td>
<td>12:00 AM</td>
<td>Storage</td>
<td>Elmwood</td>
<td>Other Setup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, 04/10/11</td>
<td>12:00 PM</td>
<td>6:00 PM</td>
<td>Registration</td>
<td>Portico Foyer</td>
<td>Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, 04/11/11</td>
<td>1:00 PM</td>
<td>5:00 PM</td>
<td>SDTE Executive Board Meeting</td>
<td>Cedar</td>
<td>Conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, 04/11/11</td>
<td>6:00 PM</td>
<td>12:00 AM</td>
<td>Exhibits Set Up</td>
<td>DEF Salon</td>
<td>Tabletop Exhibits</td>
<td></td>
<td>27</td>
</tr>
<tr>
<td>Sunday, 04/11/11</td>
<td>6:00 PM</td>
<td>8:00 AM</td>
<td>Registration</td>
<td>Portico Foyer</td>
<td>Exiting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, 04/11/11</td>
<td>6:00 PM</td>
<td>11:00 PM</td>
<td>Welcome Reception</td>
<td>Vermilion Ballroom</td>
<td>Reception</td>
<td></td>
<td>160</td>
</tr>
<tr>
<td>Sunday, 04/11/11</td>
<td>6:00 PM</td>
<td>11:00 PM</td>
<td>Hospitality</td>
<td>Selon B</td>
<td>Other Setup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, 04/11/11</td>
<td>6:00 PM</td>
<td>11:00 PM</td>
<td>Hospitality</td>
<td>Selon A</td>
<td>Other Setup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, 04/11/11</td>
<td>6:00 PM</td>
<td>11:00 PM</td>
<td>Hospitality</td>
<td>Maple</td>
<td>Other Setup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, 04/11/11</td>
<td>6:00 PM</td>
<td>11:00 PM</td>
<td>Hospitality</td>
<td>Ashland Room</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, 04/11/11</td>
<td>6:00 PM</td>
<td>11:00 PM</td>
<td>Hospitality</td>
<td>Selon C</td>
<td>Other Setup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, 04/11/11</td>
<td>11:30 PM</td>
<td>8:00 AM</td>
<td>24 Hour Hold</td>
<td>DEF Salon</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>12:00 AM</td>
<td>12:00 AM</td>
<td>Storage</td>
<td>Elmwood</td>
<td>Other Setup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>7:00 AM</td>
<td>8:00 AM</td>
<td>Elected Leader Breakfast</td>
<td>Maple</td>
<td>Rounds of 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>6:00 AM</td>
<td>8:00 AM</td>
<td>Spouses Breakfast</td>
<td>Ashland Room</td>
<td>Rounds of 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>6:00 AM</td>
<td>9:30 AM</td>
<td>Meeting</td>
<td>ABC Salon</td>
<td>Theater</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Holding Room</td>
<td>Rosedown</td>
<td>Rounds of 8</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>6:00 AM</td>
<td>6:00 PM</td>
<td>Exhibits</td>
<td>DEF Salon</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>6:00 AM</td>
<td>6:00 PM</td>
<td>Registration</td>
<td>Portico Foyer</td>
<td>Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>6:00 AM</td>
<td>6:00 PM</td>
<td>Spouses Hospitality</td>
<td>Ashland Room</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>9:30 AM</td>
<td>10:30 AM</td>
<td>Break</td>
<td>DEF Salon</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>10:30 AM</td>
<td>3:00 PM</td>
<td>Technical Session</td>
<td>Selon B</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>10:30 AM</td>
<td>3:00 PM</td>
<td>Technical Session</td>
<td>Selon C</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>10:30 AM</td>
<td>3:00 PM</td>
<td>Technical Session</td>
<td>Selon A</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>12:00 PM</td>
<td>1:00 PM</td>
<td>Box Lunch</td>
<td>DEF Salon</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>12:30 PM</td>
<td>1:30 PM</td>
<td>Postar Session</td>
<td>River Foyer</td>
<td>Tabletop Exhibits</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>12:30 PM</td>
<td>1:30 PM</td>
<td>Meeting</td>
<td>Rosedown</td>
<td>Classroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>2:30 PM</td>
<td>3:30 PM</td>
<td>Break</td>
<td>DEF Salon</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>3:30 PM</td>
<td>5:00 PM</td>
<td>Traffic Bowl</td>
<td>ABC Salon</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>6:00 PM</td>
<td>7:00 PM</td>
<td>Exhibits Tear Down</td>
<td>DEF Salon</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 04/11/11</td>
<td>6:00 PM</td>
<td>8:00 AM</td>
<td>Registration</td>
<td>Portico Foyer</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>12:00 AM</td>
<td>12:00 AM</td>
<td>Storage</td>
<td>Elmwood</td>
<td>Other Setup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>7:00 AM</td>
<td>6:30 PM</td>
<td>Breakfast Buffet</td>
<td>Vermilion Ballroom</td>
<td>Rounds of 8</td>
<td></td>
<td>90</td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>6:00 AM</td>
<td>6:00 AM</td>
<td>Spouses Breakfast</td>
<td>Ashland Room</td>
<td>Rounds of 10</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>6:00 AM</td>
<td>10:00 AM</td>
<td>General Session</td>
<td>ABC Salon</td>
<td>Theater</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>6:00 AM</td>
<td>6:00 PM</td>
<td>Meeting</td>
<td>Oak Alley</td>
<td>Theater</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>6:00 AM</td>
<td>6:00 PM</td>
<td>Holding Room</td>
<td>Rosedown</td>
<td>Rounds of 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>6:00 AM</td>
<td>6:00 PM</td>
<td>Registration</td>
<td>Portico Foyer</td>
<td>Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>6:00 AM</td>
<td>6:00 PM</td>
<td>Spouses Hospitality</td>
<td>Ashland Room</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>9:30 AM</td>
<td>10:30 AM</td>
<td>Break</td>
<td>Ballroom, Portico &amp; River Foyers</td>
<td>Existing</td>
<td></td>
<td>160</td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>10:30 AM</td>
<td>3:00 PM</td>
<td>Technical Session</td>
<td>Selon B</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>10:30 AM</td>
<td>3:00 PM</td>
<td>Technical Session</td>
<td>Selon C</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>10:30 AM</td>
<td>3:00 PM</td>
<td>Technical Session</td>
<td>Selon A</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>12:00 PM</td>
<td>1:00 PM</td>
<td>Lunch</td>
<td>DEF Salon</td>
<td>Rounds of 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>1:00 PM</td>
<td>3:00 PM</td>
<td>Traffic Bowl</td>
<td>DEF Salon</td>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>2:30 PM</td>
<td>3:00 PM</td>
<td>Break</td>
<td>Ballroom, Portico &amp; River Foyers</td>
<td>Existing</td>
<td></td>
<td>180</td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>6:00 PM</td>
<td>7:00 PM</td>
<td>Reception</td>
<td>Ballroom, Portico &amp; River Foyers</td>
<td>Existing</td>
<td></td>
<td>160</td>
</tr>
<tr>
<td>Tuesday, 04/12/11</td>
<td>7:00 PM</td>
<td>10:00 PM</td>
<td>Dinner</td>
<td>DEF Salon</td>
<td>Rounds of 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, 04/13/11</td>
<td>12:00 AM</td>
<td>2:00 PM</td>
<td>Storage</td>
<td>Elmwood</td>
<td>Other Setup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, 04/13/11</td>
<td>8:00 AM</td>
<td>10:00 AM</td>
<td>Committee Breakfast</td>
<td>Ashland Room</td>
<td>Rounds of 8</td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>

9/13/02
Hotel reserves the right to assign and change specific meeting room space at its discretion. Group must obtain final approval from Hotel before publishing meeting room names.

Group will be arranging for the delivery and set-up of equipment and facilities for the Meeting Room. Group must notify Hotel in writing in advance of any delivery and set-up and shall coordinate all such deliveries/sets up with sufficient advance notice to Hotel. Group will be responsible and shall indemnify Hotel for any damages it (or its employees, agents or contractors) causes to persons or property located at Hotel.

CHARGES:

Based upon Group's anticipated room rental block, the following sliding scale will apply:

<table>
<thead>
<tr>
<th>Total Rooms Occupied</th>
<th>Facility Fee per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>336 + over</td>
<td>$950.00</td>
</tr>
<tr>
<td>268 to 335</td>
<td>$2875.00</td>
</tr>
<tr>
<td>215 to 267</td>
<td>$4224.00</td>
</tr>
<tr>
<td>172 to 214</td>
<td>$5300.00</td>
</tr>
<tr>
<td>172 or less</td>
<td>$9600.00</td>
</tr>
</tbody>
</table>

If exhibit tables are needed there is a fee of $25.00 per day plus applicable tax and 20% gratuity, which includes a skirted table and two chairs. The charge for an electrical outlet is an additional $10.00 per day plus tax.

Audiovisual equipment (i.e. public address systems, podiums, microphones, staging, dance floor, etc.) will be an additional charge plus our 20% gratuity charge (20% currently and applicable taxes).

Resetting of meeting rooms varying from the original banquet event orders will be an additional charge of 20% of the original meeting room rental. Changes may be made up to 1 week prior to event with an additional charge.

There are charges for shipments to the Hotel as follows: Letters and Parcels = $2.00 each per day; Bonuses = $5.00 each per day; Exhibit Trunks and/or Cases = $10.00 each per day; Pallets = $100.00 each per day plus $25.00 for each additional day. Applicable taxes and a 20% service charge will be added to these prices. These charges are for receiving, storing, handling and delivering of these items.

CATERING SERVICES: A minimum of $16,000.00 total (excluding 8% tax and 20% gratuity) in food and beverage catering services as listed above (Section 3) must be spent at your function (the "Guaranteed Amount"). This Guaranteed Amount does not include gratuity mentioned above, meeting room rental, service charges, applicable taxes, labor charges, audio-visual, or any other miscellaneous charges incurred. Group is required to pay Hotel the full Guaranteed Amount, regardless of whether Group actually charges that amount. Group is required to pay Hotel any amounts exceeding the Guaranteed Amount.

FOOD & BEVERAGE POLICY:

Due to licensing and insurance requirements, all food and beverage to be served on Hotel property must be supplied and prepared by Hotel. In addition, no remaining food or beverage shall be removed from the premises. At the conclusion of the function, such food and beverage becomes the property of Hotel.

Menu prices will be confirmed 1 month prior to scheduled function.

Food and beverage prices are subject to a 20% gratuity charge and applicable taxes.

Final menu selections must be submitted to Hotel's Catering Officer at least 1 month in advance; otherwise, items selected cannot be guaranteed. At the time final menu selections are made, Group shall review, approve and initial the final menu. Other than specifically stated in the approved menu, Hotel will not be responsible for any specific dietary requests or requirements.

The Catering Office must be notified of the guarantee attendance no later than noon 3 days prior to the scheduled function. Guaranteed attendance for functions scheduled Monday or Tuesday must be received by noon on the preceding Friday. Hotel agrees to set 5% percent over the guaranteed attendance for banquets. Guarantees of attendance are not subject to reduction and Hotel will charge the Master Account, at a minimum, the amount due in accordance with the guaranteed attendance.

If Group has a hosted bar, cash bar or both, there is a $200.00 minimum for each bar up to a maximum of 2 hours. There will be an additional $100.00 minimum charge for each hour after the 2 hours. If the minimum is not met, there will be a charge equal to the difference between the minimum and actual sales.

Group will have available an authorized representative at the event who will be presented a check prior to the conclusion of the event. Such representative shall verify that all charges are correct and consistent with this Agreement and any charges and shall sign off on such check.

SECTION FOUR: BILLING/CREDIT PROCEDURES

MASTER ACCOUNT: Group must complete the credit card authorization below. The authorization must be submitted to the Hotel with this agreement in order to confirm the Group. Billing is a privilege and can only be authorized by the Hotel after a credit check has been approved. Group will pay for all catering charges and any room and tax charges as indicated by meeting planner subject to payment terms provided herein.

CATERING AND GUEST ROOM GUARANTEE: If Group desires the Individuals to be responsible for payment for all room charges, Hotel requires a guarantee of all estimated catering, guest room and tax charges which Hotel must receive by Friday, September 4, 2009 in order to guarantee a hold on Group's guest room and/or meeting space block. As such Individual guest makes their reservations, each Individual must provide Hotel with a first night room deposit or major credit card. Each Individual will be charged for the guest room charges upon departure. If the Individual fails to pay and/or any attrition of cancellation charges will be
paid out of the Group’s Guarantee. Hotel shall calculate any such charges upon Group’s departure and refund to Group any portion of the Guarantee that has been paid for by the Individuals.

Group may pay all or part of its obligation under this Agreement by credit card; provided that Group completes the form below. If Group fails to pay any of its obligations by their departure date, Hotel is authorized to charge the credit card listed below for all such obligations:

<table>
<thead>
<tr>
<th>Credit Card number:</th>
<th>06/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration Date:</td>
<td></td>
</tr>
<tr>
<td>Name as it appears on card:</td>
<td>CRAIG M. HANCHEY</td>
</tr>
<tr>
<td>Billing address for card:</td>
<td>7247 NORTHWEST HWY FAIRVIEW, TN 37062</td>
</tr>
<tr>
<td>Signature of cardholder:</td>
<td></td>
</tr>
</tbody>
</table>

INCIDENTALS: Incidental expenses of Group members will be the responsibility of each guest. If Group is responsible for incidental expenses, all such expenses will either be estimated or pre-paid as set forth in Section 4 above, or shall be billed to the Master Account. If the individual guests are to be responsible for incidental expenses, the guest will be expected to leave a valid credit card or a cash deposit in the amount of $25 with the hotel at the time of check-in.

SECTION FIVE: CANCELLATION/MODIFICATION

PAYMENT AND CANCELLATION OF ROOM RESERVATIONS: Guests are responsible for paying for their own accommodations. First night's room and tax deposit (taken either in cash or by credit card) are refunded or credited only if notice is received 3 days prior to arrival date and cancellation number must be obtained by guest.

GROUP’S CANCELLATION/ATTRITION: If Hotel cancels this Agreement or is unable to provide the requested rooms or meeting space, Hotel will arrange for comparable accommodations and space at the prices set forth herein in the same vicinity of the Hotel and shall provide, without charge, necessary transportation between the alternative site and the Hotel. Hotel's liability is limited to these remedies and Hotel shall not be liable for any consequential, punitive or special damages.

Group and Hotel have entered into a binding commitment. The Hotel is committed to providing the rooms and services specified in this Agreement and the Hotel has offered special rates and other concessions based upon anticipated revenues for your event. The anticipated revenue includes the revenue from the total number of sleeping rooms you have requested as well as the revenue received from the food and beverage services you may have requested and any ancillary services, such as in-room movies, telephone tolls, room service and other charges.

If you decide to cancel this Agreement, reduce the size of your meeting and/or attendance, or reduce the amount of food and beverage services, you agree that the Hotel will suffer damages. Such damages will be a result of Hotel’s inability to offer your unused space or services to another group and/or to the cost of trying to re-sell these space/services. The exact amount of damages will be difficult to determine. Therefore, you agree that the following liquidated damages clauses are a reasonable effort by the parties to agree in advance on the amount of damages. It is agreed that these amounts will be due regardless of the Hotel’s ultimate ability to re-sell some or all of the space or services.

At this time Hotel does not have plans for renovations during the conference dates. Hotel will notify group should any renovations are scheduled and will to the best of its ability ensure non-interference from noise.

ATTRITION: The parties agree that the Group and the Hotel will share in the loss of revenues suffered by the Hotel in the event of the Group’s failure to utilize all of the rooms and services agreed to herein. The Group therefore agrees to pay a percentage of lost revenue.

For sleeping room revenue, the lost revenue will be calculated by multiplying the number of rooms not utilized out of the Group’s block times the average room rate of rooms actually utilized, plus tax. Rooms will be considered utilized under this agreement, for example, if booked through the Internet or directly by the guest using a different discount program if group can provide the individual names. However, rates will not be changed. For food, beverage, meeting rooms and other services revenue, lost revenue will be calculated by subtracting the exact amount of food and beverage provided from the total anticipated food and beverage agreed to herein. The lost revenues for food, beverage, meeting rooms and other services and for sleeping rooms will be calculated separately. Group will be given credit on reservations booked outside of the group block.

The Group will be responsible for paying the amount indicated by the chart below:

<table>
<thead>
<tr>
<th>Percentage of rooms/services not utilized</th>
<th>Group Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>15% or less</td>
<td>0%</td>
</tr>
<tr>
<td>15 to 30%</td>
<td>40% of lost revenues</td>
</tr>
<tr>
<td>30 to 60%</td>
<td>60% of lost revenues</td>
</tr>
</tbody>
</table>

9/13/02
CANCELLATION: Group agrees that if it cancels this Agreement for any reason, the Hotel will suffer damages. The closer in time the cancellation occurs, the greater the damages will be. Therefore, Group agrees to pay Hotel at the time of cancellation a liquidated damages fee, as follows:

From signature of contract to 365 days prior to arrival date: $18927.95 [$ amount equal to 25% of total anticipated revenue]
From 364 days to 90 days prior to arrival date: $ 37855.89 [$ amount equal to 50% of total anticipated revenue]
Less than 90 days prior to arrival date: $ 75711.78 [$ amount equal to 100% of anticipated revenue]

SECTION SIX: MISCELLANEOUS

SIGNS AND DISPLAYS/USE OF HOTEL NAME: Group shall not display signs in Hotel nor use the name/logos of the Hotel in any promotional brochures or ads without prior approval of the General Manager of Hotel. It is further agreed that no sign, banner or display shall be affixed to any part of Hotel. Any damages caused to the walls, fixtures or carpet will be billed to Group.

SECURITY: Hotel may, in its sole discretion, require Group to take certain security measures in light of the size or nature of the function, which may include the requirement to hire sufficient security personnel from the Hotel or Hotel may allow Group to retain an outside service that meets required bonding and insurance requirements and is approved by the Hotel prior to the function. If Group hires an outside service in accordance with the above, Group must provide Hotel with a copy of the agreement, which shall indemnify the Hotel and its owner, and their parent, subsidiary and affiliated companies and their employees, representatives and agents, from and against any liabilities related to the services.

SHIPPING AND PACKAGES: In the event Group will be shipping packages to Hotel, Group must notify Hotel at least one week in advance. All packages sent to Hotel must include Group, date of program and number and items. Shipment should arrive no earlier than three (3) days prior to event. Hotel reserves the right to refuse delivery, security or condition of the packages.

PARKING: Parking is available complimentary.

SIGNING AUTHORITY: The following individuals have the proper authority to sign for the Master Account and/or act on behalf of and bind the Group pursuant to the terms of this Agreement:

Name: TOBY TRAMEL
Signature: 

Name: TRAVIS SMITH
Signature: 

HOTEL CONTACT/NOTICES: All notices, offers, acceptances, requests and other communications hereunder shall be in writing and shall be deemed to be delivered if hand delivered or sent by Federal Express, or certified or registered mail to the Group contact on the first page of this Agreement, or to Hotel, to the following address: Hotel Address: 1521 West Pinhook Road, Lafayette, LA 70503. Attn: Des Des Schexnayder. Hotel may change Hotel's designated contact at any time upon notice. Hotel will not be bound by any notice unless delivered to Hotel in the manner specified herein.

SECTION SEVEN: GENERAL PROVISIONS

DAMAGE CLAUSE: In the event that damage to any Hotel property occurs as a result of any guest related to Group, Group assumes all liability and expense and agrees that, in addition to any other rights as against such guest or others, Hotel may charge Group's Master Account or directly bill Group for all such charges. Group shall indemnify, defend and hold harmless Hotel and its officers, directors, partners, affiliates, members and employees from and against all demands, claims, damages to persons and/or property, losses and liabilities, including recovery of attorney fees (collectively "Claims") arising out of or cause by Group's negligence or intentional misconduct. Group does not waive, by reason of this paragraph, any defense that it may have with respect to such Claims.

GROUP'S PROPERTY: Group agrees Hotel will not be responsible for the safe-keeping of equipment, supplies, written material or other valuable items left in function rooms, guest rooms or anywhere on Hotel property other than the Hotel safe. State laws will govern Hotel's liability for items stolen in guestrooms or items kept in Hotel's safe. Group is responsible for securing any such aforementioned items and hereby assumes responsibility for loss thereof. Group may not rely on any verbal or written assurances provided by Hotel staff, other than as provided in this Agreement.

INSURANCE: Property of Group is the sole responsibility of the Group and/or its owner. Group agrees that it has procured sufficient liability insurance to cover the loss of such property and waives any claims under Hotel's insurance policy for the loss of Group's property or the property of any of its attendees or invitees.

FORCE MAJEURE: The performance of this Agreement is subject to any circumstances making it illegal or impossible to provide or use Hotel facilities, including Acts of God, war, government regulations, disaster, strike, civil disorder or curtailment of transportation facilities. This Agreement may be terminated for any one of the above reasons by written notice from Hotel.

DISPUTE RESOLUTION: Hotel and Group agree to use its best efforts to resolve any disputes under this Agreement through informal means. In the unlikely event that formal action must be taken, this Agreement will be interpreted in accordance with the laws of the State in which the Hotel is situated and the exclusive venue for any dispute arising out of this Agreement shall be in the counties or city in which the Hotel is situated. The prevailing party to any litigation shall be entitled to recover, in addition to damages, all legal costs and reasonable attorney fees as fixed by the Court, both at the trial and appellate levels, and in any bankruptcy case and post judgment proceedings. To the extent allowed by law, the parties hereby waive the right to a jury trial in any action or proceeding regarding this Agreement.

ENTIRE AGREEMENT: This Agreement and any Exhibits hereto constitute the entire agreement between the parties and supersedes any previous communications, representations or agreements, whether written or oral. Any changes to this Agreement must be in writing and signed by authorized representative of each party.

9/13/02
MISCELLANEOUS: The persons signing this Agreement each warrants that they are authorized to bind the party for which they are signing. Any provision of this Agreement that is deemed unenforceable shall be ineffective to the extent of such unenforceability without invalidating or rendering the remainder of this Agreement invalid. Each party shall execute such other and further documents as may be necessary to carry out the intention as well as to comply with the provisions of this Agreement.

NO ASSIGNMENT: Group may not assign or transfer this Agreement or any part thereof without the written consent of Hotel. Any attempted assignment or transfer by Group without such consent may, at the option of Hotel, be deemed to be a cancellation of this Agreement by Group, in which case Group shall remain liable for all cancellation charges set forth herein.

PAYMENT: Payment of all invoices is due upon receipt. Invoices remaining unpaid after 30 days of the invoice date will incur an interest charge of the lesser of 18% or the highest amount allowed by law. Group shall be responsible for all collection and/or attorney fees or other costs in collecting all amounts due hereunder. No payment by Group or receipt by Hotel of a lesser amount than any amount due shall be deemed to be other than an account of the amount due, and no endorsement or statement on any check or any letter accompanying any payment shall be deemed an accord and satisfaction, and Hotel may accept such check or payment without prejudice to Hotel's right to recover the balance of all amounts due or pursue any other remedies available to Hotel under this Agreement or in law or in equity.

COMPLIANCE WITH LAWS: Group shall comply with all Federal, State and local laws, rules and regulations with respect to its activities on Hotel property, including obtaining any permits required for Group's activities during the event. Hotel may require Group to present proof of such compliance prior to the event. Group relies upon Group's attendance projections in reserving the appropriate room(s) and in observing all federal, state and local regulations regarding room capacity limitations and health, safety and fire codes. Hotel reserves the right to take all necessary actions to cause the event to be in compliance with all laws, rules and regulations, including (1) closing the Event, (2) requiring certain guests to leave the event, (3) restricting access to the event, (4) restricting the consumption of alcoholic beverages, and (5) monitoring the event. If the Hotel decides, in its discretion, to take any of the actions above, it shall do so without penalty and Group shall remain liable for all obligations under this Agreement.

RIGHT OF INSPECTION/ENTRY: Hotel will have the right to enter and inspect all functions. If Hotel observes any illegal activity or activity that may result in harm to persons or objects, Hotel has the right to immediately cancel the event, in which case all of Group's guests and invitees must immediately vacate the meeting room premises. In such event, Group will remain liable for all fees and charges related to the function pursuant to the terms of this Agreement.

ACCEPTANCE OF CONTRACT: If a signed original of this Agreement has not been received by the Hotel prior to Friday, September 4, 2009, Hotel shall have the right to contract with other parties for the use of the room block, meeting room and catering services without further notice to Group. In the event Hotel has a request for the rooms requested by Group prior to Friday, September 4, 2009, and Hotel has not received Group's signed Agreement, Hotel will contact the Group for a decision. In such event, if Hotel does not receive Group's signed Agreement within five (5) working days, Hotel will have the right to contract with another party without any further notice to Group.

IN WITNESS WHEREOF, Hotel and Group have executed this Agreement in manner and form sufficient to bind them as of the date and year set forth on page one of this Agreement:

Harte HR Trading Co. LP
DBA Hilton Lafayette

Signature: [Signature]
Printed Name: Dee Dee Scheinmayer
Title: Sales Manager
Date: 9-10-09

DIRECTOR OF SALES: Initial

Institute of Transportation Engineers

Signature: [Signature]
Printed Name: [Name]
Title: President
Date: 8/13/09

9/13/02
GROUP SALES AGREEMENT

This Agreement is made and entered into as of Monday, August 31, 2009, by and between Hilton Lafayette (hereinafter referred to as "Hotel") and Institute of Transportation Engineers (hereinafter referred to as "Group"). Group agrees that the terms of this Agreement are based upon the information provided by Institute of Transportation Engineers below. In the event that the information provided by Group materially change or is incorrect, then this Agreement may be terminated pursuant to Section 5.

SECTION ONE: DESCRIPTION OF THE EVENT

- **Company/Organization or Sponsor's Name:** Institute of Transportation Engineers
- **Event Name and general description of event:** SDITE Board Meeting
- **Contact Name:** Mr. Travis Smith
- **Contact Phone:** Day: 337-291-8596
- **Contact Address:**
  
  1515 East University Avenue
  P.O. Box 4017-C
  Lafayette, LA 70501
  Fax: 337-291-5693
  Email: tamith@lafayettegov.net

SECTION TWO: GROUP ROOM RESERVATIONS

**GUEST ROOM ACCOMMODATIONS:** Hotel will hold the following block of rooms for Group's use. Unless as indicated in this Agreement, Hotel does not guarantee any particular rooms nor does it guarantee that rooms will be in proximity to each other.

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Sat, 12/12/09</th>
<th>Sun, 12/13/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Double Beds</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>One King Bed</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

**Check in date/time:** Sunday, December 13, 2009/4:00pm  **Check out date/time:** Monday, December 14, 2009/12:00 noon
**Total number of room nights:** 23

**DEADLINE FOR RESERVATIONS:** **Sunday, November 22, 2009**: After this date, rooms not covered by a rooming list or individual reservations, as provided in Section 2 hereof, shall be released from Group's room block and Hotel may contract with other parties for the use of such rooms. Hotel will continue to accept reservations from Group's attendees after that date at the prevailing public guest room rate, subject to availability. **However, you are not released from the cancellation or attrition clauses in Section 5.**

**GUEST ROOM RATES:**

- The Hotel is pleased to confirm the following room rates for this group

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Single Rate</th>
<th>Double Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Double Beds</td>
<td>$96.00</td>
<td>$96.00</td>
</tr>
<tr>
<td>One King Bed</td>
<td>$96.00</td>
<td>$96.00</td>
</tr>
</tbody>
</table>

**Special Concession:** Internet in guest rooms is included in the above rates.

- Hotel room rates are subject to applicable state and local taxes. If Group is tax-exempt, it must present all documentation required by Hotel and pay in the manner specified by Hotel. If Group is claiming tax-exempt status, Group hereby accepts all liability and agrees to indemnify Hotel for all taxes paid and all costs incurred, including attorney fees, if a taxing authority requires that the Hotel remit tax for the room nights covered by this Agreement. Otherwise, Group will be charged all applicable taxes.
- All rates are non-commissionable.

**RESERVATIONS:**

**INDIVIDUAL RESERVATIONS:** Each individual guest must make their own reservations by calling 800-HILTONS (445-8667) by November 22, 2009. They must identify themselves as members of SDITE Board Meeting. All reservations must be guaranteed with a major credit card.

**SECTION THREE: MEETING ROOM/BALLROOM AND CATERING SERVICES**

**MEETING ROOMS:** Upon the signature of this Agreement, Hotel reserves and Group guarantees payment for the following meeting room space for the specified days/times:

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Description</th>
<th>Room</th>
<th>Setup</th>
<th>Apr</th>
<th>Room Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Sunday, 12/13/09</em></td>
<td>4:00 PM</td>
<td>7:00 PM</td>
<td>Meeting</td>
<td>Vermilion Ballroom</td>
<td>Conference</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Sunday, 12/13/09</td>
<td>4:00 PM</td>
<td>7:00 PM</td>
<td>Break</td>
<td>Vermilion Ballroom</td>
<td>Existing</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Monday, 12/14/09</td>
<td>7:30 AM</td>
<td>8:30 AM</td>
<td>Breakfast</td>
<td>Vermilion Ballroom</td>
<td>Existing</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Monday, 12/14/09</td>
<td>6:00 AM</td>
<td>12:00 PM</td>
<td>Break</td>
<td>Vermilion Ballroom</td>
<td>Existing</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

9/13/02
Hotel reserves the right to assign and change specific meeting room space at its discretion. Group must obtain final approval from Hotel before publishing meeting room names.

CHARGES:
- If Exhibit tables are needed there is a fee of $25.00 per day plus applicable tax and 20% gratuity, which includes a skirted table and two chairs. The charge for an electrical outlet is an additional $10.00 per day plus tax.
- Audiovisual equipment (i.e. public address systems, podiums, microphones, staging, dance floor, etc.) will be an additional charge plus our gratuity charge (20% currently) and applicable taxes.
- Resetting of meeting rooms varying from the original Banquet Event Orders will be an additional charge of 20% of the original meeting room rental.
- There are charges for shipments to the Hotel as follows: Letters and Parcels = $2.00 each per day; Boxes = $5.00 each per day; Exhibit Trunks and/or Cases = $10.00 each per day; Pallets = $100.00 each per day plus $25.00 for each additional day. Applicable taxes and a 20% service charge will be added to these prices. These charges are for receiving, storage, handling and delivering of these items.

CATERING SERVICES: A minimum of $1000.00 total (excluding 8% tax and 20% gratuity) in food and beverage in banquets only must be spent at your function (the “Guaranteed Amount”). This Guaranteed Amount does not include gratuity mentioned above, meeting room rental, service charges, applicable taxes, labor charges, audio-visual, or any other miscellaneous charges incurred. Group is required to pay Hotel the full Guaranteed Amount, regardless of whether Group actually charges that amount. Group is required to pay Hotel any amounts exceeding the Guaranteed Amount.

FOOD & BEVERAGE POLICY:
- Due to licensing and insurance requirements, all food and beverage to be served on Hotel property must be supplied and prepared by Hotel. In addition, no remaining food or beverage shall be removed from the premises. At the conclusion of the function, such food and beverage becomes the property of Hotel.
- Menu prices will be confirmed 1 month prior to scheduled function.
- Food and beverage prices are subject to a 20% service charge and applicable taxes.
- Final menu selections must be submitted to Hotel’s Catering Office at least 1 month in advance; otherwise, items selected cannot be guaranteed. At the time final menu selections are made, Group shall review, approve and initial the final menu. Other than specifically stated in the approved menu, Hotel will not be responsible for any specific dietary requests or requirements.
- The Catering Office must be notified of the guarantee attendance no later than noon 3 days prior to the scheduled function. Guaranteed attendance for functions scheduled Monday or Tuesday must be received by noon on the preceding Friday. Hotel agrees to set 5% percent over the guaranteed attendance for banquets. Guarantees of attendance are not subject to reduction and Hotel will charge the Master Account, at a minimum, the amount due in accordance with the guaranteed attendance.
- If Group has a hosted bar, cash bar or both, there is a $200.00 minimum for each bar up to a maximum of 2 hours. There will be an additional $100.00 minimum charge for each hour after the 2 hours. If the minimum is not met, there will be a charge equal to the difference between the minimum and actual sales.
- Group will have available an authorized representative at the event who will be presented a check prior to the conclusion of the event. Such representative shall verify that all charges are correct and consistent with this Agreement and any changes and shall sign off on such check.

SECTION FOUR: BILLING/CREDIT PROCEDURES

MASTER ACCOUNT: Group must complete the attached direct billing application OR credit card authorization below. The application OR authorization must be submitted to the Hotel with this agreement in order to confirm the Group. Billing is a privilege and can only be authorized by the Hotel after a credit check has been approved. Group will pay for all catering charges subject to payment terms provided herein.

CATERING AND GUEST ROOM GUARANTEE: If Group desires the Individuals to be responsible for payment for all room charges, Hotel requires a guarantee of all estimated catering, guest room and tax charges which Hotel must receive by Friday, September 11, 2009 in order to guarantee a hold on Group’s guest room and/or meeting space block. As each Individual guest makes their reservations, each Individual must provide Hotel with a first night room deposit or major credit card. Each Individual will be charged for the guest room charges upon departure. If the Individual fails to pay and/or any attrition of cancellation charges will be paid out of the Group’s Guarantee. Hotel shall calculate any such charges upon Group’s departure and refund to Group any portion of the Guarantee that has been paid for by the Individuals.

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paid out of the Group’s Guarantee. Hotel shall calculate any such charges upon Group’s departure and refund to Group any portion of the Guarantee that has been paid for by the Individuals.

Group may pay all or part of its obligation under this Agreement by credit card; provided that Group completes the form below. If Group fails to pay any of its obligations by their departure date, Hotel is authorized to charge the credit card listed below for all such obligations:

<table>
<thead>
<tr>
<th>Credit Card number:</th>
<th>06/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration Date:</td>
<td></td>
</tr>
<tr>
<td>Name as it appears on card:</td>
<td>CRAIG M. HANCEY</td>
</tr>
<tr>
<td>Billing address for card:</td>
<td>7247 NORTHWEST HWY FAIRVIEW, TN 37062</td>
</tr>
<tr>
<td>Signature of cardholder:</td>
<td></td>
</tr>
</tbody>
</table>

INCIDENTALs: Incidental expenses of Group members will be the responsibility of each guest. If Group is responsible for incidental expenses, all such expenses will either be estimated or pre-paid as set forth in Section 4 above, or shall be billed to the Master Account. If the individual guests are responsible for incidental expenses, the guest will be expected to leave a valid credit card or a cash deposit in the amount of $25 with the hotel at the time of check-in.

SECTION FIVE: CANCELLATION/MODIFICATION

PAYMENT AND CANCELLATION OF ROOM RESERVATIONS: Guests are responsible for paying for their own accommodations. First night’s room and tax deposits (taken either in cash or by credit card) are refunded or credited only if notice is received 3 days prior to arrival date and cancellation number must be obtained by guest.

GROUP’S CANCELLATION/ATTRITION: If Hotel cancels this Agreement or is unable to provide the requested rooms or meeting space, Hotel will arrange for comparable accommodations and space at the prices set forth herein in the same vicinity of the Hotel and shall provide, without charge, necessary transportation between the alternative site and the Hotel. Hotel’s liability is limited to these remedies and Hotel shall not be liable for any consequential, punitive or special damages.

Group and Hotel have entered into a binding commitment. The Hotel is committed to providing the rooms and services specified in this Agreement and the Hotel has offered special rates and other concessions based upon anticipated revenues for your event. The anticipated revenue includes the revenue from the total number of sleeping rooms you have requested as well as the revenue received from the food and beverage services you may have requested and any auxiliary services, such as in-room movies, telephone calls, room service and other charges.

If you decide to cancel this Agreement, reduce the size of your meeting and/or attendance, or reduce the amount of food and beverage services, you agree that the Hotel will suffer damages. Such damages will be a result of Hotel’s inability to offer your unused space or services to another group and/or the cost to the Hotel of trying to re-sell these space/services. The exact amount of damages will be difficult to determine. Therefore, you agree that the following liquidated damages clauses are a reasonable effort by the parties to agree in advance on the amount of damages. It is agreed that these amounts will be due regardless of the Hotel’s ultimate ability to re-sell some or all of the space or services.

At this time Hotel does not have plans for renovations during the conference dates. Hotel will notify group should any renovations are scheduled and will to the best of its ability ensure non-interference from noise.

ATTRITION: The parties agree that the Group and the Hotel will share in the loss of revenues suffered by the Hotel in the event of the Group’s failure to utilize all of the rooms and services agreed to herein. The Group therefore agrees to pay a percentage of lost revenue.

For sleeping room revenue, the lost revenue will be calculated by multiplying the number of rooms not utilized out of the Group’s block times the average room rate of rooms actually utilized, plus tax. Rooms will be considered utilized under this agreement, for example, if booked through the Internet or directly by the guest using a different discount program if Group can provide the individual names. However, rates will not be changed). For food, beverage, meeting rooms and other auxiliaries, revenue, lost revenue will be calculated by subtracting the exact amount of food and beverage provided from the total anticipated food and beverage agreed to herein. The lost revenues for food, beverage, meeting rooms and other auxiliaries and for sleeping rooms will be calculated separately. Group will be given credit on reservations booked outside of the group block

The Group will be responsible for paying the amount indicated by the chart below:

<table>
<thead>
<tr>
<th>Percentage of rooms/services not utilized</th>
<th>Group Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>15% or less</td>
<td>0%</td>
</tr>
<tr>
<td>15 to 30%</td>
<td>40% of lost revenues</td>
</tr>
<tr>
<td>30 to 60%</td>
<td>60% of lost revenues</td>
</tr>
</tbody>
</table>

9/13/02
From signature of contract to 365 days prior to arrival date: $1103.29 [$ amount equal to 25% of total anticipated revenue]
From 364 days to 90 days prior to arrival date: $2206.55 [$ amount equal to 50% of total anticipated revenue]
Less than 90 days prior to arrival date: $4413.15 [$ amount equal to 100% of anticipated revenue]

MULTIPLE CONTRACTS: Hotel may cancel upon written notice to Group any future events booked by Group, or any entity or person affiliated with Group, whether included in this Agreement or pursuant to any agreements or orders signed prior to or after this Agreement, in any of the following circumstances: (1) Group fails to pay any amounts when due under this Agreement or any other agreement or arrangement with the Hotel; (2) Group causes any damage, in the Hotel's sole discretion, to the Hotel property or reputation; (3) Group violates, in Hotel's opinion, any term of this Agreement.

SECTION SIX: MISCELLANEOUS

SIGNS AND DISPLAYS/USE OF HOTEL NAME: Group shall not display signs in Hotel nor use the name/logo of the Hotel in any promotional brochures or ads without prior approval of the General Manager of Hotel. It is further agreed that no sign, banner or display shall be affixed to any part of Hotel. Any damages caused to the walls, fixtures or carpet will be billed to Group.

SECURITY: Hotel may, in its sole discretion, require Group to take certain security measures in light of the size or nature of the function, which may include the requirement to hire sufficient security personnel from the Hotel or Hotel may allow Group to retain an outside service that meets required bonding and insurance requirements and is approved by the Hotel prior to the function. If Group hires an outside service in accordance with the above, Group must provide Hotel with a copy of the agreement, which shall indemnify the Hotel and its owner, and their parent, subsidiary and affiliated companies and their employees, representatives and agent, from and against any liabilities related to the services.

SHIPPING AND PACKAGES: In the event Group will be shipping packages to Hotel, Group must notify Hotel at least one week in advance. All packages sent to Hotel must include the name of Group, date of program and number of items. Shipment should arrive no earlier than three (3) days prior to event. Hotel has no liability for the delivery, security or condition of the packages.

PARKING: Hotel parking is available complimentary.

SIGNING AUTHORITY: The following individuals have the proper authority to sign for the Master Account and/or act on behalf of and bind the Group pursuant to the terms of this Agreement:

Name: TONY TRAMEL
Signature: [Signature]

Name: TRAVIS SMITH
Signature: [Signature]

HOTEL CONTACT/NOTICES: All notices, offers, acceptances, requests and other communications hereunder shall be in writing and shall be deemed to have been delivered if hand delivered or sent by Federal Express, or certified or registered mail to the Group contact on the first page of this Agreement, or, if to Hotel, to the following address: Hotel Address: 1521 West Pinhook Road, Lafayette, LA 70503. Attn: Dee Dee Schexnayder. Hotel may change Hotel's designated contact at any time upon notice. Hotel will not be bound by any notice unless delivered to Hotel in the manner specified herein.

SECTION SEVEN: GENERAL PROVISIONS

DAMAGE CLAUSE: In the event that damage to any Hotel property occurs as a result of any guest related to Group, Group assumes all liability and expense and agrees that, in addition to any other rights as against such guest or others, Hotel may charge Group's Master Account or directly bill Group for all such charges. Group shall indemnify, defend and hold harmless Hotel and its officers, directors, partners, affiliates, members and employees from and against all demands, claims, damages to persons and/or property, losses and liabilities, including reasonable attorney fees (collectively "Claims") arising out of or cause by Group's negligence or intentional misconduct. Group does not waive, by reason of this paragraph, any defense that it may have with respect to such Claims.

GROUP'S PROPERTY: Group agrees Hotel will not be responsible for the safe-keeping of equipment, supplies, written material or other valuable items left in function rooms, guest rooms or anywhere on Hotel property other than the Hotel safe. State laws will govern Hotel's liability for items stolen in guestrooms or items kept in Hotel's safe. Group is responsible for securing any such aforementioned items and hereby assumes responsibility for loss thereof. Group may not rely on any verbal or written assurances provided by Hotel staff, other than as provided in this Agreement.

INSURANCE: Property of Group is the sole responsibility of the Group and/or its owner. Group agrees that it has procured sufficient insurance to cover the loss of such property and waives any claims under Hotel's insurance policy for the loss of Group's property or the property of any of its attendees or invitees.

FORCE MAJEURE: The performance of this Agreement is subject to any circumstances making it illegal or impossible to provide or use Hotel facilities, including Acts of God, war, government regulations, disaster, strikes, civil disorder or curtailment of transportation facilities. This Agreement may be terminated for any one of the above reasons by written notice from Hotel.

DISPUTE RESOLUTION: Hotel and Group agree to use its best efforts to resolve any disputes under this Agreement through informal means. In the unlikely event that formal action must be taken, this Agreement will be interpreted in accordance with the laws of the State in which the Hotel is situated and the exclusive venue for any dispute arising out of this Agreement shall be in the county or city in which the Hotel is situated. The prevailing party to any litigation shall be entitled to recover, in addition to damages, all legal costs and reasonable attorney fees as fixed by the Court, both at the trial and appellate levels, and in any bankruptcy case and post judgment proceedings. To the extent allowed by law, the parties hereto hereby waive the right to a jury trial in any action or proceeding regarding this Agreement.

9/13/02
ENTIRE AGREEMENT: This Agreement and any Exhibits hereto constitute the entire agreement between the parties and supersedes any previous communications, representations or agreements, whether written or oral. Any changes to this Agreement must be made in writing and signed by authorized representative of each party.

MISCELLANEOUS: The persons signing this Agreement each warrants that they are authorized to bind the party for which they are signing. Any provision of this Agreement that is deemed unenforceable shall be ineffective to the extent of such unenforceability without invalidating or rendering the remainder of this Agreement invalid. Each party shall execute such other and further documents as may be necessary to carry out the intention as well as to comply with the provisions of this Agreement.

NO ASSIGNMENT: Group may not assign or transfer this Agreement or any part thereof without the written consent of Hotel. Any attempted assignment or transfer by Group without such consent may, at the option of Hotel, be deemed to be a cancellation of this Agreement by Group, in which case Group shall remain liable for all cancellation charges set forth herein.

PAYMENT: Payment of all invoices is due upon receipt. Invoices remaining unpaid after 30 days of the invoice date will incur an interest charge of the lesser of 15% or the highest amount allowed by law. Group shall be responsible for all collection and/or attorney fees or other costs in collecting all amounts due hereunder. No payment by Group or receipt by Hotel of a lesser amount than any amount due shall be deemed to be other than on account of the amount due, and no endorsement or statement on any check or any letter accompanying any payment shall be deemed an accord and satisfaction, and Hotel may accept such check or payment without prejudice to Hotel's right to recover the balance of all amounts due or pursue any other remedies available to Hotel under this Agreement or in law or equity.

COMPLIANCE WITH LAWS: Group shall comply with all Federal, State and local laws, rules and regulations with respect to its activities on Hotel property, including obtaining any permits required for Group's activities during the event. Hotel may require Group to present proof of such compliance prior to the event. Group relies upon Group's attendance projections in reserving the appropriate room(s) and in observing all federal, state and local regulations regarding room capacity limitations and health, safety and fire codes. Hotel reserves the right to take all necessary actions to cause the event to be in compliance with all laws, rules and regulations, including (1) closing the Event, (2) requiring certain guests to leave the event, (3) restricting access to the event, (4) restricting the consumption of alcoholic beverages, and (5) monitoring the event. If the Hotel decides, in its discretion, to take any of the actions above, it shall do so without penalty and Group shall remain liable for all obligations under this Agreement.

RIGHT OF INSPECTION/ENTRY: Hotel will have the right to enter and inspect all functions. If Hotel observes any illegal activity or activity that may result in harm to persons or objects, Hotel has the right to immediately cancel the event, in which case all of Group's guests and invitees must immediately vacate the meeting room premises. In such event, Group will remain liable for all fees and charges related to the function pursuant to the terms of this Agreement.

ACCEPTANCE OF CONTRACT: If a signed original of this Agreement has not been received by the Hotel prior to Friday, September 11, 2009, Hotel shall have the right to contract with other parties for the use of the room block, meeting room and entering services without further notice to Group. In the event Hotel has a request for the rooms requested by Group prior to Friday, September 11, 2009, and Hotel has not received Group's signed Agreement, Hotel will contact the Group for a decision. In such event, if Hotel does not receive Group's signed Agreement within five (5) working days, Hotel will have the right to contract with another party without any further notice to Group.

IN WITNESS WHEREOF, Hotel and Group have executed this Agreement in manner and form sufficient to bind them as of the date and year set forth on page one of this Agreement:

Harte HIR Trading Co. LP
DBA Hilton Lafayette

Signature: [Signature]
Printed Name: Dee Dee Scheinmayder
Title: Sales Manager
Date: 9-9-09

DIRECTOR OF SALES: Initial

Institute of Transportation Engineers

Signature: [Signature]
Printed Name: Karen M. Mohammadi
Title: President
Date: 8-31-99

9/13/02
APPENDIX C

BANQUET PROGRAM EXAMPLES
Southern District ITE
51st Annual Awards Banquet

Winston-Salem, North Carolina
April 15, 2003, 7:00 p.m.
Adam's Mark Hotel

Welcome

Blessing

Introductions

Recognition
- Recognition of 2003 Local Arrangements Committee
- Recognition of Associated Business Division
- Recognition of Consultants

Recognition of Immediate Past President

President's Address

Presentation of Awards
- Student Award Winners
- Technical Award Winners
- District Award Winners

Special Recognition - Cater Lee

Invitation to Covington, Kentucky

Ceremonial Gavel Pass

Adjourn

Music & Dancing 9:00 - 12:00pm
Entertainment by TIMEPIECE
Southern District ITE
51st Annual Awards Banquet
April 15, 2003, 7:00 p.m.
Adam's Mark Hotel

Winston-Salem
North Carolina
"Now That's Living"

Dinner Menu
Fresh Garden Salad
Roasted Herb Chicken Breast
Sautéed Baby Garden Vegetables
Dauphinoise Potatoes

New York Cheesecake with Strawberry Sauce
Coffee and Tea
2007 SDITE Annual Banquet

Welcome
Blessing
Introductions
Dinner
Recognitions
President's Address
Presentation of Awards
Invitation to Charleston, South Carolina
Ceremonial Gavel Pass
Adjourn
2007 SDITE Annual Banquet

Welcome
Blessing
Introductions
Dinner
Recognitions
President’s Address
Presentation of Awards
Invitation to Charleston, South Carolina
Ceremonial Gavel Pass
Adjourn
2007 SDITE Annual Banquet
55th Annual Meeting
April 22-25, 2007

Welcome
Blessing
Introductions
Dinner
Recognitions
   ABD
   LAC
President's Address
Presentation of Awards
   Student Chapter
   Student Paper
   Joe Thomas Award
   Marble Hensley Award
   Herman Hoose Award
   John Exnicios Award
   Small Section Award
   Large Section Award
Invitation to Charleston, South Carolina
Ceremonial Gavel Pass
Adjourn
2010 Southern District
58th Annual Meeting
Awards Banquet

April 13, 2010
Portsmouth, Virginia

I. Welcome
II. Invocation
III. Introductions
IV. Dinner
V. Recognitions
VI. President’s Address
VII. Presentation of Awards
VIII. Invitation to Lafayette, Louisiana
IX. Ceremonial Gavel Pass
X. Adjourn
“SDITE Connections 2010”

Goals:

- Develop and distribute quarterly e-mail news bulletin to membership (“The Connector“). Terry Snow – Chair

- Develop quarterly conference call forum for Section Presidents to share best practices. Jim Westmoreland – Chair

- Develop and implement two SDITE Student Chapter Webcasts (e.g., “What’s in IT for mE?” and “Choices and options for your future – public, private, academic”). Scott Walker – Chair

- Continue Implementation of SDITE’s 2012 Strategic Plan. Bill Seymour – Chair and Team leaders

- Provide SDITE Leadership Development Program in (2-3) other Sections. Richard Atkins – Chair

- Appoint District Administrator and determine responsibilities by Annual Meeting. Jim Westmoreland – Chair and Exe. Committee

- Establish SDITE Budget Review Committee. Tim White – Chair and four (4) Past Presidents

- State DOT Involvement in ITE. Troy Peoples – Chair

- Section Scholarship Best Practices. Craig Hanchey – Chair

- Bimonthly SDITE Leadership Coordination Calls. Jim Westmoreland – Chair and SDITE Leaders
APPENDIX D
ANNUAL MEETING ATTENDANCE DATA
### TABLE 1. ANNUAL MEETING ATTENDANCE SUMMARY

**Chattanooga, Tennessee (1990)**

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Estimated (Budgeted)</th>
<th>Actual</th>
<th>Event Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITE Members</td>
<td>160</td>
<td>132</td>
<td>Welcome Reception</td>
</tr>
<tr>
<td>ABD Members</td>
<td>0</td>
<td>32</td>
<td>Leadership Breakfast</td>
</tr>
<tr>
<td>Non-Members</td>
<td>10</td>
<td>5</td>
<td>Keynote Luncheon</td>
</tr>
<tr>
<td>One-Day Registration</td>
<td>30</td>
<td>25</td>
<td>Officers Reception</td>
</tr>
<tr>
<td>Partial - Sun/Mon</td>
<td></td>
<td></td>
<td>Annual Banquet</td>
</tr>
<tr>
<td>Partial - Tues/Wed</td>
<td></td>
<td></td>
<td>LAC Breakfast</td>
</tr>
<tr>
<td>Spouses/Guests</td>
<td>60</td>
<td>64</td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td>10</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Special Guests</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>275</td>
<td>275</td>
<td></td>
</tr>
</tbody>
</table>

**Mobile, Alabama (1991)**

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Estimated (Budgeted)</th>
<th>Actual</th>
<th>Event Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pre-Registered On-Site</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>ITE Members</td>
<td>120</td>
<td>40</td>
<td>Welcome Reception</td>
</tr>
<tr>
<td>ABD Members*</td>
<td></td>
<td></td>
<td>Leadership Breakfast</td>
</tr>
<tr>
<td>Non-Members</td>
<td>10</td>
<td>0</td>
<td>Keynote Luncheon</td>
</tr>
<tr>
<td>One-Day Registration</td>
<td>20</td>
<td>14</td>
<td>Officers Reception</td>
</tr>
<tr>
<td>Partial - Sun/Mon</td>
<td></td>
<td>20</td>
<td>Annual Banquet</td>
</tr>
<tr>
<td>Partial - Tues/Wed</td>
<td></td>
<td></td>
<td>LAC Breakfast</td>
</tr>
<tr>
<td>Spouses/Guests</td>
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<tr>
<td>Students</td>
<td>10</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Special Guests</td>
<td>1</td>
<td>0</td>
<td></td>
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<tr>
<td>Total</td>
<td>180</td>
<td>40</td>
<td>261</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Event</th>
<th>Estimated (Budgeted)</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Reception</td>
<td>175</td>
<td>155</td>
</tr>
<tr>
<td>Leadership Breakfast</td>
<td></td>
<td></td>
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<tr>
<td>Keynote Luncheon</td>
<td>175</td>
<td>165</td>
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<tr>
<td>Officers Reception</td>
<td>175</td>
<td>175</td>
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<tr>
<td>Annual Banquet</td>
<td>200</td>
<td>175</td>
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<tr>
<td>LAC Breakfast</td>
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<td></td>
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</table>

*ABD Members included in ITE Members or One-Day Registrations*
### TABLE 1. ANNUAL MEETING ATTENDANCE SUMMARY CONTINUED

#### Columbia, South Carolina (1992)

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Estimated (Budgeted)</th>
<th>Actual</th>
<th>Event Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pre-Registered</td>
<td>On-Site</td>
<td>Total</td>
</tr>
<tr>
<td>ITE Members</td>
<td>120</td>
<td>40</td>
<td>160</td>
</tr>
<tr>
<td>ABD Members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Members</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>One-Day Registration</td>
<td>25</td>
<td>5</td>
<td>30</td>
</tr>
<tr>
<td>Partial - Sun/Mon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partial - Tues/Wed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spouses/Guests</td>
<td>50</td>
<td>10</td>
<td>60</td>
</tr>
<tr>
<td>Students</td>
<td>10</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Special Guests</td>
<td>0</td>
<td>0</td>
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</tr>
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<td>255</td>
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</table>

*ABD Members included in ITE Members or One-Day Registrations

#### Richmond, Virginia (1993)

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<th>Actual</th>
<th>Event Attendance</th>
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<tbody>
<tr>
<td></td>
<td>Pre-Registered</td>
<td>On-Site</td>
<td>Total</td>
</tr>
<tr>
<td>ITE Members</td>
<td>130</td>
<td>30</td>
<td>160</td>
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<td>ABD Members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Members</td>
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<tr>
<td>Partial - Tues/Wed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spouses/Guests</td>
<td>50</td>
<td>5</td>
<td>55</td>
</tr>
<tr>
<td>Students</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Special Guests</td>
<td>5</td>
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</tr>
<tr>
<td>Total</td>
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### TABLE 1. ANNUAL MEETING ATTENDANCE SUMMARY CONTINUED

#### Raleigh, North Carolina (1994)

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<th>Event Attendance</th>
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</thead>
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<tr>
<td></td>
<td>Pre-Registered</td>
<td>On-Site</td>
<td>Total</td>
</tr>
<tr>
<td>ITE Members</td>
<td>140</td>
<td>30</td>
<td>170</td>
</tr>
<tr>
<td>ABD Members</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Members</td>
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</tr>
<tr>
<td>One-Day Registration</td>
<td>0</td>
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<td>30</td>
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<td>0</td>
</tr>
<tr>
<td>Partial - Tues/Wed</td>
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<td>0</td>
<td>0</td>
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<td>Spouses/Guests</td>
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<td>5</td>
<td>60</td>
</tr>
<tr>
<td>Students</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Special Guests</td>
<td>0</td>
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</tr>
<tr>
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#### Atlanta, Georgia (1995)

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<th>Event Attendance</th>
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</thead>
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<td>Pre-Registered</td>
</tr>
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<td>ITE Members</td>
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<td>133</td>
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<tr>
<td>ABD Members</td>
<td>10</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Non-Members</td>
<td>10</td>
<td>10</td>
<td>1</td>
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<td>One-Day Registration</td>
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<td>31</td>
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<td>Partial - Tues/Wed</td>
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<tr>
<td>Special Guests</td>
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*ABD Members included in ITE Members or One-Day Registrations*
### TABLE 1. ANNUAL MEETING ATTENDANCE SUMMARY CONTINUED

#### Jackson, Mississippi (1996)

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Estimated (Budgeted)</th>
<th>Actual</th>
<th>Percent Pre-Registered</th>
<th>Event Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pre-Registered</td>
<td>On-Site</td>
<td>Total</td>
<td>Pre-Registered</td>
</tr>
<tr>
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<td>140</td>
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<tr>
<td>ABD Members</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Members</td>
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<td>5</td>
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<td>55</td>
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<td>Partial - Sun/Mon</td>
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<tr>
<td>Partial - Tues/Wed</td>
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<td>0</td>
<td>15</td>
<td>0</td>
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<tr>
<td>Spouses/Guests</td>
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<td>Students</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Special Guests</td>
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#### Louisville, Kentucky (1997)

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<th>Percent Pre-Registered</th>
<th>Event Attendance</th>
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<td></td>
<td>Pre-Registered</td>
<td>On-Site</td>
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<td>Pre-Registered</td>
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<td>55</td>
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<td>Spouses/Guests</td>
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<td>Students</td>
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<td>7</td>
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<td>Special Guests</td>
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### Memphis, Tennessee (1998)

<table>
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<th>Event Attendance</th>
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</thead>
<tbody>
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<td></td>
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<td>Total</td>
</tr>
<tr>
<td>ITE Members</td>
<td>120</td>
<td>20</td>
<td>140</td>
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<tr>
<td>ABD Members</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>Non-Members</td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>One-Day Registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partial - Sun/Mon</td>
<td>20</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>Partial - Tues/Wed</td>
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<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Spouses/Guests</td>
<td>50</td>
<td>10</td>
<td>60</td>
</tr>
<tr>
<td>Students</td>
<td>5</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>Special Guests</td>
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<td>0</td>
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### Montgomery, AL (1999)

<table>
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<th>Event Attendance</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Pre-Registered</td>
<td>On-Site</td>
<td>Total</td>
</tr>
<tr>
<td>ITE Members</td>
<td>140</td>
<td>15</td>
<td>155</td>
</tr>
<tr>
<td>ABD Members</td>
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<td>0</td>
<td>2</td>
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<tr>
<td>Non-Members</td>
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<td>0</td>
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</tr>
<tr>
<td>One-Day Registration</td>
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<td>2</td>
<td>7</td>
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<tr>
<td>Partial - Sun/Mon</td>
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<td>Partial - Tues/Wed</td>
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<td>45</td>
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<td>Students</td>
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<td>2</td>
<td>7</td>
</tr>
<tr>
<td>Special Guests</td>
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<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>232</td>
<td>24</td>
<td>256</td>
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**TABLE 1. ANNUAL MEETING ATTENDANCE SUMMARY CONTINUED**
### Greenville, SC (2000)

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Estimated (Budgeted)</th>
<th>Actual</th>
<th>Percent Pre-Registered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pre-Registered</td>
<td>On-Site</td>
<td>Total</td>
</tr>
<tr>
<td>ITE Members</td>
<td>140</td>
<td>25</td>
<td>165</td>
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<tr>
<td>ABD Members</td>
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<td>0</td>
</tr>
<tr>
<td>Non-Members</td>
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<td>0</td>
<td>5</td>
</tr>
<tr>
<td>One-Day Registration</td>
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<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Partial - Sun/Mon</td>
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<td>Students</td>
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<td>266</td>
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</table>

<table>
<thead>
<tr>
<th>Event</th>
<th>Estimated (Budgeted)</th>
<th>Actual Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Reception</td>
<td>180</td>
<td>180</td>
</tr>
<tr>
<td>Leadership Breakfast</td>
<td>30</td>
<td>26</td>
</tr>
<tr>
<td>Exhibit Luncheon</td>
<td>150</td>
<td>197</td>
</tr>
<tr>
<td>Officers Reception</td>
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<td>157</td>
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<tr>
<td>Annual Banquet</td>
<td>160</td>
<td>157</td>
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<td>LAC Breakfast</td>
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### AVERAGE ATTENDANCE (1991-2000)

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<td>27</td>
</tr>
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</tr>
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<td>Non-Members</td>
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<td>2</td>
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<td>One-Day or Two-Day Registrations</td>
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<td>26</td>
</tr>
<tr>
<td>Spouses/Guests</td>
<td>45</td>
<td>7</td>
</tr>
<tr>
<td>Students</td>
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<td>4</td>
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<tr>
<td>Special Guests</td>
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3198
290.7

Eliminate Richmond and Raleigh
2403
267
(Intentionally Blank)
APPENDIX E
FINANCE COMMITTEE FORMS/REPORTING

ADOPTED APRIL 15, 2012
SOUTHERN DISTRICT
INSTITUTE OF TRANSPORTATION ENGINEERS
ANNUAL MEETING MANUAL

AUTHORITY FOR EXPENDITURE

Date __________________________

TO: , Finance Chairperson

FROM:

Issue Check to:__________________________________________________________

Mail Check to:__________________________________________________________

Amount of Check:________________________________________________________

Account to be charged:____________________________________________________

Check in payment of:_____________________________________________________

________________________________________

Approval:

________________________________________

____________________

General Chairperson

____________________

Check requested by:
PETTY CASH DISBURSEMENT

Date: ____________________________

Amount of Disbursement: ____________________________

In Payment of: ____________________________

______________________________

______________________________

Account to be Charged: ____________________________

Approval:

______________________________  Received Payment:

______________________________

General Chairperson
FINANCE COMMITTEE DAILY REPORT

Date: ____________________________  Day of Week: ____________________________

Hours of Operations: ____________________________

CASH RECEIPTS

<table>
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TOTAL RECEIPTS

EXPENDITURES

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TOTAL EXPENDITURES

TOTAL DEPOSIT

REGISTRATION

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<td>Others</td>
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APPENDIX F

SPONSORSHIP LETTER TO CONSULTANTS

ADOPTED APRIL 15, 2012
(Intentionally Blank)
January 12, 2007

Mr. John E. Smith, P.E.
Company XYZ
101 Main Street
US City XX 10000

Re: Southern District ITE Annual Meeting Sponsorship

Dear Mr. Smith:

The Southern District ITE Annual Meeting Local Arrangements Committee (LAC) invites you to attend the 55th Annual Southern District ITE Meeting, April 22-25, 2007 in Knoxville, Tennessee. The meeting will be held at the Knoxville Marriott located in downtown Knoxville. The theme of this year’s meeting is “Informing, Teaming, and Engaging”. The Technical Committee is working hard to develop an interesting and challenging technical program. The program will also include our traditional Traffic Bowl for our student chapters. We believe that the central location within the District and the outstanding programs will draw a large attendance for this year’s meeting.

As in the past, the only way the Southern District can host an affordable meeting is with the support of companies within the District. The LAC wishes to thank and recognize companies who are supporters of the Southern District through their financial contributions. Funds collected from sponsorships will be used to help defray costs for our Annual Meeting including the coffee breaks and receptions. We will recognize sponsors at the Annual Meeting through poster displays with company logos, ads in the Annual Meeting program and on the Meeting web site, which you may view at www.sdite2007.org. Additionally the Platinum sponsors will be recognized prominently at the Annual Banquet.

This year we will have three different levels of sponsorship available, Silver Level ($300), Gold level ($500) and the Platinum Level ($1,000 or more). We hope the wide range of sponsorship levels will provide the opportunity for all organizations, regardless of size, to support ITE efforts in the District. Please note that meeting registration is not included with sponsorship and should be completed separately. Meeting registration forms will be available on the sdite2007.org website soon. If you would like to help the meeting, please send your check along with a brief note indicating your sponsorship level to me at:

Craig Hanchey
Neel-Schaffer, Inc.
210 25th Avenue North, Suite 800
Nashville, TN 37203

Make your check out to SDITE 2007 Annual Meeting and email me a company logo at craig.hanchey@neel-schaffer.com. If this letter should go to a different person within your organization, please send this letter to that person and let me know so I can update our consultant address list. If you have any questions you may contact me at (615) 383-8420 or by email. Thank you in advance for your generosity and we look forward to seeing you in Knoxville.

Sincerely,

SDITE 2007 Annual Meeting LAC

Craig M. Hanchey, P.E.
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APPENDIX G

SCHEDULE AND TECHNICAL PROGRAM EXAMPLES
(Intentionally Blank)
2010
Southern District
ITE
58th Annual Meeting

April 11th – 14th, 2010

Renaissance Portsmouth
Hotel & Waterfront
Conference Center
Portsmouth, Virginia
2010 Southern District ITE Officers

President
Jim Westmoreland, P.E.

Vice-President
Timothy E. White, P.E., PTOE

Secretary-Treasurer
Rebecca D. White, PTP

Past President
Karen L. Mohammadi, P.E., AICP, PTOE

International Director
Robert E. Stammer Jr., Ph.D., P.E.

2010 Southern District Representatives

Alabama
Chris Reeves, P.E.

Deep South
Brian Fulton, P.E.

Georgia
Todd Long, P.E.
Keith Hogsed, P.E.
Keith Strickland, P.E.

Kentucky
Scott Walker, P.E.

North Carolina
Mark McDonald, P.E.
Dale Privette, P.E.
Kevin Lacey P.E.

South Carolina
Jeff Davis, PhD, P.E.

Tennessee
Becky Bottoms, P.E.
Houston Dougherty, P.E.

Virginia
Bill Cashman, AICP
Kathryn Brown, P.E.
Sunday, April 11, 2010

8am-2pm  Golf Tournament-Riverfront Golf Course
8am-9am  5k/3k Fun Run/Walk
9am-10am Breakfast at Brutti’s (467 Court Street)
12pm-6pm Registration (2nd floor next to Portsmouth Ballroom)
2pm-5pm  ABD Exhibit Setup (Portsmouth IV & V)
3pm-5pm  Executive Board Meeting (Amphitheater)
6pm-7pm  Welcome Reception (Terrace)
6pm-7pm  First Time Attendees Reception (Admirals Board Room)
7pm-10pm ABD Hospitality Rooms (Various Rooms)

Monday, April 12, 2010

7:30-8:30am Officers Breakfast - By Invitation Only (Madison Room)
7:30-8:30am Continental Breakfast (Portsmouth IV & V)
8am-5pm Registration (2nd floor next to Portsmouth Ballroom)
8am-3:30 pm ABD Exhibits (Portsmouth IV & V)
Keynote Speaker: John Quarstein is an award winning author and preservationist. He has served as an adjunct professor at several universities including the College of William and Mary, the University of Virginia and is presently the Director of the Virginia War Museum Foundation. John also serves the historian for cities of Hampton, Newport News, and Poquoson, as well as providing leadership and project management for the Havre de Grace Decoy Museum, Rebecca Vaughan House and T. C. Walker House. During his 32 year career he has created or revitalized 16 museums and preserved 9 historic sites.

Dr. Quarstein is the author of nine books. He serves as historian for the local PBS affiliate WHRO producing, narrating and writing films documenting Hampton Roads history. He is the recipient of the President’s Award for Historic Preservation, The Civil War Society’s Preservation Award, The United Daughter’s of the Confederacy’s Jefferson Davis Gold Medal, an Emmy for “Jamestown: Foundation of Freedom and a Silver Telly Award for his “Civil War in Hampton Roads’ film series.
10-10:30am  BREAK  (Portsmouth IV & V)
10:30-12pm  Session 1A-Engineering Education  (Portsmouth VI, VII & VIII)
Moderated by: Brian Fulton
Enhancing the Learning Experience in the First Course in Transportation Engineering
Rod Turochy, Ph.D., PE-Auburn University

When Did it Become Uncool to be an Engineer?
Dyan Damron, PE, PTP-Neel-Schaffer, Inc.

The Chesapeake Bay Bridge-Tunnel
Jeffrey B. Holland-Chesapeake Bay Bridge-Tunnel District

Session 1B-Crashes  (Portsmouth III)
Moderated by: Martin Bretherton

Vehicle Collisions Caused by the Access Points: Engineering Judgment or Guideline
Reza Jafari, PE, PTOE-NC State University

High Risk Rural Roadway Program in Virginia
Tim White, PE, PTOE - Kimley-Horn & Associates, Inc. and
In-kyu Lim, Ph.D.-VDOT

Frontage Road Crashes & Potential Mitigation Strategies
Wesley M. Parker-URS Corp.
Session 1C-Data Collection (Portsmouth I & II)
Moderated by: Bob Canfield

Turning the Tide on Traffic Counts: Obtaining Traffic Count Data Using Existing Loops
Stuart Sparks, EIT-Gresham, Smith & Partners

Automated Traffic Data Collection Using Pan-Tilt-Zoom Cameras
Wayne Sarasua, Ph.D.-Clemson University

Using XML Technology as Smart Tool for Transportation Data Exchange
Majed Al-Ghandour, PE-NCDOT

10am-12pm Technical Tour- VDOT Transportation Operations Center

10am-12 pm Student Poster Session Displays (Second Floor Hallway)

12pm-1:30pm Student Poster Q&A Session

12pm-1:30pm LUNCH (Portsmouth Ballroom IV & V)

1:30pm-5pm Student Poster Session Displays (Second Floor Hallway)

1:30pm-3pm Session 2A-Safety (Portsmouth VI, VII & VIII)
Moderated by: Eric Green
RSAS: Using 3-D Models to Evaluate Safety During The Design Stage-Becky Crowe-FHWA

Safety Analyst: The Georgia Experience
Priyanka Alluri-Clemson University

Highway Safety Manual Update
Stephen W. Read, PE-VDOT

Session 2B-Modeling (Portsmouth III)
Moderated by: Rod Turochy

How Effective are Shorter Work Weeks in Reducing Congestion? - An Evaluation Using Transcad
Venkata Ramana Duddu-UNC Charlotte

Justification and Fine Tuning the Design of Managed Lanes Using Microsimulation to Assess Freeway Operations: The I-95 Express Experience in South Florida
Jaimison Sloboden-Reynolds, Smith & Hill

Development of a Microscopic Travel Demand Model for Evaluating Roadway Improvements & TMPs Using Existing Turning Movement Counts
Vijay Narpsetty-DKS Associates
Session 2C-Progressive Initiatives  
(Portsmouth I & II)  
Moderated by: Colin Kinton

Access Management Issues & Techniques at Continuous Flow Intersections  
Jay Bockisch, PE, PTOE- Gresham, Smith & Partners

CFI Pedestrian Timing, A Challenge?  
D. Shelby Coke, PE, PTOE-ABMB Engineers, Inc.

Sustainable Streets- What Are They & How Do You Build Them?  
Marshall Elizer, PE, PTOE- Gresham, Smith & Partners

3 pm-3:30pm BREAK (Portsmouth IV & V)

3 pm-5pm Traffic Bowl Student Staging Area (Madison)

3:30pm-5pm Traffic Bowl Preliminary Rounds (Holley Ballroom)

5:30pm-10pm ABD Event (Nauticus Maritime Museum - Carrie B  
Paddleboat leaves from ferry landing at 5:30)

Tuesday, April 13, 2010

7:30-8:30am Section Breakfast (on your own - sign up at registration table)

8:30-10am SDITE Annual Business Meeting (Portsmouth VI, VII & VIII)
<table>
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<tr>
<th>Time</th>
<th>Event</th>
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| 8:30-10am  | ABD Annual Business Meeting  
(Amphitheater)                                         |
| 10am-12pm  | Technical Tour (Virginia Modeling, Analysis & Simulation Center)      |
| 10am-12pm  | Student Poster Session Displays (Second Floor Hallway)               |
| 10am-12pm  | Session 3A-Design Development (Portsmouth VI, VII, VIII)             |
|            | Moderated by: Sunny Nandagiri                                       |
|            | Overcoming Neglect: Ideas for Improving the Airport Intermodal Experience  
Owen P. Curtis-HNTB Corp.|
|            | Interchange Concept Development (I-85 at US 29/601)                  |
|            | Radha Krisna Swayampakala-Reynolds, Smith & Hill                      |
|            | An Evaluation of Operations and Safety in a Congested Freeway Merging Area with a Long Acceleration Lane  
Michael P. Reese, PE-NCDOT   |
|            | Session 3B-Intersection Safety (Portsmouth III)                      |
|            | Moderated by: John Yorks                                             |
|            | Development & Evaluation of Color-Coded Pedestrian Signals: Green, Yellow, Red  
Cadet Dogucan Mazicioglu and Maj. Wakeel Idewu, Ph.D. - Virginia Military Institute |
Models to Estimate Risk at Intersections
Anusha P. Nujjetty-UNC Charlotte

Flashing Yellow Arrow
Mahesh Agurla, & Salma Chittoor-UNC Charlotte

Session 3C-Traffic Impact Analyses (Portsmouth I & II)
Moderated by: Howard Chapman

Assessing the Impact of a Proposed Commuter Rail Station in Cornelius, NC & Identifying Infrastructure Needs
Srinivas S. Pulugurtha-UNC Charlotte

Independent Impact Fee Studies, Berkley County, SC-Two Case Studies
Eric Tripi, PE, PTOE-Iteris, Inc.

How Effective are TIA Studies in Forecasting Future Traffic Needs?
Rakesh Mora-UNC Charlotte

12pm-1:30pm LUNCH & Traffic Bowl Final (Holley Ballroom)

1:30-3:00pm Session 4A-Multimodal Systems (Portsmouth VI, VII & VIII)
Moderated by: David Low
An Assessment of Level-of-Service from a Multimodal Perspective
Prasanna R. Kusam-UNC
Charlotte

South Limestone Multimodal Transportation Study
Bradford C. Johnson, PE-Wilbur Smith Associates

Complete Streets- A Growing Roadway Design Priority
Marshall Elizer, PE, PTOE-Gresham, Smith & Partners

Session 4B-Planning (Portsmouth III)
Moderated by: Kirsten Tynch

Non-Driver Residential Locations at the Census Block Level by Vehicle Availability
Robert B. Case, PE, PTOE-Hampton Roads TPO

VDOT Safety Rest Area & Welcome Center Master Plan
John Riley, PE-Kimley-Horn & Associates, Inc. & Martin Krebs, CPM-VDOT

Session 4C-Trails (Portsmouth I & II)
Moderated by: Russell Dalton

Safe Route to Schools: Best Practices for Successful Implementation
Stephanie Ivey, Ph.D.-University of Memphis
Chattanooga's Riverwalk and Greenways Trail System
John Van Winkle, PE-City of Chattanooga

Planning and Design of Trail Systems-Deborah Lenceski, PE
Landmark Design Group, Inc.

3pm-3:30pm  BREAK (Portsmouth Foyer & Terrace)

3:30-5:00pm  Session 5A-Communicating with the Public
(Portsmouth VI, VII, VIII)
Moderated by: Jeff Davis

UNC Charlotte Distracted Driving Task Force
Ryan Brumfield-UNC Charlotte

Utilization of 3-D Simulation Traffic Software as a Tool for Supporting Legal Representations in Courtrooms: A Case Study
Carmelo Gutierrez, PE, PTOE-Krebs, LaSalle, Lemieux Consultants, Inc.

Hillsboro Road-An Arterial the Community Sees as an Urban Local Street
Dyan C. Damron, PE, PTP-Neel-Schaffer, Inc.
Session 5B-SDITE IC&O Committee (Portsmouth III)
Moderated by: John Van Winkle

Developing Effective E-Mail Communication Systems
Lindsay Walker, PE and Scott Walker, PE-Kentucky Section
Radha Swayampakala, PE-North Carolina Section
Robert R. Canfield, PE-Deep South Section

Session 5C-Rail/Transit (Portsmouth I& II)
Moderated by: Valerie Holmes

Planning for Extension of the Norfolk Light Rail Starter Line to Virginia Beach

How Effective are Light Rail Transit Systems in Relieving Congestion on Roads Near the Transit Corridor? - An Evaluation
Nagaswetha Pasupuleti-UNC Charlotte

At-Grade Railroad Crossing Signal Control-Planning, Design & Construction
Richard L. Caudle, PE-Skipper Consulting, Inc.

6pm-7pm Officers Reception (Second Floor Terrace & Portsmouth Foyer)

7pm-9pm Annual Banquet (Portsmouth Ballroom IV & V)
Wednesday, April 14, 2010

7:30-9:30am Local Arrangement Committee
Breakfast - By Invitation Only
(Admiral Board Room)

8:00-9:15am SDITE Transportation
Leadership Overview- Dan
Turner-University of Alabama
(Amphitheatre)

9:15 -9:45am BREAK

9:45-10:30am Concurrent Sessions:

Amphitheater-Effective
Leader Communication-Dan
Turner-University of Alabama

Madison-Effective Leader
Communications-Richard
Atkins-Triad Transportation
Partnership

Jefferson-Conducting
Effective Meetings-Bill
Seymour-HDR Inc.

Commodore-Conducting
Effective Meetings-John
Edwards

10:30-10:45am BREAK

10:45-11:30am Concurrent Sessions
(Cont.)
SPOUSE/GUEST ACTIVITIES

Monday, April 12, 2010

8:00-9:30am  Breakfast *(Lee Room)*

9:00am  Colonel Crawford joins spousal breakfast

9:30 - 11am  Historical Olde Towne Tour with Colonel Crawford *(Bus Tour)*

11am - 2pm  Tea/Luncheon with Colonel Crawford at Historic Pass House with Virginia Wine Tasting

2pm - 5:30pm  Free Time *(for resting, shopping at nearby Olde Towne Antique and Art shops or MacArthur Mall in Norfolk or other individual activities)*

5:30 - 10pm  ABD Event at Nauticus Naval Museum and Battleship Wisconsin

Tuesday, April 13, 2010

8am - 9:30am  Breakfast *(Lee Room)*

9:30-11:30am  Elizabeth River Harbor Tour aboard the Carrie B

11:30am-2pm  Cooking class, lunch and wine tasting back at the Renaissance Hotel

2pm-6pm  Free Time *(for resting, shopping at nearby Olde Towne Antique and Art shops or MacArthur Mall in Norfolk or other individual activities)*

6pm-7pm  Officers Reception

7pm-9pm  Banquet
Tour 1
April 12, 2010, 10 AM to 12 Noon

Virginia Department of Transportation,
Hampton Roads Traffic Operations Center

The Hampton Roads Traffic Operations Center uses computers and advanced technology to monitor traffic, keep it moving, and keep motorists informed of real-time weather and road conditions.

The center’s technology helps tourists, shippers and local commuters navigate the highways, bridges and tunnels throughout Hampton Roads through advanced electronic information and communication technologies.

Hampton Roads Traffic Operations Center is part of the statewide traffic management network - including electronic toll collection systems, electronic truck weigh stations and travel information centers, that make Smart Travel possible throughout the Commonwealth.

Come see how the Hampton Roads Region prepares for and manages the need for Evacuations related to Hurricanes and other disasters. Tour the Operations Center and the Operations Floor. See the equipment involved in the operations of a State of the Art Traffic Operations Center. Tour the Service Patrol Equipment Center and see how roadside assistance is rendered and what tools are utilized.
Tour 2
April 12, 2010, 1:30 PM to 4 PM

Norfolk Light Rail

The Tide light rail will extend 7.4 miles on an east to west alignment from the Eastern Virginia Medical Center through downtown Norfolk, continuing along the Norfolk Southern right-of-way, adjacent to I-264, to Newtown Road. Eleven stations will be constructed along the route with four park and ride locations that provide access to major areas such as Norfolk State University, Tidewater Community College (Norfolk Campus), Harbor Park, City Hall, MacArthur Center, and the Sentara Norfolk General Hospital.

Come see the new Tide Light Rail Project in the City of Norfolk. The tour will begin with a ride across the Elizabeth River on the River Ferry Boat. A tour of a Tide Rail Station and a Tide Car will be included along with a visit to the Tide Operations Center. **Comfortable walking shoes are a must for this tour as approximately 1/2 to 3/4 miles of walking are required.**

Tour 3
April 13, 2010, 10 AM to 12 Noon

Virginia Modeling, Analysis and Simulation Center (VMASC)

VMASC is a multi-disciplinary research center of Old Dominion University. VMASC supports the University’s Modeling & Simulation (M&S) degree programs, offering M&S Bachelors, Masters and Ph.D. degrees to students across the Colleges of Engineering and Technology, Sciences, Education, and Business. Working with more than one hundred industry, government, and academic members, VMASC
furthers the development and applications of modeling, simulation and visualization as enterprise decision-making tools to promote economic, business, and academic development. VMASC concentrated on seven core modeling and simulation applied research areas:

Transportation, Homeland Security and Military Defense, Virtual Environments, Social Sciences, Medicine & Health Care, Game-based Learning, Business & Supply Chain Modeling.

State-of-the-art capabilities consist of approximately 6,000 square feet of lab space including two general purpose labs, a visualization lab, a human factors lab, and a 74-seat virtual reality theater supporting live, virtual, and constructive simulation integration.

Come see the State of the Art Simulation Center and tours its facilities. See demonstrations of these technologies as they are utilized in Transportation related field such as research, operations modeling and forecasting.
Many thanks to the following sponsors for helping to make this meeting possible.

**Diamond Sponsors**

- AECOM
- Baker
- Clark Nexsen
- GS&P
- Kimley-Horn & Associates
- Neel-Schaffer, Inc.
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- Sprague & Sprague
2010 Associated Business Division
(ABD) Members

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3M

3M Traffic Safety Systems Division

Carmanah

Control Specialists Company

Control Technologies of Central FL, Inc.

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Global Traffic Technologies

Image Sensing System (ISS)

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Kyland USA

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Naztec, Inc.

PTV America, Inc

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Quality Counts, LLC

Quality Traffic Systems

Rhythm Engineering

RGA, Inc.

Signal Equipment Co. - South, Inc.

Southern Lighting & Traffic Systems

Southern Manufacturing, Inc

Temple, Inc.

Traffic Systems, LLC.

Valmont

Vulcan, Inc.
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<td>Tim Foster</td>
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<td>John Yorks</td>
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<td><strong>Finance:</strong></td>
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<td>Tim Rayner</td>
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<tr>
<td>Lynn Allsbrook</td>
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<tr>
<td>Ric Lowman</td>
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<td>Robin Grier</td>
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<td>Barry Cross</td>
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<td>Ed Bohlman</td>
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<td>Dave Benn</td>
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<td><strong>Technical Tours:</strong></td>
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<td>Robert Lewis</td>
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<td>Jason Souders</td>
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Future Meeting Locations:
2011 Lafayette, Louisiana
2012 Lexington, Kentucky
2013 Charlotte, North Carolina
2009
SOUTHERN
DISTRICT ITE
57TH ANNUAL
MEETING

APRIL 19 – 22, 2009

RENAISSANCE ROSS
BRIDGE
GOLF RESORT &
SPA
BIRMINGHAM,
ALABAMA
2009 Southern District ITE Officers

President
Karen L. Mohammadi, P.E., AICP, PTOE

Vice-President
Jim Westmoreland, P.E.

Secretary-Treasurer
Timothy E. White, P.E., PTOE

Past President
Craig M. Hanchey, P.E. PTOE

International Director
Robert E. Stammer Jr., Ph.D., P.E.

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Georgia
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Keith Hogsed

Kentucky
Bill Seymour, P.E.

North Carolina
Troy People, P.E.
Mark McDonald, P.E.
Dale Privette, P.E.

South Carolina
Jeff Davis, PhD, P.E.

Tennessee
Jeff Hammond, P.E.
Becky Bottoms

Virginia
Mike Corwin
Bill Cashman
Sunday April 19, 2009

Golf Tournament
8:00 AM  RTJ Oxmoor Valley
(Lunch will be provided at noon)

Conference Registration
12:00-6:00 PM  Pelham

SDITE Executive Board Meeting
3:00-6:00 PM  Salon ABC

Welcome Reception
6:00-7:00 PM  Terrace

ABD Hospitality Suites  7:00-10:00 PM
  Quality Traffic Systems  Governor’s Suite, 5th Floor
  3M Traffic Safety Systems Division  Vulcan Suite, 6th Floor
  Vulcan, Inc. & Nucor Steel Marion, Inc.  Presidential Suite, 6th Floor
  Temple, Inc.  Shannon Board Room, 6th Floor

Monday April 20, 2009

Officer’s Breakfast
7:00-8:30 AM  Mountain Brook

Strategic Planning Groups 7:00-8:30 AM
  Technical Knowledge  Salon ABC
  Workforce Development  Salon ABC
  Leadership Development  Salon ABC
  IC&O  Helena

Conference Registration
8:00 AM – 5:00 PM  Pelham

Opening Session
8:30-10:00 AM  Salon D
Invocation
Robby Hyche, Minister of Single Adults
First Baptist Church Trussville

Presentation of Colors
Samford University AFROTC

Monday April 20, 2009 (continued)
Opening Session (continued)

Pledge of Allegiance
Karen Mohammadi, President SDITE

National Anthem
Shellie Skipper Vines

Roll Call of States
Karen Mohammadi, President SDITE

Welcoming Remarks
Lori Salter, Public Information Officer
City of Hoover Mayor’s Office

Keynote Address
Mr. Don Arkle
Assistant Chief Engineer, Policy & Planning
Alabama Department of Transportation

Break
10:00-10:30 AM Salon EFGH

ABD Exhibits
10:00 AM – 4:00 PM Salon EFGH

Technical Session 1 10:30-12:00 PM

Session 1A Salon D
Moderator: Thomas Swanson, President DSITE

West End Baseball Field Shared Parking Analysis, Wil Ravenhorst, City of Greenville and Gaye Sprague, Sprague & Sprague Consultants (SC)

NCSITE Shopping Center Trip Generation Task Force, Will Letchworth, Wilbur Smith Associates (NC)
Monday April 20, 2009 (continued)

Session 1A (continued)

Shared Parking Analysis: Racino/Mixed Use Development, Denis Finigan, Urban Systems Associates (LA)

Session 1B Mountain Brook

Moderator: Scott Walker, President KYSITE

A Comparison of Innovative Intersection Improvements at the US 78/SR 124 Intersection, Jay Bockish and Nithin Gomez, Gresham Smith and Partners (GA)

Practical Solution Concepts for Planning and Designing Roadways, Adam Kirk, Kentucky Transportation Center University of Kentucky (KY)

Can a Newly Designed Traffic Signal Resolve Existing Traffic Signal Limitations? Ben Glover, Dekalb County (GA)

Session 1C Helena

Moderator: Tim Foster, President VASITE

Kaizen: Recreating American Communities through Safe Routes to School, Margaret Kubilins, Kubilins Transportation Group (VA)

Hamburg Place Greenway Trail, Mark McIntosh, HDR Engineering and Tony Barrett, Barrett Partners, Inc. (KY)

Using ITS Technology to Improve Pedestrian Safety, Peggy Vonsherie Allen, Dekalb County (GA)

Session 1D Salon ABC

Moderator: Mike Holt, Secretary-Treasurer GA ITE

Highway Safety Manual Workshop, Eric Green, Kentucky Transportation Center (KY) and Daniel Turner, University of Alabama (AL)
Monday April 20, 2009 (continued)

Lunch
12:00-1:30 PM  Salon EFGH

Poster Session
12:00-1:30 PM  Terrace

Student Paper Competition Winners (Posters will be on display throughout the day on Monday)

*Effects of Speed Tables on Vehicle-Pedestrian Interactions and Safety Impacts on a College Campus Street*, Alexander Shoemaker, Auburn University (AL) - 2008 Graduate Student Paper Competition Winner

*Tracking Large Trucks in Real-Time with License Plate Recognition and Text-Mining Techniques*, Fransisco Moraes Oliveira-Neto, University of Tennessee (TN) - 2008 Graduate Student Paper Competition Runner-Up

*Infrastructure Needs and Transportation Impacts of a Proposed Commuter Rail Station in Cornelius, North Carolina*, Ryan Brumfield, University of North Carolina at Charlotte (NC) – 2008 Undergraduate Student Paper Competition Winner


Strategic Planning Committee
12:00-1:30 PM  Helena

Technical Session 2  1:30-3:00 PM

Session 2A  Salon D

Moderator: John Gould, TSITE

*North Carolina Superstreets*, Paul Koch, Stantec, and Jim Dunlop, NCDOT (NC)

*Complete Streets: Equal Footing for Bicycles, Pedestrians, and Vehicles*, Mike Surasky and Reza Jafari, WSP-SELLS (NC)
Monday April 20, 2009 (continued)

Session 2A (continued)

Glenwood Avenue Road Diet, Dwayne Tedder, PBS&J (GA)

Session 2B  Mountain Brook
Moderator: John Van Winkle, SDITE
Information Communications and Outreach Team Leader and Jeff Moore, SDITE Work Force Development Team Leader

Creating the Community for Building the 21st Century Workforce

As a follow-up to the workforce development discussion at the 2008 SDITE meeting, this interactive session includes insights into the issues and concerns with recruiting future transportation professionals, examples of current outreach efforts, and a facilitated discussion of how SDITE can create a "community" of coordinated efforts and resources.

Session 2C  Helena
Moderator: Doug Peterson, President ALSITE

Safety Studies: Seeing Corridors and Intersections through New Eyes, Alison Catarella-Michel, Urban Systems (LA)

Effects of Speed Tables on Traffic and Vehicle-Pedestrian Interactions on the Auburn University Campus, Rod Turochy, Auburn University (AL)

Role of Transit System and Ridership on Pedestrian Safety, Srinivas Pulugurtha and Eshwar Penkey, University of North Carolina at Charlotte (NC)

Traffic Bowl Team Assembly
2:30 PM   Terrace

Break
3:00-3:30 PM   Salon EFGH
Monday April 20, 2009 (continued)

Traffic Bowl – Preliminaries
3:30-5:00 PM Salon ABC

Load Buses at Ross Bridge for ABD Event
6:00 PM Hotel entrance by Vestavia Room

ABD Event
6:30-9:30 PM Barber Vintage Motorsports Museum

Tuesday April 21, 2009

Section Breakfast (dutch treat buffet)
7:00-8:15 AM Clubhouse

Conference Registration
8:00 AM-5:00 PM Pelham

SDITE Annual Business Meeting
8:30-10:00 AM Salon D

ABD Annual Business Meeting
8:30-10:00 AM Vestavia

Break
10:00-10:30 AM Foyer

Technical Session 3 10:30 AM-12:00 PM

Session 3A Salon F
Moderator: Kirsten Tynch, Immediate Past President VASITE

School Bus Seat Belts: Good for Us? Bad for Us? Daniel Turner, University of Alabama (AL)
Tuesday April 21, 2009 (continued)

Session 3A (continued)

City of Deadwood Pedestrian Circulation and Enhancement Study, Jeff Hammond, RPM & Associates (TN)

Methodology for Identifying Intersection Traffic Control Devices using Police Crash Reports, In-Kyu Lim, VDOT (VA)

Session 3B  Salon G

Moderator: Cindy Pionke, District Representative TSITE

SmartFIX40, John Hunter, TDOT and Jeff Mize, Wilbur Smith Associates (TN)

Shortcuts for Good Signal Coordination, Paul Slone, URS Corporation (OH)

Session 3C  Salon H

Moderator: Jeff Davis, District Representative SC ITE

Real-Time Simulation of Arterials with use of Video Detection ad Microscopic Traffic Simulation, Dwayne Henclewood, Guin Angshuman, and Michael Hunter, Georgia Institute of Technology (GA)

Traffic Simulation Model Interactive with Travel Demand Forecasting Model, Peng Yue, Jacobs Engineering Group (GA)

Feasibility of Street Conversions in the Birmingham City Center, Jugnu Chemmannur and Virginia Sisiopiku, University of Alabama at Birmingham (AL)

Lunch/Traffic Bowl – Final (ticket required)
12:00-1:30 PM  Salon ABCD

Technical Tour (advance reservation only)
12:00-4:00 PM  Mercedes-Benz
(The bus will leave promptly at 12:00 noon from the hotel entrance near the Vestavia room; boxed lunches are provided.)
Tuesday April 21, 2009 (continued)

Technical Session 4  1:30-3:00 PM

Session 4A  Salon F

Moderator: Eric Tripi, Past President SC ITE

*Toll Roads: Is My Organization Ready,* Victor Poteat, PBS&J (FL)


*Mileage Based Value Pricing: Phase II Case Study Implications of the Commute Atlanta Project,* Yanzhi Xu, Georgia Institute of Technology (GA)

Session 4B  Salon G

Moderator: Dennis Dickey, Vice President ALSITE

*Special Event Planning for the 2010 World Equestrian Games,* Ben Edelen, HDR Engineering, Bill Seymour, and Scott Walker, PB Americas (KY)

*Modeling Special Event Traffic Using Transcad,* Vijay Narapsetty, DKS Associates (WA)

*Incorporating Freight into the Transportation Process,* Gregory Harris and Michael Anderson, University of Alabama at Huntsville and Kevin Harrison, South Alabama Regional Planning Organization (AL)

Session 4C  Salon H

Moderator: Todd Long, District Representative GA ITE

*What Do Customers Think of ITS?* Kenny Voorhies, Cambridge Systematics, and Alex Trouteaud, The Schapiro Group (GA)

*Joint Transportation Management Centers,* Robert Edelstein, AECOM (FL)
Tuesday April 21, 2009 (continued)

Session 4C (continued)

Active Traffic Management Options, Virginia
Sisiopiku, Germin Fadel, Ozge Cavusoglu, and
Andrew Sullivan, University of Alabama at
Birmingham (AL)

Break
3:00-3:30 PM Foyer

Technical Session 5 3:30-5:00 PM

Session 5A Salon F
Moderator: Lindsay Walker, Treasurer KYSITE
Accommodating Population Growth with
Adaptive Signal Control, Betsy Williams and
Travis White, Transcore ITS (GA)

Improved Traffic Signal Efficiency in Rural
Areas through the use of Variable Maximum
Green Time, Aswini Rajagopalan, AECOM (TN)

Contracting Traffic Signal Retiming Services - A
Public and Private Perspective, Paul Slone, URS
Corporation and Steven Cummins, Lexington-
Fayette Urban County Government (KY)

Session 5B Salon G
Moderator: Jeff Moore, Immediate Past
President KYSITE

Safety Effects of Median and Directional
Crossovers at and near the Treatment Site,
Srinivas Pulugurtha and Rakesh Mora,
University of North Carolina at Charlotte (NC)

SALTEENS: An ALSITE Safe Driving Initiative,
Becky Malenke, Neel-Schaffer, Inc. (AL)

Safety Evaluation of Red Light Cameras,
Srinivas Pulugurtha and Preethi Goverdhanam,
University of North Carolina at Charlotte (NC)
Tuesday April 21, 2009 (continued)

Session 5C  Salon H
Moderator: Jeff Altman, Vice President DSITE

*Alternating Merging and Joint Merges in Lane Reduction Transition Areas*, Wakeel Idewu and Brian Wolshon, Louisiana State University (LA)

*Access Management Applications in Alabama*, Scott Cothron and Jeff Stephenson, Sain Associates (AL)

*State Route 9 Multi-Agency ATMS - Lessons in Arterial and Incident Management*, Scott Mohler, URS Corporation (GA)

Officer’s Reception
6:00-7:00 PM  Terrace

Annual Awards Banquet (ticket required)
7:00-10:00 PM  Salon ABCD

Wednesday April 22, 2009

LAC Breakfast  (LAC members)
7:00-8:00 AM  Helena

Professional Development I
8:00-10:00 AM  Salon FG

*Ethics – Is Your Personality Your Friend or Foe?* Marsha Anderson Bomar, Street Smarts (GA)

Break
10:00-10:30 AM  Foyer

Professional Development II
10:30 AM -12:00 PM  Salon FG

*ITE Canon of Ethics*, David Mockbee, Attorney at Law, Mockbee Hall Drake & Hodge, PA (MS)
SPOUSE ACTIVITIES

Monday, April 20, 2009
9:00-11:00 a.m. Bessemer Room
Welcome Breakfast – Get acquainted with new spouses and welcome those returning. Door prizes to be given away.

11:15 – 3:00 p.m.
Field trip to The Club for lunch and then a tour of Vulcan Park

Hospitality room will be open until 5:00 p.m.

Tuesday, April 21, 2009
8:30 – 9:30 a.m.
Breakfast Bessemer Room

9:45 a.m. – 12:00 p.m.
Sips & Strokes (An oil painting for each spouse painted with their own hands to take home)

12:00 – 1:30 p.m.
Lunch – Grilling Lesson from the Chef (spouses will eat what they learn to cook)

1:30 p.m. – 3:30 p.m.
Free time – Spouses may choose to enjoy time in the Spa(dutch treat) or various activities in the Hospitality Room

Hospitality room will be open until 5:00 p.m.

Of Interest to Children
The McWane Center
The Birmingham Zoo
Ruffner Mountain Nature Center
Moss Rock Preserve
Southern Museum of Flight
Alabama Sports Hall of Fame
TECHNICAL TOUR

For those of you going on the technical tour of the Mercedes-Benz assembly plant, you are in for a real treat. The one and a half hour walking tour will take you through the assembly and body buildings – where you will see the Mercedes vehicles being built before your eyes. The activity going on around you will amaze you. The Mercedes Benz facility was the first facility in Alabama to use robots extensively in the manufacturing of vehicles – and you will see many of them in action. The bus will leave our meeting site from the hotel entrance near the Vestavia room promptly at noon on Tuesday, April 21. We must be at the Mercedes facility at 1:00 pm. Box lunches will be served on the bus.

The Mercedes-Benz facility enforces the following rules for all tour participants:
* Canes, crutches, and walkers are not allowed.
* Wheelchairs are permitted, but not supplied.
* Cameras and video recorders are not permitted.
* Cell phones must be turned off.
* No smoking.
* Children must be at least 12 years of age to participate in the tour.
* Photo ID is required.
* No shorts, open toe shoes, or sleeveless shirts are allowed.
* Skirts and dresses must come below the knee at least 2 inches.
* Backpacks and briefcases are not allowed. Ladies may carry their purse.
* Security reserves the right to conduct inspections.
Many thanks to the following sponsors for helping to make this meeting possible.

**Platinum**

AECOM

Gresham, Smith & Partners

Neel-Schaffer, Inc.

PBS&J

Southern Traffic Services

Skipper Consulting, Inc.

Wilbur Smith Associates

**Gold**

GCA, Inc.

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RPM Transportation Consultant, LLC

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**Silver**

HNTB

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Sprague & Sprague Consulting Engineers

Street Smarts

TransCore
2009 Associated Business Division

(ABD) Members
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<td>Scott Rumble</td>
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2009 Southern District Representatives

Alabama
   Richard Caudle, P.E.

Deep South
   Bob Mabry, P.E.

Georgia
   Todd Long, P.E.
   Keith Hogsed

Kentucky
   Bill Seymour, P.E.

North Carolina
   Troy People, P.E.
   Mark McDonald, P.E.
   Dale Privette, P.E.

South Carolina
   Jeff Davis, PhD, P.E.

Tennessee
   Jeff Hammond, P.E.
   Becky Bottoms

Virginia
   Mike Corwin
   Bill Cashman
Future Meeting Locations

2010  Portsmouth, VA (April 11-14)
2011  Lafayette, LA
2012  Charlotte, NC
2013  Lexington, KY
2007 Southern District ITE

55th Annual Meeting

The Downtown Marriott

April 22-25, 2007
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President’s Welcome Message
By Colin Kinton

It is my pleasure to welcome you to the 55th Annual Southern District ITE Meeting. The folks in Knoxville and the Tennessee Section have worked hard to assure that this meeting has all of the camaraderie, entertainment, and educational opportunities you’ve come to expect from a Southern District ITE meeting – in beautiful Southern Appalachia. I know you will enjoy the rich heritage of the area as you have lots of fun, and find ways to advance your professional career.

I’ve been fortunate to attend 13 SDITE Annual Meetings. I’ve learned that you can always count on a relaxing and inviting atmosphere to share experiences with fellow transportation professionals, renew old friendships and make new ones. As always, the meeting will officially kick-off on Sunday with the Golf Tournament in the morning, followed by the Welcome Reception and ABD Hospitality Rooms in the evening. The Opening Technical Sessions and ABD event will be on Monday with the Business Meeting and Annual Banquet Tuesday. The Annual ABD sponsored William H. Temple Scholarship Challenge (Traffic Bowl) will take place both Monday and Tuesday and will be sure to reinforce some great rivalries. The conference will conclude with a professional development session Wednesday morning.

Many people have worked countless hours and made financial contributions to ensure that this meeting meets your expectations. First, I’d like to thank our Co-chairpersons, Cindy Pionke and Hollis Loveday, along with their committee members for the terrific job they’ve done. Second, I’d like to thank all of the consultants that have made contributions towards the expenses of the meeting. These contributions allow us to keep the registration fee reasonable and yet, maintain a high quality meeting. Third, I’d like to thank the ABD for their enormous contribution. They are hosting the Hospitality Suites, exhibiting new products and technologies, supporting the Traffic Bowl, and allowing us to relax and be entertained at the annual Monday night event. Of course, the Monday night ABD event has become a highlight of the Annual Meeting; this year should be no exception as we participate in a tailgate party, Rocky Top style. Last, I’d like to extend special thanks to our students who are participating as attendees and/or Traffic Bowl competitors. This is always a great opportunity to cultivate future colleagues in their pursuit of a career in transportation engineering.

This Annual Meeting will also provide opportunities to hear from the District’s Strategic Plan leadership and how we will move the plan to the next level. International ITE leadership will also be on hand to bring us up to speed on the latest advancements and activities in Washington and elsewhere.

I am sincerely glad you joined us in the city where I was born and home to my alma mater at the 55th Annual Southern District ITE Meeting.

S. Colin Kinton

Colin Kinton, 2007 President
Southern District ITE
Greetings from the Local Arrangements Committee

We would like to welcome you to Knoxville, Tennessee for the 55th Annual Southern District ITE Meeting. Our slogan is Informing, Teaming, and Engaging, which we hope is easy to remember, and reflects our goal for the meeting.

The technical program will inform you about the latest innovations in our profession. There are sessions on traffic signal design and operation, speed enforcement cameras, corridor planning, and many more. ABD members will demonstrate the latest technology and assist you with problems you deal with every day. You'll also learn from our talented students through the third William H. Temple Scholarship Challenge.

Teaming is also an integral part of all Southern District ITE Annual Meetings. There is no better place to form partnerships to tackle difficult challenges. Perhaps your counterpart in another agency can help solve a problem or maybe you and another company can join forces on that next project.

One of the most rewarding aspects of our Southern District ITE Annual Meetings is the renewal of old friendships and the making of new ones. Southern District ITE is, in many ways, like a big family, and each year the Annual Meeting functions like a big family reunion. However, each year we add new members to our ranks so that they too can start their own tradition. This meeting provides a means by which we can engage our fellow transportation professionals.

The meeting is being held at the recently renovated Marriott in downtown Knoxville, Tennessee. We hope you are happy with the plush rooms and amenities that the Marriott offers. Knoxville is beautiful this time of year and we highlight that beauty with our Dogwood Arts Festival. Spouses and guests will tour Dogwood Arts trails and experience the beauty and rich heritage of the Great Smoky Mountains National Park. The ABD party, which will be at the Women's Basketball Hall of Fame, will feature famous East Tennessee bluegrass music and BBQ, and will seem like a big tailgate party as everyone wears the school colors of their favorite team.

We are truly glad that you are here. You'll have fun, learn new things, renew old friendships, and make new friends all in one of the most beautiful places in the United States.

Sincerely,

W. Hollis Loveday, P.E.                                                 Cindy Pionke, P.E.

Co-Chairperson                                                    Co-Chairperson
2007 SDITE Annual Meeting LAC                                      2007 SDITE Annual Meeting LAC
General Information

Registration
The registration desk will be open on the Ballroom Level near the vestibule during the following hours:

- Sunday April 22
  1:00 p.m. - 6:00 p.m.
- Monday April 23
  8:00 a.m. - 5:00 p.m.
- Tuesday April 24
  8:00 a.m. - 5:00 p.m.

Exhibits
Many suppliers and consultants for the transportation industry will be exhibiting their products and services in the Mississippi Ballroom between the hours of 10:00 a.m. and 4:00 p.m. on Monday April 23. A box lunch is scheduled there on that day for your convenience.

Strategic Planning Initiative
The SDITE Strategic Planning Initiative champions and their respective committees will have the opportunity to meet any time they choose between 8:00 a.m. - 6:00 p.m. on Monday, April 23 and Tuesday, April 24 in either the Alvin York or James Polk rooms located on the Lobby Level.

PDHs
A PDH form is included in each registration packet. It lists the entire technical agenda and lists the PDHs by session. You are responsible for filling it out based on the honor system.

Interview Room
The Neyland Room will be available Monday and Tuesday from 8:00 a.m. until 5:00 p.m. for job interviews.

Cell Phone Reminder
Please, as a courtesy for fellow meeting attendees and presenters, don't forget to turn your cell phones and pagers to vibrate mode or off before entering any sessions or meetings. Thanks!

Location of Events and Sessions
All events, sessions and activities are on the ballroom level unless otherwise stated in the program. A map of the hotel is included in the back of the program for your convenience.
Technical Program Agenda

Sunday April 22

Golf Tournament
Three Ridges Golf Course  Shotgun Start at 8:00 a.m. (Lunch will be provided at noon)

ABD Exhibit Set Up
Mississippi Room  2:00 p.m. - 5:00 p.m.

Registration
Near the vestibule  1:00 p.m. - 6:00 p.m.

Executive Board Meeting
William Blount North Room (Lobby Level)  3:00 p.m. - 5:00 p.m.

Welcome Reception (ticket required)
Riverview Room (11th Floor)  6:00 p.m. - 7:00 p.m.

ABD Hospitality Rooms
Andrew Jackson, Alvin York, James Polk and Henry Knox Rooms (Lobby Level)  7:00 p.m. - 10:00 p.m.

Monday April 23

Officers' Breakfast (by invitation of SDITE President only)
William Blount South Room (Lobby Level)  7:00 a.m. - 8:15 a.m.

Light Breakfast
John Sevier Lobby  7:00 a.m. - 8:30 a.m.

Registration
Near the vestibule  8:00 a.m. - 5:00 p.m.

Opening Session
Kentucky & Georgia Rooms  8:30 a.m. - 10:00 a.m.
Welcome/Announcements: Hollis Loveday & Cindy Pionke, LAC Co-Chairs
Invocation: Mitch Mitchell, VT Sports Chaplain
Presentation of Colors: 278th Tennessee National Guard
Pledge: Colin Kinton, SDITE President
National Anthem: Lynn Bennett
Welcome Remarks: City of Knoxville Mayor Bill Haslam
Knox County Mayor Mike Ragsdale
Roll Call: Colin Kinton, SDITE President
Keynote Address: Transportation Futures – Is Our Profession Ready?
Marshall Elizer, Gresham Smith & Partners, ITE Past President
SDITE Strategic Plan Update: Richard Atkins, Strategic Planning Chair
President’s Opening Remarks: Colin Kinton, SDITE President

ABD Exhibits
Mississippi Room  10:00 a.m. - 4:00 p.m.

Beverage Break
John Sevier Lobby  10:00 a.m. - 10:30 a.m.
Technical Session 1A  Maintenance of Traffic Plans to Expedite & Simplify Construction  
Kentucky Room  10:30 a.m. - 12:00 noon  
Moderator:  Steve Strength, Louisiana DOT, SDITE Past President  
- TDOT's “SmartFix” Solution (double session)  
  Jeff Mize of Wilbur Smith Associates  
- The Decision to “Restore 64” Using a Full Interstate Closure MOT Plan  
  Scott Walker & Shawn Dikes of PB Americas, Inc.

Technical Session 1B  Intelligent Transportation Systems  
Georgia Room  10:30 a.m. - 12:00 noon  
Moderator:  Dale W. Privette, Town of Cary, NCSITE President  
- Planning ITS Implementation in an Urban Environment – Metro Nashville  
  Mark Washington of Gresham Smith & Partners  
- Improving DMS (Dynamic Message Signs) Legibility – Lessons from the Field  
  Steve Metcalf of Skyline Products, Inc.  
- Vehicle Infrastructure Integration Program  
  Bob Rupert of Federal Highway Administration

Lunch Sponsored by ABD (ticket required)  
Mississippi Room & John Sevier Lobby  12:00 noon - 1:30 p.m.

Technical Session 2A  Urban Roadway Designs to Accommodate Multi-Modal Demands  
Kentucky Room  1:30 p.m. - 3:00 p.m.  
Moderator:  Ryan Tice, Neel-Schaffer, DSITE President  
- Controversial Solutions for Downtown Traffic  
  John Edwards of Transportation Consultant, Inc.  
- Road Diet Implementation in Charlotte, NC – The East Blvd. Experience  
  Joshua Saak of City of Charlotte, NC  
- Creation of a Downtown "Main Street" by Reducing Arterial Travel Lanes  
  Lynn Allsbrook of City of Hampton, VA

Technical Session 2B  Photo Enforcement  
Georgia Room  1:30 p.m. - 3:00 p.m.  
Moderator:  Greg Judy, Neel-Schaffer, TSITE President  
- An Analysis of Automated Speed Enforcement in Charlotte, North Carolina  
  Charles L. Jones of Charlotte Department of Transportation  
- Roundtable on Photo Enforcement (double session)  
  Captain Gordon Catlett, Knoxville Police Department  
  David Clark, ACC Transportation & Public Works, Georgia  
  Jim Flechtner, City of Wilmington, North Carolina  
  Charles L. Jones, Charlotte, North Carolina  
  Richard Retting, Insurance Institute for Highway Safety  
  John Van Winkle, City of Chattanooga, Tennessee

Snack and Beverage Break (last chance to view the exhibits)  
John Sevier Lobby (Ballroom Level)  3:00 p.m. - 3:30 p.m.

Traffic Bowl Preliminary Rounds  
Carolina & Georgia Rooms  3:30 p.m. - 5:00 p.m.

ABD Event (ticket required)  
Women's Basketball Hall of Fame (next door to Marriott)  6:00 p.m. - 9:00 p.m.
Tuesday April 24

Section Breakfasts ($20 – cash only)
   Riverview Room (11th Floor) 7:00 a.m. - 8:15 a.m.

Registration
   Near the vestibule 8:00 a.m. - 5:00 p.m.

SDITE Annual Business Meeting
   Mississippi & Kentucky Rooms 8:30 a.m. - 10:00 a.m.

ABD Annual Business Meeting
   William Blount North Room (Lobby Level) 8:30 a.m. - 10:00 a.m.

   Beverage Break
      John Sevier Lobby 10:00 a.m. - 10:30 a.m.

Technical Session 3A Planning & Financing Transportation Improvements for the 21st Century
   Mississippi Room 10:30 a.m. - 12:00 noon
   **Moderator:** Eric Green, Kentucky Transportation Center, KYSITE President
   • System Development Charges for Roadways
      Bill Seymour of Gresham Smith & Partners, and Paula Wahl of Louisville Metro Planning and Design Services
   • Public-Private Partnerships in Transportation – What’s Happening in the District
      Victor Poteat of PBS&J
   • Enhancing Connectivity and Mobility: Evaluation of the U.S. 64/N.C. 49 Corridor
      John Adams of PBS&J

Technical Session 3B Roadway and Intersection Safety
   Kentucky Room 10:30 a.m. - 12:00 noon
   **Moderator:** Eric Tripi, Wilbur Smith Associates, SCSITE President
   • Evaluation of Access Points Near Intersections in North Carolina
      Reza Jafari of Chas. H. Sells, Inc.
   • Road Safety Audit Reviews
      Steve Allen of the Tennessee Department of Transportation
   • Synthesis of Sign Retroreflectivity Deterioration Rates Across the U.S.
      Elizabeth Harris, Dr. William Rasdorf and Dr. Joseph Hummer of North Carolina State University

Lunch & Traffic Bowl Finals (ticket required)
   Carolina & Georgia Rooms 12:00 noon - 1:30 p.m.

Technical Session 4A Emerging Concepts in Roadway Design
   Mississippi Room 1:30 p.m. - 3:00 p.m.
   **Moderator:** David Turner, BKI, ALSITE President
   • US 17 Corridor Study and the SuperStreet Concept
      Andy Lelewski of PBS&J and Ben Jetta Johnson of North Carolina DOT
   • Strategies to Successfully Marry Smart Growth & Context-Sensitive Transportation Initiatives
      Wade Walker of Kubitins Transportation Group
   • Greensboro Street Design Standards Update
      Jan Anderson of RS&H and Carrie Reeves of Greensboro DOT
Technical Session 4B  Transportation Planning
Kentucky Room  1:30 p.m. - 3:00 p.m.
Moderator: Chris Gay, VHB, VASITE President
- The Genesis of Transportation Planning Myths & Their Unintended Adverse Effects
  Jonathan Byrd of Gonzalez-Strength and Associates
- Rezoning Analysis Study (Not a Traditional Traffic Impact Study)
  Steve Bryan of Gresham Smith & Partners
- NCSITE Shopping Center Trip Generation Task Force
  Will Letchworth of Wilbur Smith Associates

Snack and Beverage Break
John Sevier Lobby (Ballroom Level)  3:00 p.m. - 3:15 p.m.

Technical Session 5A  Traffic Signals
Mississippi Room  3:15 p.m. - 5:00 p.m.
Moderator: Chris Reeves, City of Hoover, ALSITE Vice President
- Traffic Signal Operation Alternatives for Congested Corridors
  Adam Kirk of Kentucky Transportation Center at the University of Kentucky
- Adaptive Control Software-Lite (ACS-Lite)
  Eddie Curtis of FHWA
- Adaptive Traffic Signal Control in Georgia
  Betsy Williams of TransCore ITS
- Signal Designs Across the Southeast
  Sreekanth Nandagiri of Earth Tech, Inc.

Technical Session 5B  Current Issues in Transportation
Kentucky Room  3:15 p.m. - 5:00 p.m.
Moderator: Keith Strickland, HNTB Corp., GAITE President
- Creative Solutions for Urban Goods Movement
  Marsha Anderson Bomar of Street Smarts
- Evaluating High Capacity Transit in Middle Tennessee
  Tim Rosenberger and Preston Elliott of Parsons Brinckerhoff
- SDITE Strategic Planning Effort – Workforce Development
  Bill Seymour of Gresham Smith & Partners, Jim Westmoreland of City of Greensboro, N.C., and Carl Baughman of City of Franklin, TN
- The Effects of Sovereign Immunity on the Safety of Roads (Student Paper Winner)
  Zach Clark of North Carolina State University

Officers' Reception (ticket required)
Pool & Gazebo Area (Lobby Level, Outside)  6:00 p.m. - 7:00 p.m.

Annual Banquet (ticket required)
Georgia & Carolina Rooms  7:00 p.m. - 9:00 p.m.
Wednesday April 25

Local Arrangements Committee Breakfast
Henry Knox Room (Lobby Level) 7:30 a.m. - 9:30 a.m.
Passing the Torch to Charleston, SC

Professional Development
William Blount North Room (Lobby Level) 8:30 a.m. - 11:30 a.m.
(Snack & Beverage Break from 9:45 a.m. - 10:15 a.m.)
Moderator: Mike Ridgeway, SRS Engineering, LLC, Professional Development Chair

- Engineering Ethics: Just Do the Right Thing! Right?
  Dr. Chris Pionke of the University of Tennessee Department of Mechanical, Aerospace and Biomedical Engineering and the Engineering Fundamentals Division, and Dr. Glenn Graber of the University of Tennessee Department of Philosophy and Department of Medicine
Technical Tours

Meet outside the Hill Street Café on the Lobby Level near the entrance for transportation.

Monday April 23

University of Tennessee’s Neyland Stadium
Neyland Stadium  10:00 a.m. – 12:00 noon
Tour of the 104,079 seat Neyland Stadium – it’s the largest football stadium in the South and the third-largest college stadium in the country. Neyland has undergone 16 additions/renovations since the West stands, seating 3,200, were built in 1921.

Knoxville’s Municipal Airport
McGhee Tyson Airport  1:30 p.m. - 4:00 p.m.
In addition to a tour of the 2,800 acre airport campus, this tour will highlight some non-traditional aspects of the facility. Included will be discussions of partnerships in other transportation projects like road widening and greenways, light rail mobility, satellite parking, and private office space on airport property.

Tuesday April 24

SmartFIX
Interstate 40  10:00 a.m. – 11:30 a.m.
SmartFIX40 is an accelerated construction process used by TDOT to speed up the construction and repair of highways and bridges. The SmartFIX process involves a short-term, total road or bridge closure during a project. This provides ample space for work crews to do their jobs and the freedom to work around the clock without time limitations. This drastically reduces the time it takes to finish a project and the long-term inconvenience to motorists. Come see this unique construction method in action!

National Transportation Research Center
National Transportation Research Center  1:30 p.m. - 3:00 p.m.
The National Transportation Research Center has one of the most diverse concentrations of transportation researchers in the United States. The purpose of NTRC is to work on national and regional transportation issues and develop and evaluate advanced transportation systems. Visitors will see current research in areas of fuels, engines, and emissions, hazardous materials packaging, Geographic Information Systems, and heavy vehicle safety. Don’t miss the drop testing of packaging for hazardous materials weighing from 100 to 20,000 lbs, crush testing of hazardous materials packaging by dropping an 1100 lb weight from 30 ft, liquid penetrant, or X-ray analysis! NOTE: Due to security issues, advance registration is required.
## Spouse / Guest Activities

### Itinerary of April 23rd (Monday)

<table>
<thead>
<tr>
<th>EVENT</th>
<th>TIME</th>
</tr>
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<tbody>
<tr>
<td>Breakfast at the Marriott (Continental Breakfast in the Andrew Jackson Room)</td>
<td>7:00 to 8:00 AM</td>
</tr>
<tr>
<td>Depart Marriott</td>
<td>8:00 AM</td>
</tr>
<tr>
<td>Travel to Gatlinburg (Arrowmont)</td>
<td>8:00 to 9:00 AM</td>
</tr>
<tr>
<td>Arrowmont Tour and Craft Demonstration</td>
<td>9:00 to 10:20 AM</td>
</tr>
<tr>
<td>Travel to Great Smoky Mountains National Park</td>
<td>10:20 to 10:30 AM</td>
</tr>
<tr>
<td>Tour of Sugariands Visitor Center and Little River Rd. Wildflower Tour</td>
<td>10:30 to NOON</td>
</tr>
<tr>
<td>Travel to Calhoun's Restaurant and Calhoun's Village</td>
<td>NOON to 12:15 PM</td>
</tr>
<tr>
<td>Lunch at Calhoun's in Gatlinburg and Shopping at Calhoun's Village</td>
<td>12:15 to 1:45 PM</td>
</tr>
<tr>
<td>Travel to Smoky Mountain Mall (Arts and Crafts)</td>
<td>1:45 to 2:00 PM</td>
</tr>
<tr>
<td>Shopping at Smoky Mountain Mall and Arts and Crafts Community</td>
<td>2:00 to 3:30 PM</td>
</tr>
<tr>
<td>Travel back to Knoxville</td>
<td>3:30 to 4:30 PM</td>
</tr>
<tr>
<td>On Your Own</td>
<td>4:30 to 6:00 PM</td>
</tr>
<tr>
<td>ABD Party at the Women's Basketball Hall of Fame</td>
<td>6:00 to 9:00 PM</td>
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</table>

### Itinerary of April 24th (Tuesday)

<table>
<thead>
<tr>
<th>EVENT</th>
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<tbody>
<tr>
<td>Breakfast on Your Own</td>
<td></td>
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<tr>
<td>Meet in the Andrew Jackson Room for Gifts and Prizes</td>
<td>8:30 to 9:00 AM</td>
</tr>
<tr>
<td>Depart Marriott for Sequoyah Hills Dogwood Trail</td>
<td>9:00 AM</td>
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<tr>
<td>Tour Sequoyah Dogwood</td>
<td>9:00 to 10:00 AM</td>
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<tr>
<td>Travel to Confederate Memorial Hall</td>
<td>10:00 to 10:15 AM</td>
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<tr>
<td>Tour of Confederate Memorial Hall (The Bleak House)</td>
<td>10:15 to 11:45 AM</td>
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<tr>
<td>Travel to Regas Restaurant</td>
<td>11:45 AM to NOON</td>
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<tr>
<td>Lunch at Regas Restaurant</td>
<td>NOON to 1:30 PM</td>
</tr>
<tr>
<td>Travel to Tennessee Theater</td>
<td>1:30 to 1:45 PM</td>
</tr>
<tr>
<td>Tour of Tennessee Theater</td>
<td>1:45 to 3:00 PM</td>
</tr>
<tr>
<td>Travel back to Marriott</td>
<td>3:00 to 3:15 PM</td>
</tr>
<tr>
<td>On Your Own</td>
<td>3:15 to 6:00 PM</td>
</tr>
<tr>
<td>Officers' Reception</td>
<td>6:00 to 7:00 PM</td>
</tr>
<tr>
<td>Annual Banquet</td>
<td>7:00 to 9:00 PM</td>
</tr>
</tbody>
</table>

**Spouse Hospitality Room:** Andrew Jackson; April 23rd and 24th from NOON to 5:00 PM and April 25th from 8:00 AM to NOON. Snacks and drinks available.
Thank you to our Sponsors

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PB  
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TransCore  
Volkert & Associates

**Silver**

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Carter & Burgess, Inc.  
Fulghum MaclIndoe & Associates, Inc.  
Krebs, LaSalle, Lemieux Consultants, Inc.  
Mattern & Craig  
Smith Seckman Reid, Inc.  
Sprague & Sprague  
Street Smarts  
Telvent
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Flint Trading, Inc.
Intelligent Devices
ITERIS, INC.
JSF Technologies
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PTV America
Quality Traffic Systems
RAI Products
RGA, Inc.
SECO-South
SENSYS Networks
Skyline Dynamic Message Signs
SATCO
SLTS
Southern Traffic Services, Inc.
TELESTE, LLC
Temple, Inc.
The Traffic Group, Inc.
Transportation Control Systems
Traffic Systems, LLC
Union Metal
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S. Colin Kinton, P.E.  President
Craig M. Hanchey, P.E., P.T.O.E.  Vice President
Karen Mohammadi, P.E., A.I.C.P., P.T.O.E.  Secretary-Treasurer
Steven Strength, P.E.  Past President
Kenny Voorhies, P.E., P.T.O.E.  International Director

2007 Southern District Representatives

Alabama
   Robby Anderson, P.E.

Deep South
   Bob Mabry, P.E.

Georgia
   Keith Golden
   Mike Holt
   Bayne Smith

Kentucky
   Bill Seymour, P.E.

North Carolina
   Bill Martin, Jr., P.E.
   Fred Burchet, Jr. P.E.
   Troy Peoples, P.E.

South Carolina
   Dipak Patel, P.E.

Tennessee
   John Sexton, P.E.
   Cindy Pionke, P.E.

Virginia
   Bryant Goodloe, P.E.
   Tim White, P.E.
### ITE Past Presidents

<table>
<thead>
<tr>
<th>Year</th>
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<tbody>
<tr>
<td>1952-53</td>
<td>Bruce Crandall</td>
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<tr>
<td>1958-59</td>
<td>Matthew C. Sielski</td>
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<td>1969</td>
<td>Marble J. Hensley</td>
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<td>1970</td>
<td>John E. Baerwald</td>
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<td>1971</td>
<td>Carlton C. Robinson</td>
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<td>1972</td>
<td>Ross T. Shoaf</td>
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<td>1974</td>
<td>Laurence Dondanville</td>
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<td>1977</td>
<td>Edward A. Mueller</td>
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<td>1978</td>
<td>William Marconi</td>
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<td>1980</td>
<td>Harvey Shebasta</td>
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<td>1981</td>
<td>Neilton J. Rowan</td>
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<td>1982</td>
<td>Leo E. Laviolette</td>
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<td>1984</td>
<td>Melvin B. Meyer</td>
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<td>1985</td>
<td>John Edwards</td>
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<td>1987</td>
<td>Walter H. Kraft</td>
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<td>1988</td>
<td>Allen Swanson</td>
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<td>1989</td>
<td>James L. Pline</td>
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<td>1990</td>
<td>Dick Beaubien</td>
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<td>1991</td>
<td>Jonathan E. Upchurch</td>
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<td>1992</td>
<td>Alan T. Gonseth</td>
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<td>1994</td>
<td>Marsha D. Anderson</td>
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<td>Marshall Elizer</td>
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<td>Dennis L. Christiansen</td>
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<td>James R. Hanks</td>
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<td>1998</td>
<td>Brian S. Bochner</td>
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<td>1999</td>
<td>Nazir Lalani</td>
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<td>2000</td>
<td>Robert M. Rodgers</td>
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<td>2001</td>
<td>Steven B. Gayle</td>
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<td>2002</td>
<td>Jack Freeman</td>
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<td>2003</td>
<td>Jenny Grote</td>
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<td>2004</td>
<td>Steven Hofener</td>
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<td>2005</td>
<td>Tim Harpest</td>
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<td>2006</td>
<td>Rich Romer</td>
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### SOUTHERN SECTION PAST PRESIDENTS

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<tr>
<th>Year</th>
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<tbody>
<tr>
<td>1966</td>
<td>John T. Hanna (Virginia)</td>
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<tr>
<td>1967</td>
<td>William T. Young (South Carolina)</td>
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<td>1968</td>
<td>Robert J. Dodge (North Carolina)</td>
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<td>1969</td>
<td>A. R. Daniel, Jr. (Kentucky)</td>
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<tr>
<td>1970</td>
<td>Earl C. Williams (Tennessee)</td>
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<td>1971</td>
<td>Willis R. Deaton (North Carolina)</td>
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<td>1972</td>
<td>Harold M. Raynor, Jr. (South Carolina)</td>
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<tr>
<td>1973</td>
<td>Joseph M. Thomas, Jr. (Georgia)</td>
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<td>1974</td>
<td>Jack C. Marcellis (Tennessee)</td>
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<td>1975</td>
<td>Charles R. Miller (Tennessee)</td>
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<td>1976</td>
<td>James M. Dawkins (North Carolina)</td>
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<td>1977</td>
<td>Robert R. Roberts (South Carolina)</td>
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<td>1978</td>
<td>Peter S. Parsonson (Georgia)</td>
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<td>1979</td>
<td>Victor A. McSwain (Alabama)</td>
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<td>1980</td>
<td>Herman A. Hill (Georgia)</td>
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<td>1981</td>
<td>R. V. Moss (North Carolina)</td>
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<td>1982</td>
<td>Bruce G. Leonard (North Carolina)</td>
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<td>1983</td>
<td>Cyril B. Busbee, Jr. (South Carolina)</td>
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<tr>
<td>1984</td>
<td>James W. Yarbrough (Tennessee)</td>
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<td>1985</td>
<td>W. Hibbett Neel, Jr. (Mississippi)</td>
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<td>1986</td>
<td>Howard R. Chapman (South Carolina)</td>
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<td>1987</td>
<td>Joseph K. Donaldson (North Carolina)</td>
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<td>1988</td>
<td>Edward E. Watt (Tennessee)</td>
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### SOUTHERN DISTRICT PAST PRESIDENTS

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<th>Year</th>
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<tr>
<td>1988</td>
<td>Thomas Flynn (VA)</td>
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<td>1989</td>
<td>Darrell Skipper (AL)</td>
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<td>1990</td>
<td>George A. &quot;Lonnie&quot; Yates (KY)</td>
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<td>1991</td>
<td>Howard Harris, Jr. (GA)</td>
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<td>1992</td>
<td>J. Richard Atkins (KY)</td>
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<td>1993</td>
<td>Gaye Sprague (SC)</td>
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<td>Daniel Turner (AL)</td>
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<td>Brent McKinney (NC)</td>
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<td>1996</td>
<td>Gene Arnold (VA)</td>
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<td>1997</td>
<td>Bob Stammer, Jr. (TN)</td>
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<td>1998</td>
<td>Bob Mabry (DS)</td>
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<td>1999</td>
<td>Slade Exley (DS)</td>
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<td>2000</td>
<td>Kenny Voorhies (GA)</td>
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<td>2001</td>
<td>Jim Meads (AL)</td>
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<td>2002</td>
<td>John Van Winkle (TN)</td>
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<td>2003</td>
<td>Stan Polanski (NC)</td>
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<td>2004</td>
<td>Rick Day (GA)</td>
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<td>2005</td>
<td>Bob Murphy (TN)</td>
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<td>2006</td>
<td>Steve Strength (LA)</td>
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## Local Arrangements Committee

<table>
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<tbody>
<tr>
<td>Meeting Co-Chair</td>
<td>Hollis Loveday</td>
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<tr>
<td>Meeting Co-Chair</td>
<td>Cindy Pionke</td>
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<tr>
<td>ABD (Events)</td>
<td>Renny Stinson</td>
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<td>ABD (Booths)</td>
<td>Jim Stewart</td>
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<tr>
<td>At-large</td>
<td>John Gould</td>
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<td>Entertainment</td>
<td>Amanda Snowden</td>
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<td>Finance</td>
<td>John Sexton</td>
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<td>Golf</td>
<td>Terry Grubb</td>
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<td>Hotel/Meals</td>
<td>Becky Bottoms</td>
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<tr>
<td>Meeting Report</td>
<td>James Norris/Mike Conger</td>
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<tr>
<td>Public Relations</td>
<td>Jim Snowden</td>
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<td>Registration</td>
<td>Chris Kirby</td>
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<td>Special Guests</td>
<td>Dawn Foster</td>
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<td>Sponsorships</td>
<td>Craig Hanchey</td>
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<td>Spouse Activities</td>
<td>Betsy Loveday</td>
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<td>Anthony Todd</td>
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<td>Alan Childers</td>
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<td>Houston Daugherty</td>
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<td>Traffic Bowl</td>
<td>John Benditz</td>
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<td>Transportation</td>
<td>Jeff Welch</td>
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<td>Web Site</td>
<td>Jeff Hammond</td>
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Thank you Sponsors

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S&ME, Inc.
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TSPE Knoxville Chapter
Volkert & Associates

Silver
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Street Smarts
Telvent

2007 Southern District ITE

55th Annual Meeting

The Downtown Marriott

April 22-25, 2007
Agenda

**Sunday April 22**

Golf Tournament
Time: 9:30 a.m.
Lunch will be provided at noon

**ABD Exhibit Set Up**
Museum Inn 2:00 p.m. – 5:00 p.m.

Registration
Near the exhibit 1:00 p.m. – 6:00 p.m.

Executive Board Meeting
Will Shaw North Foyer (Lobby Level) 3:00 p.m. – 5:00 p.m.

Welcome Reception (ticket required)
Overview Foyer (1st Floor) 6:00 p.m. – 7:00 p.m.

**ABD Hospitality Rooms**
Andrew Jackson, Alan Tew, James Fisch and Penny Fuss (Lobby Level) 7:00 p.m. – 10:00 p.m.

**Monday April 23**

Officers’ Breakfast
(by invitation of BDTIE President only)
William Shaw South Foyer (Lobby Level) 7:00 a.m. – 8:15 a.m.

Light Breakfast
Jan Stecer Lobby 7:00 a.m. – 8:30 a.m.

Registration
Near the exhibit 8:00 a.m. – 10:00 a.m.

Opening Session
面板 8:30 a.m. – 10:00 a.m.
Welcome Announcements
Will Shaw North Foyer (Lobby Level) 8:30 a.m. – 10:00 a.m.
Panel: Innovative Approaches to Technology
Chair: Ken Young, INVR, President
Panelists: Jim O’Malley, INVR; John DeLappe, INVR; and Gary O’Malley, INVR

Welcome Remarks
City of Knoxville Mayor Bill Haslam
Knox County Mayor Mary B. Regester
Roll Call (John Kintner, BDTIE President)
Keynote Address: Transportation Futures – Is Our Public Ready?
Mark Furrer, Editor, Graham Smith, INVR, Partners

**Technical Tours**
Meet outside the NB Street Cafeteria on the Lobby Level to board the bus for the transportation tours.

**Monday April 23**

University of Tennessee’s Football Stadium

- **Knoxville’s Municipal Airport**
  - McGhee Tyson Airport 1:30 p.m. – 4:00 p.m.
  - An in-depth tour of the 2,800 acre airport campus, this tour will highlight some of the more traditional aspects of the facility.

**Tuesday April 24**

**Technical Session 3A** Planning & Financing Transportation Improvements for the 21st Century
Moderator: Eric Green, Kentucky Transportation Center, KYSDTE President
- System Development Charges for Roadways
  - Bill Symons of Graham Smith & Partners, and Paula Weller of Louisville Metro Planning & Design Services
- Public-Private Partnerships in Transportation – What’s happening in the District
  - Victor Elliard of PRG
- Enhancing Connectivity and Mobility: Evaluation of the U.S. 64 & C. 49 Corridor
  - John Maben of PRG

**Technical Session 3B** Roadway and Intersection Safety
Moderator: Eric N. Wilbur Smith Associates, SCSDTE President
- Evaluation of Access Points Near Intersections in North Carolina
  - Krys Jafel of Cha., H. Sells, Inc.
- Road Safety Audit
  - Steve Allen of Tennessee DOT
- Synthesis of Signal Retroreflectivity Deterioration Rates Across the U.S.
  - Elizabeth Farnum, Dr. William Radford and Dr. Joseph Steedman of North Carolina State University

Lunch & Traffic Bowl Finals (ticket required)
Carls & Gerasim Foyer 12:00 noon – 1:30 p.m.

**Technical Session 4A** Emerging Concepts in Roadway Design
Moderator: Margaret Davison, INVR, President
- US 17 Corridor Study and the SuperStreet Concept
  - Andy Langford of PRG
- Innovative Access Management Concepts
  - Donald Johnson of PRG
- Strategies to Successfully Marry Smart Growth & Context-Sensitive Design Initiatives
  - Mike Wolfburg of KYValle Transportation Group
- Greenacre Street Design Standards Update
  - Jim Sadow of Greenacre and Cohn Reavis of Greenacre DOT

**Technical Session 4B** Transportation Planning
Moderator: Chris Gay, VHB, VASDTE President
- The Genesis of Transportation Planning Myths and Their Unintended Adverse Effects
  - Jonathan S. Brook of Gonzalez-Stewart & Associates
- Reanalyzing Analysis Study (Not a Traditional TID)
  - Steve Wright of Graham Smith & Partners
- NCSITE Shopping Center Trip Generation Task Force
  - Will Letchworth of Willbur Smith, Associates

**Technical Session 5A** Traffic Signals
Moderator: Chris Reeves, City of Hoover, ALSDTE Vice President
- Traffic Signal Operation Alternatives for Congested Corridors
  - Adam Kirk of Kentucky Transportation Center at the University of Kentucky
- Adaptive Control Software (ACS-Uke)
  - Eddie Carters of PPRAM
- Adaptive Traffic Control in Georgia
  - Peter Williams of TransitCore PPS
- Signal Design Across the Southeast
  - Stephen Sardianos of Earth Tech, Inc.

**Technical Session 5B** Current Issues in Transportation
Moderator: Keith Strickland, HNTB Corp., GAITE President
- Creative Solutions for Urban Goods Movement
  - Monica Diederich of Store Streets
- Evaluating High Capacity Transit in Middle Tennessee
  - Tom Garger of the MetroEast Transit District of Various Tennessee
- SBTIE Strategic Planning Effort – Workforce Development
  - Bill Symons of Graham Smith & Partners, Jim Haddock of City of Granbury, N.C., and Carl Kusmann of City of Franklin, TN
- The Effects of Sovereign Immunity on the Safety of Roads (Student Paper Winner)
  - Zach Clack of North Carolina State University

**ABD Exibits**
Museum Inn 10:00 a.m. – 4:00 p.m.

**Tuesday April 24**
Section Breakfests ($20 – cash only)
Bar Review (1ST Floor) 7:00 a.m. – 8:15 a.m.
Registration
Near the exhibit 8:00 a.m. – 5:00 p.m.

**BDTIE Annual Business Meeting**
Museum Inn 8:30 a.m. – 10:00 a.m.

**ABD Annual Business Meeting**
William Shaw North Foyer (Lobby Level) 8:30 a.m. – 10:00 a.m.

**Technical Session 2A** Urban Transportation Planning
Moderator: John Sadowski, INVR, President
- Planning and Development, Transportation Impacts
  - Bill Symons of Graham Smith & Partners
- Innovative Approaches to Urban Transportation
  - John DeLappe, INVR
- Innovative Applications of Transportation Planning
  - Ken Young, INVR

Industry Roundtable
Moderator: John Sadowski, INVR, President
Panelists: Bill Symons of Graham Smith & Partners, John DeLappe of INVR, and Ken Young of INVR

Annual Banquet (ticket required)
Carls & Gerasim Foyer 7:00 p.m. – 9:00 p.m.
SCHEDULE AND TECHNICAL PROGRAM
SDITE 2009 ANNUAL MEETING
RENAISSANCE ROSS BRIDGE GOLF RESORT & SPA
BIRMINGHAM, ALABAMA

Sunday April 19, 2009

Golf Tournament 8:00 AM  RTJ Oxmoor Valley
Conference Registration 12:00-6:00 PM  Pelham
SDITE Executive Board Meeting 3:00-6:00 PM  Salon ABC
Welcome Reception 6:00-7:00 PM  Terrace
ABD Hospitality Suites 7:00-10:00 PM
  Quality Traffic Systems  Governor’s Suite, 5th Floor
  3M Traffic Safety Systems Division  Vulcan Suite, 6th Floor
  Vulcan, Inc. & Nucor Steel Marion, Inc.  Presidential Suite, 6th Floor
  Temple, Inc.  Shannon Board Room, 6th Floor

Monday April 20, 2009

Officer’s Breakfast 7:00-8:30 AM  Mountain Brook
Strategic Planning Groups 7:30-8:30 AM
  Technical Knowledge  Salon ABC
  Workforce Development  Salon ABC
  Leadership Development  Salon ABC
  Information, Communications and Outreach  Helena
Conference Registration 8:00 AM – 5:00 PM  Pelham
Opening Session 8:30-10:00 AM  Salon D
  Invocation  Robby Hyche, Minister of Single Adults
  First Baptist Church Trussville
  Presentation of Colors  Samford University AFROTC
  Pledge of Allegiance  Karen Mohammadi, President, SDITE
  National Anthem  Shellie Skipper Vines
  Roll Call of States  Karen Mohammadi, President, SDITE
  Welcoming Remarks  Lori Salter, Public Information Officer
  City of Hoover Mayor’s Office
  Keynote Address  Mr. Don Arkle, Assistant Chief Engineer,
  Policy and Planning
  Alabama Department of Transportation
Break 10:00-10:30 AM  Salon EFGH
ABD Exhibits 10:00 AM – 4:00 PM  Salon EFGH
Technical Session 1 10:30-12:00 PM

Session 1A  Salon D

Moderator: Thomas Swanson, President DSITE
West End Baseball Field Shared Parking Analysis, Wil Ravenhorst, City of Greenville and Gaye Sprague, Sprague & Sprague Consultants (SC)
NCSITE Shopping Center Trip Generation Task Force, Will Letchworth, Wilbur Smith Associates (NC)
Shared Parking Analysis: Racino/Mixed Use Development, Denis Finigan, Urban Systems Associates (LA)

Session 1B  Mountain Brook

Moderator: Scott Walker, President KYSITE
A Comparison of Innovative Intersection Improvements at the US 78/SR 124 Intersection, Jay Bockish and Nithin Gomez, Gresham Smith and Partners (GA)
Practical Solution Concepts for Planning and Designing Roadways, Adam Kirk, KTC University of Kentucky (KY)
Can a Newly Designed Traffic Signal Resolve Existing Traffic Signal Limitations? Ben Glover, Dekalb County (GA)

Session 1C  Helena

Moderator: Tim Foster, President VASITE
Kaizen: Recreating American Communities through Safe Routes to School, Margaret Kubilins, Kubilins Transportation Group (VA)
Hamburg Place Greenway Trail, Mark McIntosh, HDR Engineering and Tony Barrett, Barrett Partners, Inc. (KY)
Using ITS Technology to Improve Pedestrian Safety, Peggy Vonsherie Allen, Dekalb County (GA)

Session 1D  Salon ABC

Moderator: Mike Holt, Secretary-Treasurer GA ITE
Highway Safety Manual Workshop, Eric Green, Kentucky Transportation Center (KY), Don Arkle, Alabama Department of Transportation (AL), and Daniel Turner, University of Alabama (AL)

Lunch 12:00-1:30 PM  Salon EFGH
Poster Session 12:30-1:30 PM Terrace Foyer

Student Paper Competition Winners (Posters will be on display throughout the day on Monday)

*Effects of Speed Tables on Vehicle-Pedestrian Interactions and Safety Impacts on a College Campus Street*, Alexander Shoemaker, Auburn University (AL) - 2008 Graduate Student Paper Competition Winner

*Tracking Large Trucks in Real-Time with License Plate Recognition and Text-Mining Techniques*, Fransisco Moraes Oliveira-Neto, University of Tennessee (TN) - 2008 Graduate Student Paper Competition Runner-Up

*Infrastructure Needs and Transportation Impacts of a Proposed Commuter Rail Station in Cornelius, North Carolina*, Ryan Brumfield, University of North Carolina at Charlotte (NC) – 2008 Undergraduate Student Paper Competition Winner


Strategic Planning Committee 12:30-1:30 PM Bessemer

Technical Session 2 1:30-3:00 PM

Session 2A Salon D

Moderator: John Gould, TSITE
*North Carolina Superstreets*, Paul Koch, Stantec, and Jim Dunlop, NCDOT (NC)
*Complete Streets: Equal Footing for Bicycles, Pedestrians, and Vehicles*, Mike Surasky and Reza Jafari, WSP-SEELS (NC)
*Glenwood Avenue Road Diet*, Dwayne Tedder, PBS&J (GA)

Session 2B Mountain Brook

Moderator: John Van Winkle, SDITE Information Communications and Outreach Team Leader and Jeff Moore, SDITE Work Force Development Team Leader

*Creating the Community for Building the 21st Century Workforce*

As a follow-up to the workforce development discussion at the 2008 SDITE meeting, this interactive session includes insights into the issues and concerns with recruiting future transportation professionals, examples of current outreach efforts, and a facilitated discussion of how SDITE can create a "community" of coordinated efforts and resources.
Session 2C

Moderator: Doug Peterson, President ALSITE
Safety Studies: Seeing Corridors and Intersections through New Eyes, Alison Catarella-Michel, Urban Systems (LA)
Effects of Speed Tables on Traffic and Vehicle-Pedestrian Interactions on the Auburn University Campus, Rod Turochy, Auburn University (AL)
Role of Transit System and Ridership on Pedestrian Safety, Srinivas Pulugurtha and Eshwar Penkey, University of North Carolina at Charlotte (NC)

Traffic Bowl Team Assembly 2:30 PM
Break 3:00-3:30 PM
Traffic Bowl – Preliminaries 3:30-5:00 PM
Load Buses at Ross Bridge for ABD Event 6:00 PM
ABD Event 6:30-9:30 PM

Tuesday April 21, 2009

Section Breakfast 7:00-8:15 AM
Conference Registration 8:00 AM – 5:00 PM
SDITE Annual Business Meeting 8:30-10:00 AM
ABD Annual Business Meeting 8:30-10:00 AM
Break 10:00-10:30 AM
Technical Session 3 10:30-12:00 PM

Session 3A

Moderator: Kirsten Tynch, Immediate Past President VASITE
School Bus Seat Belts: Good for Us? Bad for Us? Daniel Turner, University of Alabama (AL)
City of Deadwood Pedestrian Circulation and Enhancement Study, Jeff Hammond, RPM & Associates (TN)
Methodology for Identifying Intersection Traffic Control Devices using Police Crash Reports, In-Kyu Lim, VDOT (VA)

Session 3B

Moderator: Cindy Pionke, District Representative TSITE
SmartFIX40, John Hunter, TDOT and Jeff Mize, Wilbur Smith Associates (TN)
Shortcuts for Good Signal Coordination, Paul Slone, URS Corporation (OH)
Session 3C       Salon H

Moderator: Jeff Davis, District Representative SC ITE
Real-Time Simulation of Arterials with use of Video Detection and Microscopic Traffic Simulation, Dwayne Henclewood, Guin Angshuman, and Michael Hunter, Georgia Institute of Technology (GA)
Traffic Simulation Model Interactive with Travel Demand Forecasting Model, Peng Yue, Jacobs Engineering Group (GA)
Feasibility of Street Conversions in the Birmingham City Center, Jugnu Chemmannur and Virginia Sisiopiku, University of Alabama at Birmingham (AL)

Lunch/Traffic Bowl – Final  12:00-1:30 PM  Salon ABCD
Technical Tour 12:00-4:00 PM  Mercedes-Benz

Session 4A       Salon F

Moderator: Eric Tripi, Past President SC ITE
Toll Roads: Is My Organization Ready, Victor Poteat, PBS&J (FL)
Effects of High Occupancy Toll Lanes on Mass Vehicle Emissions: An Application to I-85 Atlanta, David Kall, Cambridge Systematics (GA)
Mileage Based Value Pricing: Phase II Case Study Implications of the Commute Atlanta Project, Yanzhi Xu, Georgia Institute of Technology (GA)

Session 4B       Salon G

Moderator: Dennis Dickey, Vice President ALSITE
Special Event Planning for the 2010 World Equestrian Games, Ben Edelen, HDR Engineering, Bill Seymour, and Scott Walker, PB Americas (KY)
Modeling Special Event Traffic Using Transcad, Vijay Narapsetty, DKS Associates (WA)
Incorporating Freight into the Transportation Process, Gregory Harris and Michael Anderson, University of Alabama at Huntsville and Kevin Harrison, South Alabama Regional Planning Organization (AL)

Session 4C       Salon H

Moderator: Todd Long, District Representative GA ITE
Joint Transportation Management Centers, Robert Edelstein, AECOM (FL)
Active Traffic Management Options, Virginia Sisiopiku, Germin Fadel, Ozge Cavusoglu, and Andrew Sullivan, University of Alabama at Birmingham (AL)

Break 3:00-3:30 PM  Foyer
Technical Session 5 3:30-5:00 PM

Session 5A Salon F

Moderator: Lindsay Walker, Treasurer KYSITE
Accommodating Population Growth with Adaptive Signal Control, Betsy Williams and Travis White, Transcore ITS (GA)
Improved Traffic Signal Efficiency in Rural Areas through the use of Variable Maximum Green Time, Aswini Rajagopalan, AECOM (TN)
Contracting Traffic Signal Retiming Services - A Public and Private Perspective, Paul Slone, URS Corporation and Steven Cummins, Lexington-Fayette Urban County Government (KY)

Session 5B Salon G

Moderator: Jeff Moore, Immediate Past President KYSITE
Safety Effects of Median and Directional Crossovers at and near the Treatment Site, Srinivas Pulugurtha and Rakesh Mora, University of North Carolina at Charlotte (NC)
SALTEENS: An ALSITE Safe Driving Initiative, Becky Malenke, Neel-Schaffer, Inc. (AL)
Safety Evaluation of Red Light Cameras, Srinivas Pulugurtha and Preethi Goverdhanam, University of North Carolina at Charlotte (NC)

Session 5C Salon H

Moderator: Jeff Altman, Vice President DSITE
Alternating Merging and Joint Merges in Lane Reduction Transition Areas, Wakeel Idewu and Brian Wolshon, Louisiana State University (LA)
Access Management Applications in Alabama, Scott Cothron and Jeff Stephenson, Sain Associates (AL)
State Route 9 Multi-Agency ATMS - Lessons in Arterial and Incident Management, Scott Mohler, URS Corporation (GA)

Officer’s Reception 6:00-7:00 PM Terrace
Annual Awards Banquet 7:00-10:00 PM Salon ABCD

Wednesday April 22, 2009

LAC Breakfast 7:00-8:00 AM Helena
Professional Development I 8:00 AM -10:00 AM Salon FG

Ethics – Is Your Personality Your Friend or Foe? Marsha Anderson Bomar, Street Smarts (GA)

Break 10:00-10:30 AM Foyer
ITE Canon of Ethics, David Mockbee, Attorney at Law, Mockbee Hall Drake & Hodge, PA (MS)
APPENDIX H
MODERATORS INSTRUCTIONS
(Intentionally Blank)
Moderator Instructions

Thank you for being part of the technical sessions for this meeting. Please make the speakers and session attendees feel welcome and if you are comfortable with “icebreaker” comments or jokes, do so.

Please do your best to get started on time and try to hold each presenter to their allotted time. (20 minutes if you have four presentations, 25 minutes if you have 3 presentations). Do your best to try to finish on time so the meeting can proceed on schedule.

The plan is have name tents for you and the speakers as part of your session’s packet to place on the speakers table.

Prior to your session, please see me for coordination purposes and check with the AV folks about being ready to show presentation slides. Please try to meet with the presenters to introduce yourself if you are not already acquainted. Since we are attempting to publish the resumes of each speaker, you should not need to make much of an introduction. Just state their name, position, company or agency, their home, the name of their presentation and the project location. For example, “I’d like to introduce Billy Bob Thorton with ABC Company, out of Nome, Alaska. He is here today to present on his firm’s project with the City of Peculiar MO on the use of purple pavement markings for speed control near nursing homes. Billy Bob is a graduate of LSU and always enjoys finding ways to use purple and/or gold colors in his work”. Short and sweet.

At the session, be sure to introduce yourself prior to presenting the speakers. Usually it is better to entertain questions at the end of all the presentations, primarily due to the time of presentation during the session. Explain this at the beginning of the session. When you do take questions, be sure to repeat them into the microphone so that everyone can hear. It is also prudent that you be thinking of questions to ask the speakers to help break the ice if questions are not forth coming.

There will be a box somewhere in the back of the room for attendees to insert their attendance “tickets”. You will need to remind attendees to drop their tickets into the box prior to having a drawing for an attendance prize. You will need to collect the box at an appropriate time near the end of the session to have one of the speakers select a ticket for the prize. The tickets will need to be saved and you will need to place them in an envelope we will give you as part of your session packet. On the outside of the envelope, please record the number of attendees you count in attendance.

Thank the presenters at the end of the session and lead the applause for their work. Remember to give them their thank you gifts.

Mark Bailey
Technical Presentations Chair
Instructions to the Moderators/Presiders

Main Objective

Start and end the session on schedule.

Procedure

1. Familiarize yourself with the room set-up. There will be a computer aide assigned to the session to handle the AV equipment, and a room monitor to adjust room lights, circulate the sign in sheets (one for planners and one for engineers), and distribute the engineering PDH forms upon the end of the session.
2. Ensure speaker nameplates are in place.
3. Ensure speakers are present and introduce yourself to them.
4. Explain ground rules to the speakers, emphasizing necessity of staying on schedule.
5. Ensure speakers are set with their AV needs.
6. Call the session to order by introducing yourself (name only) and announcing the session number and title. Also announce the need to sign the appropriate sign in sheet and collect their PDH forms at the session conclusion.
7. Give a very brief overview of the session and speakers.
8. Explain ground rules to the audience (to ensure schedule is kept and every speaker gets his turn: continuous speakers, save questions to the end, open the panel to audience questions at the end of the session).
9. Introduce speakers before each presentation (hold intros to a minimum: name, title/position, company and location, registration, time at current job, maybe a listing of most recent jobs, education, special honors).
10. Keep time on speakers and have a “cue” card available to show the speaker when he has 5 minutes left, 1 minute left, and time up (if 3 presentations, aim for a maximum of 20-25 minutes each; if 4 presentations, aim for a maximum of 15-20 minutes each).
11. Lead applause after each presentation.
12. Open the panel for questions from the audience, repeat any questions into the microphone, and ensure audience can hear the answer. (You may want to have a few questions on stand-by if the audience doesn't have any.) Keep an eye on the time!
13. Conclude by thanking speakers, distributing speaker gifts, asking for final round of applause, reminding all that they should have signed in, that the room monitor will distribute PDH forms upon exiting the room and adjourning the session.
APPENDIX I

EXAMPLES OF PDH FORMS
(Intentionally Blank)
Monday April 23

**Technical Session 1A** (10:30 a.m. - 12:00 noon) *Maintenance of Traffic Plans to Expedite & Simplify Construction*
- TDOT’s “SmartFix” Solution (double session)
  - Jeff Mize of Wilbur Smith Associates
- The Decision to “Restore 64” Using a Full Interstate Closure MOT Plan
  - Scott Walker & Shawn Dikes of PB Americas, Inc.

**Technical Session 1B** (10:30 a.m. - 12:00 noon) *Intelligent Transportation Systems*
- Planning ITS Implementation in an Urban Environment – Metro Nashville
  - Mark Washing of Gresham Smith & Partners
- Improving DMS (Dynamic Message Signs) Legibility – Lessons from the Field
  - Steve Metcalf of Skyline Products, Inc.
- Vehicle Infrastructure Integration Program
  - Bob Rupert of Federal Highway Administration

**Technical Session 2A** (1:30 p.m. - 3:00 p.m.) *Urban Roadway Designs to Accommodate Multi-Modal Demands*
- Controversial Solutions for Downtown Traffic
  - John Edwards of Transportation Consultant, Inc.
- Road Diet Implementation in Charlotte, NC – The East Blvd. Experience
  - Joshua Saak of City of Charlotte, NC
- Creation of a Downtown “Main Street” by Reducing Arterial Travel Lanes
  - Lynn Allsbrook of City of Hampton, VA

**Technical Session 2B** (1:30 p.m. - 3:00 p.m.) *Photo Enforcement*
- An Analysis of Automated Speed Enforcement in Charlotte, North Carolina
  - Charles L. Jones of Charlotte Department of Transportation
- Roundtable on Photo Enforcement (double session)
  - Captain Gordon Catlett, Knoxville Police Department
  - David Clark, ACC Transportation & Public Works, Georgia
  - Jim Flechtner, City of Wilmington, North Carolina
  - Charles L. Jones, Charlotte, North Carolina
  - Richard Retting, Insurance Institute for Highway Safety
  - John Van Winkle, City of Chattanooga, Tennessee

Tuesday April 24

**Technical Session 3A** (10:30 a.m. - 12:00 noon) *Planning & Financing Transportation Improvements for the 21st Century*
- System Development Charges for Roadways
  - Bill Seymour of Gresham Smith & Partners, and Paula Wahl of Louisville Metro Planning and Design Services
- Public-Private Partnerships in Transportation – What’s Happening in the District
  - Victor Poteat of PBS&J
- Enhancing Connectivity and Mobility: Evaluation of the U.S. 64/N.C. 49 Corridor
  - John Adams of PBS&J

**Technical Session 3B** (10:30 a.m. - 12:00 noon) *Roadway and Intersection Safety*
- Evaluation of Access Points Near Intersections in North Carolina
  - Reza Jafari of Chas. H. Sells, Inc.
- Road Safety Audit Reviews
  - Steve Allen of the Tennessee Department of Transportation
- Synthesis of Sign Retroreflectivity Deterioration Rates Across the U.S.
  - Elizabeth Harris, Dr. William Rasdorf and Dr. Joseph Hummer of North Carolina State University

www.sdite2007.org
Technical Session 4A (1:30 p.m. - 3:00 p.m.) Emerging Concepts in Roadway Design
- US 17 Corridor Study and the SuperStreet Concept
  Andy Lelewski of PBS&J and BenJetta Johnson of North Carolina DOT
- Strategies to Successfully Marry Smart Growth & Context-Sensitive Transportation Initiatives
  Wade Walker of Kubilins Transportation Group
- Greensboro Street Design Standards Update
  Jan Anderson of RS&H and Carrie Reeves of Greensboro DOT

Technical Session 4B (1:30 p.m. - 3:00 p.m.) Transportation Planning
- The Genesis of Transportation Planning Myths & Their Unintended Adverse Effects
  Jonathan Byrd of Gonzalez-Strength and Associates
- Rezoning Analysis Study (Not a Traditional Traffic Impact Study)
  Steve Bryan of Gresham Smith & Partners
- NCSITE Shopping Center Trip Generation Task Force
  Will Letchworth of Wilbur Smith Associates

Technical Session 5A (3:15 p.m. - 5:00 p.m.) Traffic Signals
- Traffic Signal Operation Alternatives for Congested Corridors
  Adam Kirk of Kentucky Transportation Center at the University of Kentucky
- Adaptive Control Software-Lite (ACS-Lite)
  Eddie Curtis of FHWA
- Adaptive Traffic Signal Control in Georgia
  Betsy Williams of TransCore ITS
- Signal Designs Across the Southeast
  Sreekanth Nandagiri of Earth Tech, Inc.

Technical Session 5B (3:15 p.m. - 5:00 p.m.) Current Issues in Transportation
- Creative Solutions for Urban Goods Movement
  Marsha Anderson Bomar of Street Smarts
- Evaluating High Capacity Transit in Middle Tennessee
  Tim Rosenberger and Preston Elliott of Parsons Brinckerhoff
- SDITE Strategic Planning Effort – Workforce Development
  Bill Seymour of Gresham Smith & Partners, Jim Westmoreland of City of Greensboro, N.C., and Carl Baughman of City of Franklin, TN
- The Effects of Sovereign Immunity on the Safety of Roads (Student Paper Winner)
  Zach Clark of North Carolina State University

Wednesday April 25

Professional Development (8:30 a.m. - 9:45 a.m., 10:15 a.m. - 11:30 a.m.)
- Engineering Ethics: Just Do the Right Thing! Right?
  Dr. Chris Pionke of the University of Tennessee Department of Mechanical, Aerospace and Biomedical Engineering and the Engineering Fundamentals Division, and Dr. Glenn Graber of the University of Tennessee Department of Philosophy and Department of Medicine

TOTAL PDHs: _______(Each complete technical session is worth 1.5 PDHs.)
Signature: ________________________________
## Record of Professional Development Hours

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<td>Safety, Safety – More than a Slogan, more than a Mantra</td>
<td>3/31/2008</td>
<td>Monday</td>
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<td>Innovative Designs; Can you D.I.G. it?</td>
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<td>Finance and Funding – Find ‘em, Track ‘em and Use ‘em Well!</td>
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<td>Join AAA: All About Access</td>
<td>3/31/2008</td>
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<td>TIAs: If you build it, they will drive there...</td>
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<td>West End Baseball Field Shared Parking Analysis</td>
<td>April 20, 2009</td>
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<td>NCSITE Shopping Center Trip Generation Task Force</td>
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<td>Shared Parking Analysis: Racing/Mixed Use Development</td>
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<td>1B</td>
<td>A Comparison of Innovative Intersection Improvements at the US 78/SR 124 Intersection Practical Solution Concepts for Planning and Designing Roadways Can a Newly Designed Traffic Signal Resolve Existing Traffic Signal Limitations?</td>
<td>April 20, 2009</td>
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<td>1C</td>
<td>Katoji: Recreating American Communities through Safe Routes to School Hamburg Place Greenway Trail Using ITS Technology to Improve Pedestrian Safety</td>
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<td>North Carolina Superstreets Complete Streets: Equal Footing for Bicycles, Pedestrians, and Vehicles Glenwood Avenue Road Diet</td>
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<td>2B</td>
<td>Creating the Community for Building the 21st Century Workforce</td>
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<td>2C</td>
<td>Safety Studies: Seeing Corridors and Intersections through New Eyes Effects of Speed Tables on Traffic and Vehicle-Pedestrian Intersections Role of Transit System and Rideship on Pedestrian Safety</td>
<td>April 20, 2009</td>
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<td>3A</td>
<td>School Bus Seat Belts: Good for Us? Bad for Us?</td>
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<td>City of Deadwood Pedestrian Circulation and Enhancement Study Methodology for Identifying Intersection Traffic Control Devices using Police Crash Reports</td>
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<td>3B</td>
<td>SmartFix40: Shortcuts for Good Signal Coordination</td>
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<td>3C</td>
<td>Real-Time Simulation of Arterials with the use of Video Detection and Microscopic Traffic Simulation Traffic Simulation Model Interactive with Travel Demand Forecasting Model Feasibility of Street Conversions in the Birmingham City Center</td>
<td>April 21, 2009</td>
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<td>Toll Roads: Is My Organization Ready Effects of High Occupancy Toll Lanes on Mass Vehicle Emissions: An Application to I-85 Atlanta Mileage-Based Value Pricing: Phase II Case Study Implications of the Commute Atlanta Project</td>
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<td>Special Event Planning for the 2010 World Equestrian Games Modeling Special Event Traffic Using Transcad Incorporating Freight into the Transportation Process</td>
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<td>What Do Customers Think of ITS? Joint Transportation Management Centers Active Traffic Management Options</td>
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<td>5A</td>
<td>Accommodating Population Growth with Adaptive Signal Control Improved Traffic Signal Efficiency in Rural Areas through the use of Variable Maximum Green Contracting Traffic Signal Retiming Services - A Public and Private Perspective</td>
<td>April 21, 2009</td>
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<td>5B</td>
<td>Safety Effects of Median and Directional Crossovers at and near the Treatment Site SALT ENS: An ALSAFE Driving Initiative Safety Evaluation of Red Light Cameras</td>
<td>April 21, 2009</td>
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<td>Alternating Merging and Joint Merges in Lane Reduction Transition Areas Access Management Applications in Alabama State Route 9 Multi-Agency ATMS - Lessons in Arterial and Incident Management</td>
<td>April 21, 2009</td>
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<td>6A</td>
<td>Ethics – Is Your Personality Your Friend or Foe?</td>
<td>April 22, 2009</td>
<td>Wednesday</td>
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<td>6B</td>
<td>ITE Canon of Ethics</td>
<td>April 22, 2009</td>
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## ITE Professional Development Tracking Form

2010 ITE Southern District Annual Meeting • April 12-14, 2010 • Portsmouth, VA, USA

To receive professional development hours, please complete this professional development tracking form and return it to the registration desk or to Jeffrey B. Minnix by April 28, 2010.

Jeffrey B. Minnix • URS Corporation • 277 Bendix Rd., Ste 500 • Virginia Beach, VA 23452 USA
Phone: (757) 499-4224 • Email: Jeff_Minnix@URSCorp.com

### PLEASE CHECK APPROPRIATE BOX FOR EACH SESSION ATTENDED/PRESENTED

#### MONDAY, April 12, 2010

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8:30am – 10:00am</td>
<td>○ Opening Session</td>
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<tr>
<td>10:30am – 12:00pm</td>
<td>○ Session 1A ○ Session 1B ○ Session 1C</td>
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<tr>
<td>1:30pm – 3:00pm</td>
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#### TUESDAY, April 13, 2010

<table>
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<td>10:30am – 12:00pm</td>
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<td>1:30pm – 3:00pm</td>
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<td>3:30pm – 5:00pm</td>
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#### WEDNESDAY, April 14, 2010

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<th>Time</th>
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<tbody>
<tr>
<td>8:00am – 9:15am</td>
<td>Transportation Leadership Overview</td>
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<td>9:45am – 10:30am</td>
<td>Effective Leader Communications</td>
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<td>9:45am – 10:30am</td>
<td>Conducting Effective Meetings</td>
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<tr>
<td>10:45am – 11:30am</td>
<td>Effective Leader Communications</td>
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<td>10:45am – 11:30am</td>
<td>Conducting Effective Meetings</td>
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Print Name: ____________________________________________

Address: ________________________________________________

Phone: _________________________________________________

ITE Member No.: _________________________________________

I certify that the information provided in this document is true.

Signature: _____________________________________________ Date: __________________
INSTITUTE OF TRANSPORTATION ENGINEERS EDUCATION FOUNDATION
certifies that

W. Hollis Loveday
attended the
2010 ITE Southern District Annual Meeting
in
Portsmouth, VA, USA
on
April 12-14, 2010
and has earned

10.0 PDH

Thomas W. Brahms
Executive Director and CEO
APPENDIX J
DATA COLLECTION SHEET
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<table>
<thead>
<tr>
<th>Full Registration</th>
<th>Estimate</th>
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<td>TSITE Members</td>
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<td>Non-members</td>
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<td>Sunday SDITE Board meeting</td>
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<td>Sunday Welcome Reception</td>
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<td>Sunday - drink tickets</td>
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<td>Monday Officers’ breakfast</td>
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<td>Monday Spouses breakfast</td>
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<td>Tuesday morning section breakfasts</td>
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<td>Wednesday morning LAC breakfast</td>
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