



**BICSI Region Event Guidelines  
U.S. and Canada**

**For**

**Host(s) and/or Sponsor(s)**

**January 2010**

## Table of Contents

I)	BICSI Region Event Overview	Page 3
II)	Working with BICSI Staff and BICSI Region Directors	Page 3
III)	Planning the Event	Page 4
IV)	Event Planning Timeline	Page 7

## I) BICSI Region Event Overview

BICSI Region Events are locally managed and self-funded meetings for all U.S. and Canadian BICSI members and nonmembers. These events allow attendees the opportunity to enhance and share their knowledge in the information transport systems (ITS) industry while earn continuing education credits (CECs) without having to travel great distances. They are not BICSI Region Meetings, as those are planned only by the BICSI Region Director and BICSI staff for the respective BICSI regions. Examples of BICSI Region Events include:

- BICSI Breakfast Clubs
- BICSI Lunch & Learns
- BICSI Pub Clubs

BICSI Breakfast Clubs should serve breakfast and be scheduled in the early morning. BICSI Lunch & Learns should provide lunch and be scheduled during midday lunch hours. BICSI Pub Clubs should provide appropriate snacks and beverages and be scheduled in the later afternoon hours. All BICSI Region Events will be complimentary for BICSI members and nonmembers.

The maximum duration of a BICSI Region Event is three hours. This provides plenty of time for registration, food and beverage, networking and 1-2 presentations at one hour each. It is the responsibility of the host to make sure that all BICSI Region Events are held to the three-hour limit.

The host will be the persons responsible for setting up the entire event, including selection of the location. The host may also be sponsors if they wish; however, they must offer equal opportunity for sponsors and presenters without bias. The host must conduct themselves in a vendor neutral manner and keep the best interest of BICSI's members and nonmembers in mind at all times. Acceptance of sponsors for each event is left up to the discretion of the host.

All BICSI Region Events are completely self-funded. At no point should BICSI or the Region Director be asked to help fund the event. It is the responsibility of the host to find a sponsor(s) and location. A sponsor is the company responsible for funding the event but not necessarily the sole provider or sponsor.

## II) Working with BICSI Staff and BICSI Region Directors

BICSI staff is dedicated to providing support to aid hosts in successful BICSI Region Events. BICSI's Region Meeting Coordinator can assist with event promotions and attendee registration. BICSI is not responsible for logistically planning or funding BICSI Region Events.

The host should submit the BICSI Region Event information to the BICSI Region Meeting Coordinator at least four weeks in advance from the event. Within one week of receiving event details, the information will be posted on the BICSI Web site. If the host wishes to supply a link to their Web site for the event, that link must be sent in at the same time as the initial information is given to BICSI. BICSI Region Event information will be posted to the BICSI Web site on both the Calendar of Events and Region Events pages. If the host provides the BICSI Region Meeting Coordinator with all relevant information at least four weeks prior to the event, BICSI staff will send out one e-mail invite to members and nonmembers of that region notifying them of the event date, time and location.

Hosts must also contact the local Region Director to coordinate location, venue, date, and to see if the Region Director is available to attend. Throughout the planning process hosts should continue to communicate with the Region Director so that they are aware of events in their regions. If the host needs more information on contacting the appropriate Region Director, contact the BICSI Region Meeting Coordinator.

The hosts are responsible for setting up and completing the event agenda. Once the event agenda is completed and the presentations PowerPoints are sent to the BICSI Region Meeting Coordinator it will be submitted for CEC approval. The agenda and presentation PowerPoints must be received by BICSI no later than three weeks prior to event.

The BICSI Region Meeting Coordinator will supply the event host with all registration materials. Materials include:

- Attendee roster
- BICSI Region Event Agenda
- Onsite Registration Forms
- BICSI Region Event Evaluation Forms
- Certificate Request Forms
- Name Badges
- BICSI Publication Materials
- Door Prize Certificates (if applicable)

The host can expect to receive the above materials 24-48 hours prior to the event. Once the event is completed please return in the pre-paid envelope the completed attendee roster, onsite registration forms, certificate request forms and evaluation forms. Once a completed roster is submitted, BICSI will record attendee CECs within 30 days into the transcripts.

Note: Door Prizes given away at BICSI Region Events are the responsibility of the host and/or sponsor(s). The door prizes do not have to be BICSI logo items and/or publications; however, these types of items will reinforce the BICSI theme and message and may result in increased attendance. From time to time, the BICSI Region Director may be present and bring complimentary door prizes on behalf of BICSI, but this is not expected.

If you have any questions regarding a BICSI Region Event please contact:

BICSI Region Meeting Coordinator  
8610 Hidden River Parkway, Tampa, FL 33637  
Tel: +1 813.903.4728  
Fax: +1 813.971.4311  
E-mail: [regionmeetings@bicsi.org](mailto:regionmeetings@bicsi.org)

### III) Planning the Event

It is the responsibility of the host to select the date and location as well as coordinate logistical arrangements, speakers and presentations.

#### Logistical Arrangements

It is important to have a single person, typically the host, in charge of all logistical arrangements for the event, including:

- Event Location
- Meeting Room logistics (setup, signs, handouts, etc.)
- Audio Visual
- Meal Functions

#### Choosing a Date

BICSI Region Events may not be held concurrently with other BICSI events such as Region Meetings and/or BICSI Conferences. Hosts should consider religious and federal holidays before selecting a date. Be aware of other occasions such as Spring Breaks and major athletic events. The best days of the week to hold events tend to be Tuesday through Thursday for travel cost and attendance.

#### Selecting a Location

The first step in selecting a location is preparing a list of requirements such as geographic location, size of space, cost, and “history” if using a previous location. All facility negotiations will be done by the host. BICSI will have no venue responsibility, nor shall BICSI’s name be used on the venue contract at time of signing.

A key to getting a good deal is to be flexible. If dates are flexible or if the host is able to bid the business out between facilities, the prospects are much better. Research will give the host a fair idea of appropriate rates.

Meeting spaces come in all shapes and sizes, and with a number of obstructions and inadequacies. Some things to consider when selecting a meeting space is estimated attendance, room setup (classroom, theatre, crescent rounds), ceiling height (the higher the better), ADA approved meeting space, adjacent to restroom facilities, adequate light, air conditioning or heat, good cell phone reception and Wi-Fi connections in the room and on property.

#### Audio Visual

A meeting is seldom memorable for its audio visual successes, but many are remembered because of equipment failures. Careful planning and backup plans will prevent this from happening to your event. Review all presenters’ audio visual needs—projector, screen, wireless microphone, standing microphone with podium. Make sure to check room setup and audio visual equipment about one-hour prior to meeting starting to ensure you have no problems.

#### Food and Beverages

BICSI Region Events require a meal function such as breakfast, lunch or snacks. Here are a few things to consider: variety of menu, cost range, feasibility of using public food outlets and guarantee policies. Most hotels require a 72-hour “guarantee” so that they can provide an accurate amount of food. Hotels usually make three to five percent over the guarantee, just in case.

## **Presentations**

It is the responsibility of the host to ensure all speakers adhere to the BICSI presentation and content guidelines in order to qualify for CECs. There will be a maximum of two BICSI CECs given per applicable presentation per BICSI Region Event.

Considerations made when reviewing presentations include:

- Information is timely, relevant, and educational.
- Presentation applies to a global audience.
- Material is vendor neutral, best practices.

The program is the heart of an association's meeting. The primary concern of the host is to design a program that will attract the maximum number of participants while meeting the audience's education expectations. Some points to consider in aiding achieve these goals:

- The meeting schedule must be balanced.
- The meeting must meet the needs of a varied audience.
- Speakers must be engaging.
- The meeting must be well organized, accessible and comfortable.

It is the responsibility of the host(s) to ensure the presentation(s) have been submitted to BICSI for qualification and if so, the host(s) needs to make sure that the presenter has received verification from BICSI staff for quality and content.

#### IV) Event Planning Timeline

Activity	Timeline	Your Date	Responsibility
Select date and location, contract venue, meal function(s), audio visual, and overnight accommodations if needed.			Host
Arrange for sponsor(s) and presenter(s).			Host
Submit event information including location, time, primary contact, and date as well as an agenda and PowerPoint presentations to Region Meeting Coordinator.	At least 3-5 Weeks Prior to Meeting		Host
Contact and invite BICSI Region Director to event.	At least 4-5 Weeks Prior to Meeting		Host
Event information is posted to BICSI Web site and registration is opened.	Within One Week of Host Submission		BICSI Staff
BICSI e-mail blast invite is sent.	2-4 Weeks Prior to Meeting		BICSI Staff
Confirm attendee count with venue for seating and food/beverage.	72 Hours Prior to Meeting		Host
Receive registration materials from Region Meeting Coordinator.	24-48 Hours Prior to Meeting		BICSI Staff
Ship back registration list, evaluations and certificate request forms to Region Meeting Coordinator.	24-48 Hours After Meeting is Completed		Host