



WESTERN DISTRICT ANNUAL MEETINGS

Background

In the past, the Western District Annual Meeting locations were selected based on bids submitted by host Sections on a rotating inside/outside California schedule. Traditionally the meeting was scheduled for mid-July and meetings were spread across the 17 Sections over time. Occasionally, meetings were moved up to the last week of June due to hotel availability and pricing, as well as conflicts with other national meetings. We have explored a number of new concepts for our Annual Meetings including joint meetings with other organizations and ITE Districts.

Why do we need to change?

With the pending redistricting efforts as a result of the One ITE initiative, there will be fewer Sections within the Western District to host Annual Meetings. The traditional cycling of meetings to Sections over 10 to 20 year periods is likely to become more frequent in each of our Sections. The District Board recognizes that closer spaced meetings planned by each Section will place a potential burden on our host Sections. In anticipation of this potential, the District can change its current practices regarding planning Annual Meetings to be more sustainable in the future.

What do we plan to do?

The Western District intends on changing the approach to selecting our Annual Meeting sites from a system of bidding by host Sections to a planned rotation schedule of locations between our major regional areas. The major regional areas are defined as:

- Region 1: Northern California Section and SF Bay Area Section
- Region 2: Southern California Section
- Region 3: Oregon Section and Washington Section
- Region 4: San Diego Section and Riverside-San Bernardino Section (RSBITE)

The District plans to locate meetings within these 4 regions in a 5 year rotation with the 5th year designated for bids from other Sections not included in these designated regions (Alaska, Hawaii, Central California, or Central Coast) or for a joint meeting with other ITE Districts (likely Canada, Rocky Mountain, Texas or others) and/or ITE International. These joint meetings could also occur during one of the other years designated for our regional rotation should a region deem it appropriate to partner with another ITE District or organization. Future collaboration with groups such as ITS America, ITE California, WTS, YPT, IPBP, ASCE, ACEC and others should be considered.

The intent of designating these specific regions is to locate our Annual Meetings in more urban areas that are easier to access and navigate, as well as, potentially more cost effective meeting sites. This is also consistent with member feedback we received in a survey conducted a few years ago. We have always strived to host quality meetings with great value for our attendees. In addition, while the District recognizes that three years are designated for California regions for every Pacific Northwest year, we intend on serving our members who are from these areas in direct proportion to membership levels. Finally, the District will strive to locate at least three of our meetings within our five year rotation to urban areas where the majority of our members are located in these markets.

How often will the meetings be in each Section?

What does this really mean? How often will meetings occur in each of the Sections? The answer to this is that it varies from Section to Section. Right now, our current roadmap of potential meeting locations is based on the following:

- Northern California/SF Bay Area – every 5 years rotating between 3 potential meeting locations already identified
- Southern California – every 5 years rotating between 3 potential meeting locations already identified
- Oregon – every 10 years
- Washington – every 10 years
- San Diego – every 10 years
- RSBITE – every 10 years

Sections should also keep in mind that along the way, a number of the meetings will be joint meetings with ITE International which require much less support from the local LAC. At this time we do not know how often they will select meeting sites within the Western District, but based on our District's membership we anticipate that it should be every four to five years.

What dates of the year will the meetings fall on?

Western District Annual Meetings have typically been hosted between mid-June and mid-July. However, ITE International has recently provided guidance on meeting dates for each District to minimize overlap between Districts and allow ITE International representatives (typically the President) to attend the meetings. The Western District meeting window has been designated as June 20 - July 5. Meeting dates can be selected outside this window, but must be coordinated with meetings in other Districts where overlap could potentially occur. The following are the designated windows for each District and International:

- Texas: Sept. 5 - 25
- Southern: March 20 to April 10
- Great Lakes: June 6 - June 20
- Mid-Colonial: April 11- April 30
- Northeastern: May 1- May 20
- Canadian: May 21 - June 5
- Florida-Puerto Rico: Oct. 16 - Nov. 1
- MOVITE: Sept. 26 - Oct. 15

- Western: June 20 - July 5
- Mountain: June 1 - 14
- ITE International: July 25 - Aug 15

Do we have enough resources?

Many areas have been hosting meetings on a 10 year cycle while others have been roughly in a 20 year cycle. We understand that the planned 5-10 year rotation may put a strain on the planning abilities of our Sections. As such, we have formed the District LAC Committee currently chaired by Cathy Leong. This committee is tasked with the preliminary planning for each of the Annual Meetings with the intent of assisting with the planning responsibilities to the local Sections approximately 2 years in advance of the event. The District intends on providing additional assistance year over year to Sections using the District LAC Committee. The committee will be tasked with the following:

- Hotel contract and negotiations
- Site selection and meeting dates
- Preliminary budget and headcounts
- Preliminary meeting schedule
- Website setup
- Exhibit pricing and sample exhibit packet
- Sponsorship tiers/pricing and sample packet
- Call for Abstracts

The local LAC will be tasked with the final planning of the Annual Meeting from 2 years out based on the framework provided by the District LAC Committee. Their responsibilities will include:

- Bank account setup
- Technical tours/workshops
- Keynote speakers
- Technical program
- Family night/banquet/social events
- Students and local volunteers
- Sponsorship solicitation and management
- Exhibit permitting and management
- Registration
- Finances and budgeting

In addition, the District LAC Committee and the District Committee Chairs will provide the support for the following during the final 2 years of meeting planning:

- District sessions and events
- District awards
- WD Bowl (professional competition)

The intent of this advanced planning is to provide a more consistent member experience, right size the volunteer commitments to host a meeting and to work collaboratively to the benefit of ITE members.

Created by Cathy Leong 02/01/19
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