



## 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 5<sup>th</sup> 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 of 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.

### **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 (includes the Chair, Vice Chairs, LAC Webmaster, Vendor Coordinator, Sponsorship Coordinator, Technical Program Coordinator, and Traffic Bowl Coordinator). The committee will be tasked with the following:

- Hotel contract and negotiations (Chair and Vice Chairs)
- Site selection and meeting dates (Chair and Vice Chairs)
- Preliminary budget and headcounts (Chair and Vice Chairs)
- Preliminary meeting schedule (Chair and Vice Chairs)
- Website setup (Web Manager)
- Preliminary vendor layout and packet (Vendor Coordinator)
- Sponsorship packets (Sponsorship Coordinator)
- Call for Abstracts (Technical Program Coordinator)

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:

- Technical tours/workshops
- Keynote speakers
- Technical program
- Family night/banquet/social events
- Students and local volunteers
- Sponsorship solicitation and management
- Vendor 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
- Traffic Bowl (student and professional)

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.