ITE Western District Annual Meeting

Program Outline

Saturday

Start Time	End Time	Event	Size	Setup	Attendance	Notes
12 mid	12mid	Storage	1000 SF	-	-	Start THU

Sunday

Start Time	End Time	Event	Size	Setup	Attendance	Notes
7 AM	5 PM	Registration Area	+Storage Room 1000 SF	3-5 Tables	-	12 PM open
8 AM	5 PM	Committee Meeting	1,000 SF	Rounds	25	-
8 AM	12 PM	Exhibit Hall Move In	12,000 – 14,000 SF	40-50 booths	-	Security
8 AM	5 PM	Board Meeting	1,600 SF	U-shape✪	40-50	
8 AM	5 PM	Student Competition	3,200 SF	Open Floor & Rounds	120	
5 PM	9 PM	Get Acquainted Social	In Exhibit Area	Room for food	300-400	Some seating

Monday

Start Time	End Time	Event	Size	Setup	Attendance	Notes
7 AM	5 PM	Exhibit Hall	12,000 - 14,000 SF	40-50 booths	400 walk thru	Space for breakfast and break food
7 AM	5 PM	Registration Area	+ Storage 1000 SF	3-5 Tables	20-40 people	
8 AM	2 PM	Opening Session/Lunch	10,000 SF	Rounds✪	300-500	AV
9 AM	6 PM	Technical Session Rooms	1,500 – 2,500 SF	Theater	50-125	4 Rooms - AV
8 AM	6 PM	Speaker Preparation/Committee Rooms	Two @ 1,000 SF	Rounds	20	Committees and Meetings
9 AM	6 PM	Student Sessions	1,500 – 2,500 SF	Rounds	50	
5 PM	6 PM	Family Night	Foyer/Loading		300-500	Staging for off-site

NOTES:
✪ - Refer to sample room layouts

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Program Outline

Tuesday

Start Time	End Time	Event	Size	Setup	Attendance	Notes
7 AM	10 AM	Leadership Breakfast	1,600 SF	Rounds✪	20-30	2 meetings: Section/Chapter (food) & Students
7 AM	6 PM	Exhibit Hall Ends noon –breakdown to 3	12,000 - 14,000 SF	40-50 booths	100 walk thru	Space for breakfast and break food
7 AM	5 PM	Registration Area	+ Storage 1000 SF	3-5 Tables	20-40 people	
Noon	2 PM	Lunch	10,000 SF	Rounds✪	300-400	AV
8 AM	6 PM	Technical Session Rooms	1,500 – 2,500 SF	Theater	50-125	4 Rooms - AV
8 AM	6 PM	Speaker Preparation Room/Committee Mtgs	Two @ 1,000 SF	Rounds	20	Committees and meetings
8 AM	6 PM	Student Sessions	1,500 – 2,500 SF	Theater	50-125	AV
3 PM	5 PM	WD Bowl (Professional)	5,000 – 6,000 SF	Theater✪	150-250	AV
5 PM	7 PM	President's Reception	1,600 SF	Mixer	80	Hors d'oeuvres
6 PM	7 PM	General Reception	4,000 SF	Foyer		
7 PM	Mid	Banquet	11,000 SF	Rounds		AV

Wednesday

Start Time	End Time	Event	Size	Setup	Attendance	Notes
7 AM	9 AM	District LAC Committee Meeting	1,000 SF	Rounds/Chairs	12	
7 AM	9 AM	Breakfast	4,000 SF	Foyer	300	Continental
7 AM	Noon	Registration Area	+ Storage 1000 SF	3-5 Tables	50 walk thru	
8 AM	Noon	Speaker Preparation Room/Committee Mtgs	Two @ 1,000 SF	Rounds	20	Committees and meetings
10 AM	10:30	Break	4,000 SF	Foyer/Flow	300	Coffee service
8 AM	Noon	Technical Sessions	1,500 – 2,500 SF	Theater	50-125	4 rooms/AV
Noon	2 PM	Lunch	5,000 SF	Rounds✪	200 – 250	AV

NOTES:
✪ - Refer to sample room layouts