ITE WESTERN DISTRICT

Local Arrangements Committee (LAC) Manual

October 2026

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INTRODUCTION

Since 1948, the Western District Annual Meeting has been held throughout the District. This document, maintained by the LAC Task Force, formalizes the Western District policies related to Annual Meetings and provides guidelines regarding major issues for Local Arrangement Committees (LACs) in fulfilling their Annual Meeting host duties.

Sections hosting a Western District's Annual Meeting can expect significant planning and collaboration as well as District support. From start to finish, it typically requires at least three to five years of work to plan and conduct the meeting. The principal responsibility for the meeting rests with the local LACs. However, the Board formed the District LAC Committee to provide support, guidance, and oversight for local LACs, especially in the early stages of planning and hotel contracting. The Board recognizes the opportunity for innovation in the planning and presentation of Western District Annual Meetings; however, operations that differ significantly from past practice must be coordinated with the District LAC Committee and brought before the Board for review and approval.

A major concern for LACs is the fiscal viability of the Annual Meeting. Each LAC is expected to appropriately plan a meeting that is affordable and will break even financially, unless directed otherwise by formal action of the Western District Board. Keep in mind that every annual meeting has its unique characteristics. Each location will vary in costs, ancillary activities, hotel amenities, technical session focus, etc. The LAC will need to plan accordingly in order to have a successful meeting.

A. Annual Meeting Policies

In order to encourage Annual Meetings of the highest possible quality, to comply with International ITE requirements, and to promote an appropriate level of Annual Meeting consistency, the Board has adopted numerous policies. These policies range from overall meeting structure to budget items to meeting specifics. These policies are included in Appendix A. (Adopted 01/16, amended 05/19, & 08/23).

B. Annual Meeting Guidelines

1. Site Selection

In an effort to provide an opportunity for all District members to attend an occasional Annual Meeting, the meeting sites are changed each year. The District selects meeting sites based on a five year rotation amongst our major regional areas. The District's site selection approach is included in Appendix B.

2. Hotel Proposal Checklist

The hotel proposal checklist provides guidance for hotel contracts negotiated on behalf of the Western District. The District has enlisted the assistance of a meeting planning consultant for contract negotiations to assist the District LAC Committee in negotiating contracts. The checklist of required terms and clauses is included in Appendix C.

3. Optimal Hotel Space Layout & Historical Data

Optimal hotel space layouts are provided based on historical data from past Annual Meetings. This historical data is tracked to give a better understanding of the space requirements for Annual Meetings during the hotel/site selection process. The data is included in a spreadsheet in Appendix D.

4. Meeting Program Outline

A meeting program outline provides the typical schedule of events during an Annual Meeting. The outline is included in Appendix E.

5. Typical Room Setup and Requirements

Guidance is provided regarding the typical room size, attendance, setup, and other required items for major events during the Annual Meeting. The guidance document is included in Appendix F.

6. AV Road Map

AV fees have become a significant factor in budgets for Annual Meetings. As such, the AV Road Map was compiled to provide guidance on the required room power and audio/visual systems during the Annual Meeting. These guidelines are included in Appendix G.

7. Exhibit

The exhibit is a major source of revenue for an Annual Meeting. Based on input from exhibitors from past Annual Meetings and the District LAC Committee, guidance is provided regarding the planning and major items associated with the exhibit. Historical data regarding exhibitor attendance at past Annual Meetings is available from the District LAC Committee. These guidelines are included in Appendix H.

8. Registration Summary

A chart outlining the items typically included in the different types of registration for the Annual Meeting is provided in Appendix I.

9. Sponsorships

Sponsorships are a major source of revenue for an Annual Meeting. LACs typically offer package and ala carte sponsorships for individual events of promotional items. Based on input from sponsors from past Annual Meetings and the District LAC Committee, guidance is provided regarding the sponsorship program. Historical data regarding past Annual Meeting sponsors is available from the District LAC Committee. These guidelines are included in Appendix J.

10. Western District Copyright Waiver

The Western District Transfer of Copyright Agreement is provided for use by LACs in Appendix K. Authors of papers submitted to LACs for the Annual Meetings should complete this agreement.

11. Issuing PDHs and CM Credits

Professional Development Hours (PDHs) are issued for Western District Annual Meetings through ITE International. Certification Maintenance (CM) credits are issued for meetings through APA. Guidelines for issuing PDHs and CMs are included in Appendix L.

12. LAC Appreciation Party

The local LAC can decide the best format for this event. Some LACs have held an event on the Saturday evening prior to the Annual Meeting (recognition and LAC/District officers team building) and others have had events after the Annual Meeting (thank you to volunteers). This event is at the discretion of the local LAC to decide what approach works best.

13. Photography

The local LAC will provide a photographer who will be responsible for documenting the meeting's technical and social events. Copies of the photographs must be provided in a timely manner to the Western District Webmaster. Recent meetings have utilized skilled ITE members who volunteer and take extensive photos of the meeting’s activities.

14. Historical Data

Historical data for past Annual Meetings is available from the District LAC Committee. This data includes hotel room night, meeting registration, and event attendance numbers.

15. Communications Schedule

A schedule of communications to members regarding Annual Meetings has been developed by the District LAC Committee. Communications should be sent out by the WesternITE Managing Editor in coordination with the District LAC Committee Chair and District President. The communications schedule is included in Appendix M.

16. LAC Final Report

The LAC is required to submit a final report for their meeting. The report should be provided for inclusion in the Winter Board Meeting packet. The final report guidelines are included in Appendix N.