



## Hosting an IUOTA Conference

“The primary purpose of the organization is to promote increased efficiency and effectiveness of training for Overhead, Substations and Underground personnel through the exchange of ideas and training information. The scope of training activities includes safety, communications, operations, maintenance, general work practices, and policies related to training”.

### **OUR GOALS AS A GROUP:**

- To exchange related training information.
- To reduce duplication of efforts by member companies in training program development.
- To provide a forum for the presentation and discussion of training programs and problems encountered in utility operations.
- To develop and/or promote educational programs designed to influence safer utility operations.
- To conduct the affairs of the Association in a manner that will reflect the highest standards of the Electric Utility Industry and of our professional calling.

### **YOUR GOAL AS A POSSIBLE HOST UTILITY OR CONTRACTOR GROUP:**

- To showcase your company to the other utilities and contractors in the room.
- To highlight your territory and the types of work you perform.
- To let others, see why you are proud to have these utility members on your property and have them leave talking about your company.
- To work closely with a “Host Vendor” approved by or provided by the IUOTA committee.

### **AS A POSSIBLE HOST UTILITY OR CONTRACTOR GROUP, YOUR RESPONSIBILITY & COSTS:**

1. Arranging a hotel with a main Conference room for at least 100 participants as well as a couple smaller break out rooms for approximately 50 members each. *(In the past, we have used a utility office auditorium to a large 500 seat conference center).* The group will work with what is available to help facilitate a successful conference. The associated fees are covered by the vendors.
2. Ensuring that the hotel and room night agreements are signed. We would recommend that you do not block off more than 200 room nights initially, and as we get closer to the week of the conference, work with the hotel to increase

the head count if needed. To keep travel costs down for participants and vendors, we would prefer to have the hotel price under \$200.00 a night.

3. Arrange to have the room block available from the Friday before the conference until the Sunday after.
4. Negotiating with the hotel for the food and beverage requirements.
5. Work with the "host vendor" to set the price on table space to cover the costs of the Hotel and overhead needs for the meeting.
6. Bring participants on a tour of the utility training facility or something your proud to show off within walking distance or a shuttle bus ride from the Hotel meeting space with the transportation cost being covered by the host utility. *(Note: this is not required as part of being a host utility)*
7. Assign someone to work with the "host vendor" to organize a golf tournament paid for by the vendors. This should be offered the day of the ice breaker evening, typically the Monday prior to the conference. To keep transportation costs low, this should be close to the Hotel meeting space.
8. Provide trinkets/gift bags to represent your utility as the host of the meeting, which would be greatly appreciated by all. *(Note: this is not required as part of being a host utility)*
9. Produce member badges, vendor badges, attendee list, and have someone available to greet members, sign in members and pass out badges during registration for the conference. This person must also turn away nonregistered people from the event as food, head counts, and budgets will be off.
10. Receive any IUOTA banners or shipments and hang for the show.
11. Work with IUOTA in developing the agenda content along with paper agendas.
12. Organize a spouse tour to highlight a popular attraction in the area. *(Note: this is not required as part of being a host utility)*
13. To have your companies name listed on all literature and yearly promotions about the conference as the host utility.
14. The cost associated with being the Host Utility can be as low as zero but will require some labor hours of one or two management personnel to help organize the conference, but the Host Utility may elaborate as much as they wish to make it a great experience for all attending. The bulk of the financial needs are covered by the vendors who support the attendees.
15. Assign one person as the host Co-Chair. That person must work with the IUOTA executive committee to uphold our standards for meetings. The Co-Chair will be accountable, responsible, the main contact for this conference.
16. Ensure the conference room has adequate AV equipment and a backup set up if needed.
17. Participate in organizing conference calls increasingly more often as the conference date gets closer to ensure all bases are covered and assign duties as needed.

#### **YOUR GOAL AS A POSSIBLE HOST VENDOR:**

- To showcase your company to the other utilities and contractors in the room.

- To lead all other vendors in the meetings success while promoting each one's products.
- To let others, see why you are proud to have these utility members in your backyard and have them leave talking about your company.
- To have your companies name listed on all literature and yearly promotions about the conference as the Host Vendor.

**YOUR RESPONSIBILITY & COSTS AS A POSSIBLE HOST VENDOR:**

1. Work with the Host Utility in arranging the Hotel costs and determining the vendor table fee to cover the costs.
2. Work with the Host Utility & board to monitor attendance and adjust room and food counts. Participate in monthly calls that are led by the board of directors from IUOTA to ensure we stay on track
3. Organize what vendors will be supporting the partnered golf tournament with utility members and the fee needed for that 4 hour of sales time. It is recommended that cart mates in the foursome should switch carts after the first 9 to get to know each other better and what partnerships can be made as it may be two different vendors in a foursome.
4. Organize a tour of the vendors facilities. *(Note: this is not required as part of being a Host Vendor)*
5. Be on site the day of set up to ensure other vendors have the space they paid for and work with the hotel to get them anything they need for their displays.
6. As IUOTA are not for profit organizations, all money for the cost of the show if paid for by the vendor and the vendor is reimbursed by the money, they charge the other vendors to attend and obtain table space. Any remaining money following the event will be discussed with the IUOTA Board of Directors on how best to allocate that money for future meetings or improvements to the organization. Larger amounts could be donated to a nonprofit utility safety program such as fallen lineman, linemen without borders, etc.
7. Work with vendors to organize an "ice breaker" with appetizers the night before the meeting starts, but this is not a requirement. *(Note: this is not required as part of being a Host Vendor)*
8. Work with vendors to organize and cover the first night's meeting dinner and vendor give away raffle run by the vendor, *(Note: this is not required as part of being a Host Vendor)*
9. Work with conference planning committee to provide signage for sponsorship recognition.