



## INVITATION REQUEST FOR ASCE PRESIDENTIAL OFFICERS

Contact Name? \_\_\_\_\_ Today's Date? \_\_\_\_\_  
Email? \_\_\_\_\_ Office Phone? \_\_\_\_\_ Cell Phone? \_\_\_\_\_  
Who are you inviting? \_\_\_\_\_

Purpose/Goal for meeting \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional meetings MUST be arranged with student chapters, municipal leaders, engineering firms.

List all events the Officer is requested to attend. Use another page if necessary.

1. Date? \_\_\_\_\_ Time? \_\_\_\_\_ Attire? \_\_\_\_\_  
Event Name? \_\_\_\_\_ Number of attendees expected? \_\_\_\_\_  
Location? \_\_\_\_\_  
What are you requesting (speech, presentation, meet/greet, other)? \_\_\_\_\_  
Topic? \_\_\_\_\_  
Time Allotted? \_\_\_\_\_ If Q&A, how much time? \_\_\_\_\_  
Who will be in the audience? \_\_\_\_\_  
Region Director Name and Date of Notification? \_\_\_\_\_

2. Date? \_\_\_\_\_ Time? \_\_\_\_\_ Attire? \_\_\_\_\_  
Event Name? \_\_\_\_\_ Number of attendees expected? \_\_\_\_\_  
Location? \_\_\_\_\_  
What are you requesting (speech, presentation, meet/greet, other)? \_\_\_\_\_  
Topic? \_\_\_\_\_  
Time Allotted? \_\_\_\_\_ If Q&A, how much time? \_\_\_\_\_  
Who will be in the audience? \_\_\_\_\_

3. Date? \_\_\_\_\_ Time? \_\_\_\_\_ Attire? \_\_\_\_\_  
Event Name? \_\_\_\_\_ Number of attendees expected? \_\_\_\_\_  
Location? \_\_\_\_\_  
What are you requesting (speech, presentation, meet/greet, other)? \_\_\_\_\_  
Topic? \_\_\_\_\_  
Time Allotted? \_\_\_\_\_ If Q&A, how much time? \_\_\_\_\_  
Who will be in the audience? \_\_\_\_\_

Recommended Hotel with address and phone. \_\_\_\_\_

Please return completed invitation request and a copy of your meeting agenda to: John Carmin, Administrator  
Board Operations ([jcarmin@asce.org](mailto:jcarmin@asce.org)). If you have any questions, please call 703/295-6495.

## PROTOCOL PROCEDURES FOR A VISITING SOCIETY LEVEL OFFICER

The following are protocols to be followed when planning and preparing for a visit by an ASCE national officer.

**IN SHORT: You are the host and the Officer is your guest – they should not have to worry about anything!**

### Planning

- Plan for the visit 12 months in advance – the schedules fill up quickly.
- Complete the Officer Invitation Form or write directly to Board Operations to request the form ([jcarmin@asce.org](mailto:jcarmin@asce.org)). This office coordinates the travel schedules for the Executive Director and Presidential Officers.
- Once accepted and scheduled, maintain regular telephone contact with the scheduler in the national office to confirm and adjust plans.
- Publicize the event – ask for a biography and photograph and provide the scheduler with copies of all marketing materials.

### Establish Objectives

- Define purpose and goal for the visit in very specific terms.
- What will constitute a successful visit?
- How will the visit supplement or complement your total program?
- What value will the visit bring to your members?

### Detailed Itinerary

- **A complete, detailed itinerary must be provided to the scheduler at least sixty (60) days in advance of the visit. The Officer may withdraw their participation if details are not finalized at least 60 days prior to the event.**
- Notify your Region Director that the Officer will be in the area.
- Make sure you are making the most use of the Officers time and the expense.
  - Include contact with Student Chapters, community leaders, engineering management people, other professionals
  - Interviews with local radio, TV and news media, etc. must be coordinated in advance through the Communications office at ASCE Headquarters ([jhowell@asce.org](mailto:jhowell@asce.org))
- Submit a detailed itinerary and timetable.
  - Who is meeting the Officer at the airport, train station, hotel?
  - Provide a cell phone number for the individual picking up the Officer, as well as back-up contact information.
  - Where, specifically, will the Officer be met (baggage claim, curbside, etc.)?
  - If the Officer is driving on their own then provide directions to the event site, do they need a parking pass, where should they park (especially if a college campus)?
  - What attire is appropriate for each event?
  - Are there any VIPs that will be in attendance?
  - Is the Officer to be seated at a head table? If so, who will join them and provide a brief bio for those individuals.
  - How is the Officer getting from event to event, to and from the hotel?
  - Ask if the Officer will be accompanied by their spouse and do not leave them out of the events.
  - Do a dry run during the times you have allocated to be sure your timetable is not too tight, allows for rush hour traffic, time for the Officer to return to the hotel to change, etc.
  - What will you do if inclement weather strikes or is in the forecast?
- Assume something will go wrong and plan for alternatives.
- Assign responsibility for every detail of visit.
- Make sure you thank the Officer for the time in visiting with your group(s). Did you get your money's worth?

These procedures are not intended to cover each circumstance or situation you may encounter. They highlight essential items and parameters you should consider as part of the approach to a successful visit by a national ASCE officer.