

YOUNG ENGINEERS FORUM - Region XI

Room	A/V	Food	Host Workers	Comments
1-5 Friday	Yes	Yes	1	SPDC delegates will be invited. All local members that qualify as early career engineers will be invited. RSVP's will be required. Room size might be factor if we get a strong response.

RESPONSIBILITY OF HOST

√	When	Description
	Complete	Obtain on-site meeting room for ECF
	By Jan 4, 2007	Assist in identifying possible speakers
	2 Weeks before ECF	Order appropriate A/V Equipment
	1 Week before ECF	Finalize food order for ECF break
	At ECF	Signs in place and all A/V equipment hooked up and operating properly.
	At ECF	Assist at registration desk

RESPONSIBILITY OF District Leaders

√	When	Description
	By Jan 4, 2007	Assist in determining theme and identifying possible speakers
	By Jan 11, 2007	Approve ECF Budget
	By Jan 29, 2007	Approve ECF Agenda
	By Mar 27, 2007	Approve ECF Proceedings

RESPONSIBILITY OF Headquarters

√	When	Description
	By Jan. 4, 2007	With assistance of district operating board, determine theme of ECF
	By Jan 4, 2007	Determine ECF budget
	By Jan 18, 2007	Identify ECF speakers and topics
	By Jan 25, 2007	Develop ECF Agenda
	By Feb 1, 2007	Prepare ECF invitation
	By Feb 15, 2007	Mail ECF invitation to SPDC Delegates (Target Date)
	By Mar 1, 2007	Mail ECF invitation to local members
	By Mar 25, 2007	Assemble ECF Presentations for inclusion in ECF Proceedings
	By Mar 25, 2007	Assemble final attendance list
	By Mar 29, 2007	Reproduce and Assemble ECF Proceedings
	By Mar 29, 2007	Prepare name badges and tent cards
	By Mar 29, 2007	Finalize and confirm speakers attendance and needs (travel arrangements, a/v)
	By Mar 29, 2007	Prepare recognition plaques for speakers
	By Mar 29, 2007	Prepare ECF evaluation form
	At ECF	Set up registration table
	At ECF	Set up a/v equipment
	At ECF	Greet speakers and introduce them to VP and special guests
	At ECF	Collect evaluation forms