Event Guide: Steps for Holding an IEEE Industry Tour

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In preparation:
• Identify a date, facility to tour and point of contact at the facility.
• Contact Facility Host.
  • Confirm dates and time.
  • Ask about restrictions & special requirements.
  • Competitor exclusions.
  • Citizen requirements.
  • Attendee pre-approval requirement.
  • Clothing restrictions.
  • Government –issued ID requirements.
  • Cell-phone/camera restrictions.
  • Age restrictions (e.g. no minors).
  • Physical requirements (e.g. have to climb stairs).
  • Logistical limitations (e.g. will tour in groups 10 or fewer).
• Create maps to tour-facility & post-dinner location (e.g. Google maps). Save links to embed (several times) in all announcements.
• Create Meetup & vTools announcements.
  • Include RSVP person (automatic in Meetup; required entry in vTools meetings).
  • Include organizers contact information.
  • Contact student chapter leaders to help promulgate information to student members.
• Duplicate meeting info in IEEE vTools.
• Create and send IEEE messaging
• Notify associate groups, e.g. ASME, AEE, AIA (include plans for gathering these RSVPs)
• Gather RSVPs

Day before event (or earlier if required):
• Reconfirm with host that Tour is a “go.”
  • Ask about using a particular entrance.
  • Ask whether security needs to be notified about visitors.
• Share RSVP information (count, name list, etc.) with Tour host
• Share expected headcount with post-event location.

On day of event:
• As attendees arrive: Welcome IEEE members to the meeting, talk to them one on one. Make sure they feel welcome
• At meeting time: Welcome all attendees, inform them of emergency exit, bathrooms, etc. Discuss IEEE and its benefits. Announce other upcoming meetings. Sell registering for Meetup. Introduce speaker.
• After tour:
  • Assist with collection of host’s equipment (e.g. walkie-talkie, hard-hats).
• Thank attendees for attending, recognize host & reiterate IEEE benefits.
• Renew invitation for dinner/drinks (if scheduled) & help with directions, car pools, etc.

Later – after tour:
• Send a thank you note to host; share comments from attendees.
• Report attendance in vTools.
• Send attendance confirmations for CE/PDH credits (for members requesting them).