

## Event Guide: Steps for Holding an IEEE Industry Tour

12 September 2015

### 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).