**EVENT LOGISTICS QUESTIONS**

Submit this information along with the *Assessment Questions* to ACEC-BC.

|  |  |  |
| --- | --- | --- |
| **Primary Contact:** | *First Name* | *Last Name* |
| *Email* | *ACEC-BC Member Firm Name* |
| **Proposed Date & Time:** |  | |
| **Event Name:** |  | |

**Event Delivery Type** *(select preferred option)*

|  |  |
| --- | --- |
| **Event Type** | **X** |
| **In Person** |  |
| **Hybrid** |  |
| **Virtual** |  |
| **Coordinated Locations** |  |
| **No Event**  *Alternative options for ACEC-BC content delivery (communications, report, etc.)* |  |

**Event Type**

*What is the primary event or meeting type? (If more than one applies, please rank them in order of importance.)*

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| --- | --- |
| Event or Meeting Type |  |
| Celebration |  |
| Multi-Day Conference |  |
| Single-Day Conference |  |
| Policy or Professional Development Event |  |
| Annual General Meeting |  |
| Committee or Board Meetings (regular, routine meetings) |  |
| Committee or Board Meetings (strategic planning, critical decision making) |  |
| Advisory Group Meeting |  |
| Networking |  |
| Relationship Building |  |

Did you use the ACEC-BC events type framework process to assess the event delivery type?

|  |  |
| --- | --- |
| **Yes** |  |
| **No** |  |
| If yes, did you complete the Facilitation Questions and Assessment Questions? | |
| **Yes** |  |
| **No** |  |

|  |  |  |
| --- | --- | --- |
| **No.** | **Question** | **Response** |
| **Presenters/Speakers** | | |
| 2.01 | How many presenters or facilitators will be included in the event?  *Note that not all events have presenters, such as regular committee meetings.* |  |
| 2.02 | Where are the presenters located? |  |
| 2.03 | Do the presenters have specific requirements related to location, technology, or accessibility?  *Please provide details.* |  |
| **Participation/Logistics** | | |
| 2.04 | Who will be participating from ACEC-BC?  *This includes members attending/planning the event and those providing support in meeting the event objectives.* |  |
| 2.05 | Who will be participating from outside of ACEC-BC?  *Identify key clients, special guests, speakers, specific groups, etc.* |  |
| 2.06 | Who will be providing specific logistics support?  *Host/moderator, technology support, facility logistics, catering, etc.* |  |
| 2.07 | What accessibility options have you considered/offered for participants?  *Did you consult with anyone to assess the effectiveness of these accessibility options?* |  |
| 2.08 | How many participants do you anticipate?  *Consider whether this is a small meeting or workshop, a large conference, or other. Look at previous event data (if available) to assess expected participant numbers.* |  |
| 2.09 | Have you checked the ACEC-BC events calendar? |  |