Host Responsibilities

RIA NETWORKING

FACILITIES

- Receive and return materials via FedEx to and from RIA headquarters (RIA swag, sign, fliers, and registration badges for attendees)
- Registration table & staff to check in attendees, including recording onsite registrant contact information for post-event invoicing
- Breakfast/Lunch set up, including tables for food/beverages, trashcans
- Presenter table & chairs
- Tables and chairs to accommodate approximately 100 participants; if possible, some overflow seating available as needed

TECHNOLOGY

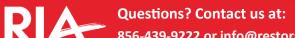
- □ Wifi access for all presenters/participants
- $\hfill\square$ Extension cords for people to plug in laptops
- Outlet access for presenters
- □ Microphones for presenters (wireless handheld)
- □ Projector/screen/audio to display slides/video
- If possible, a dedicated laptop with a slide advance remote that can be used for the duration of the event
- On-site point of contact to assist with tech set-up and troubleshooting, as well as at least one planning meeting before the event
- Confirm if speakers should bring their own laptops (HDMI cable) and/ or send them ahead of time to be preloaded onto the host laptop with a clicker to advance slides

PROGRAM

- □ Sample Agenda of the day (we work with each host to develop a schedule that runs smoothly):
 - Welcome Remarks Host
 - Presentation
 - Break
 - Sponsor Presentation
 - Presentation
 - Lunch
 - Facility Tour
 - RIA Presentation
 - □ Restoration Advocate/Focus Group on AGA Priorities
 - Happy Hour Event (optional)
- Host to provide Emcee to ensure speakers stay on time and work the flow of the agenda
- Make it clear on the agenda how much time the speakers have and allot time for after each session
- □ Host facility tour (designated tours a couple of times) (45 minutes each (one immediately after lunch)
- Recruit employees to attend the event (complimentary registration is provided to all host employees)

MARKETING

- □ Share RIA's event marketing via social media and email to industry contacts (RIA team will market the event through email, social media, and event postcards)
- Personal Outreach: Contact other CEOs in the region to encourage them to attend and participate in the event - utilize business development staff to help outreach
- $\hfill\square$ Use LinkedIn and promote to vendors to share with their customers
- □ Encourage phone video recording testimonials
- □ RIA will coordinate and provide a photographer/videographer
- □ RIA will track RSVPs for happy hour if being held
- □ RIA will conduct an event survey



856-439-9222 or info@restorationindustry.org