

2010 EIA-AZ Southwest Regional Conference

- Message from Tim Miller:

It is my understanding that the EIA-AZ Board has nominated me to plan and organized the 2010 EIA-AZ Regional Conference. The 2010 Conference will be our 5th such conference, and to say the least we have learned some dos and don'ts. During our April 2009 Board Meeting I plan on discussing the lessons learned as it will be time to initiate a Conference Planning Committee.

In the mean time, I will not be able to make the March 2009 Board Meeting, as I am on vacation this week. However, we need to begin the planning of the 2010 Conference by sighting potential locations.

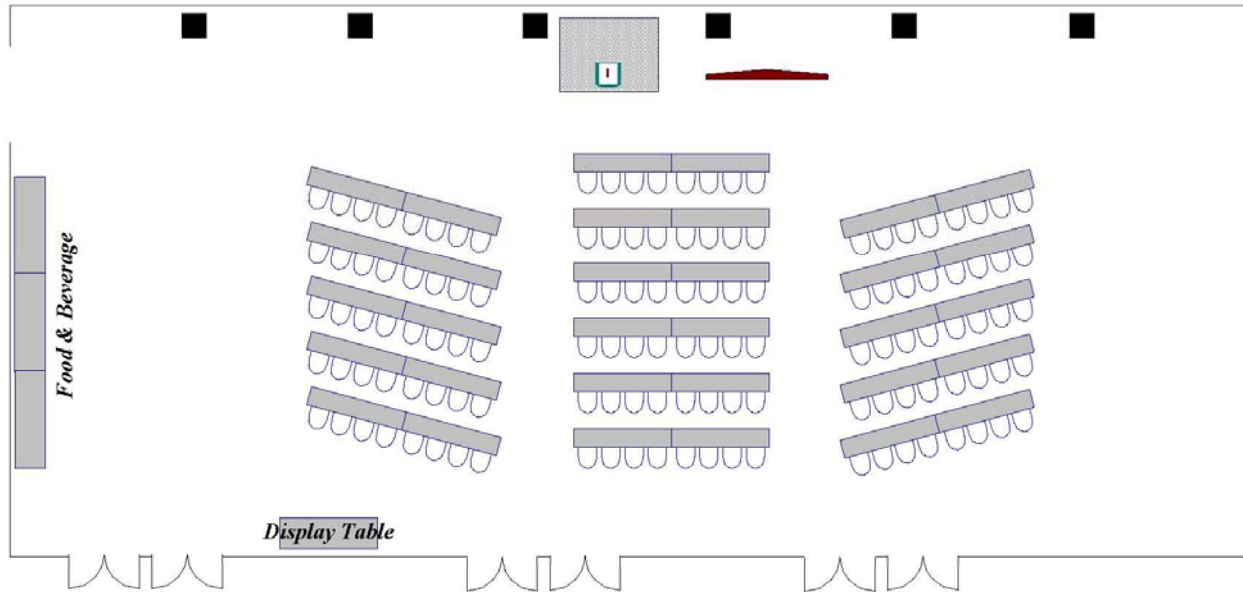
It is my understanding that a lot of ideas have been mentioned from the location to presentations/topics and even amenities (i.e. golf tournament). So, first things first, we need to sight the conference location. I will gather information from two venues (Golden Nugget Casino, Las Vegas, NV and Chaparral Suites, Scottsdale, AZ). It is my understanding that someone has mentioned the new Arizona Casino Resort in Scottsdale, and whomever that was I ask that you contact them and get a quote for hosting our conference. Additionally, I ask that anybody else with an idea for a location contact that facility and get a quote.

For those inquiring on quotes, please discuss the following and please make sure that the venue can adequately host the conference.

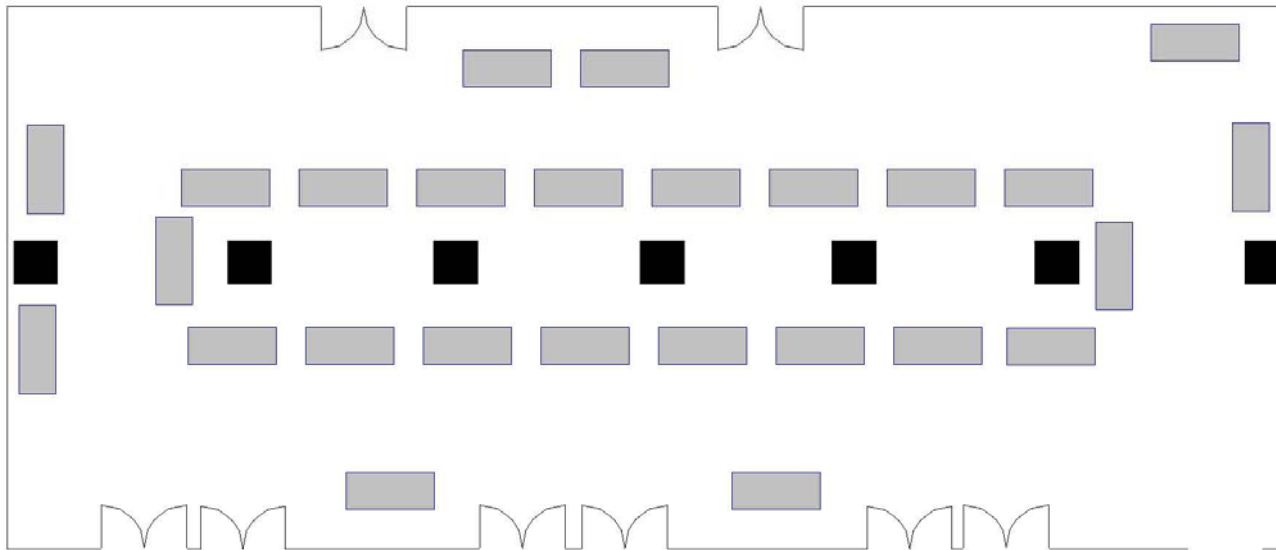
Conference Details:

- Attendees will be 100 to 150 people
- Seating will be "classroom style"
- Time will most likely be mid to late February 2010
- The time of day format will most likely include a Wednesday evening social, Thursday all day presentations (8 am to 5 pm) and Friday morning presentation only (8 am to 12 pm)
- Exhibit space will need to be available in a room that is either part of or adjoining the conference space. There should be enough space for 15 to 25 exhibit booths.
- An auxiliary room needs to be available for a lunch time presentation. This room should be in the vicinity of the conference room and have the capacity for hosting the same number of attendees in a "table rounds" set up.
- I have attached the floor plans from the 2008 Conference; it may be helpful to provide these to venues providing a quote.
- Guest room rates need to be obtained; Phoenix venue location consider only a 5-10% single occupancy, and for Vegas or other travel locations consider a max 40% occupancy. As an example, our room reservations for the 2008 Conference were approximately 65 for Wednesday, 75 for Thursday, and 10 for Friday.
- Food and Beverage fees need to be obtained. Actual menu items will be determined at a later date, for now we only need an average per person rates/allocate rates.
- The venue needs to disclose all meeting room fees and minimums.

Please gather the venue quotes and submit them to me no later than April 8th, 2009, assuming an April 16th Board Meeting.



2008 SW Regional EIA-AZ Conference
February 21-22, 2008
Bel Air - Chevron-Classroom 129
BEO's: 28544 & 28546



*2008 SW Regional EIA-AZ
February 20-22, 2008
Bel Air Foyer (26) Exhibits
Bel Air Hallway (4) Exhibits*