Event Planning
SHAUNNA MOZINGO, PAST-PRESIDENT COLORADO CHAPTER ICC

Getting Started

- HISTORY OF THE COLORADO CHAPTER EDUCATIONAL INSTITUTE
- LOCATION, LOCATION, LOCATION
- PROMOTE YOUR MEETING
- QUALITY INSTRUCTION / EDUCATION
- PREFERRED PROVIDER & AIA CEU’s
- MEETING REGISTRATION
- VENDORS
The Colorado Chapter Educational Institute was 33 years old this year and getting better with age! Lessons learned, all of them, not just the successes but the less than stellar performances as well.

The first Institute was held in 1986, at the Denver Regency Hotel with a total attendance of 350.

The instructors were from within the Chapter not paid, they all volunteered.

Purpose: To provide comprehensive code related education for code professionals, design professionals, contractors, and government administrators.

Goals: Pursuit of excellence by providing top quality instruction, a comprehensive and current curriculum while holding the line on tuition. The reputation and image of the Educational Institute are extremely important; therefore the institute committee shall always strive to improve the product.

Location, Location, Location

- Ease of Access
  - How close to airport
  - Train / Light Rail / Buses
  - Parking

- Food
  - Morning Coffee/ Tea Service
  - Lunch – Plate of Banquet Line?
  - Afternoon Refreshments
  - Costs

- Conference Room Space
  - How many class rooms
  - How many students per class
  - Variety of Room sizes

- Lodging Rooms
  - How many room nights for attendees
  - How many room nights for instructors
  - Fixed room rates
Costs and Budget

Revenue:
- Registrations
- Exhibitors

Expenses:
- Hotel; food & beverage, staff & instructor lodging, rentals
- Instructors (including instructor’s dinner, gifts, thank you’s)
- Accreditation
- Equipment
- Bank fees
- Supplies; printing and postage, materials, copy rental

Promote your Meetings

- Have: Have the Building Departments keep registration brochures at the front counter
- Mail: Mail brochures to every person that attended the year before to increase repeat attendance.
- Post: Post information and registration for the institute on your Chapter website
- Distribute: Distribute brochures at State and National Meetings
Quality Instruction / Education

Variety of Topics

Repeat topics or Don't repeat??

How often do you change the class list??

Class Handouts

Utilize Industry and local talent

- UL
- American Gyp Association
- Fire Marshals
- Code Enforcement
- Electrical
- Health
Preferred Provider & Chapter CEU’s

Register your classes with ICC as a Preferred Provider (as soon as the class schedule is finalized and class descriptions are established).

Email CEU’s for cost savings and merging with the online registration information.

Meeting Registration

- Ways to Register
  - On-line registration
  - Mail in registration
- Registration Fees
  - To cover costs
  - To generate income
- Realistic Deadline for registration
  - Handouts preparation and distribution
  - Food and beverage commitments
  - Classroom setup
Exhibitors

Help offset Institute costs

- Charge for vendors to come and exhibit.
- Expose attendees to new construction products, materials and methods
- Try to maximize benefits for both attendees and vendors
- Provide an area for the vendors that will have high traffic from Institute participants.

Book Store
Contact us...

Dave Horras
Past President, Colorado Chapter ICC
Colorado Chapter ICC Education Committee Chairman:
(303) 658-2077
dhorras@cityofwestminster.us

Shaunna Mozingo
Past-President, Colorado Chapter ICC
Colorado Chapter ICC Education Committee Vice Chair
303- 907-7009
sdmozingo@shaunnamozingo.com