



CHAPTER LEADERSHIP ACADEMY

2018 DENVER, COLORADO

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



History

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

Quality Instruction / Education

- ▶ Utilize Industry and local talent
 - ▶ UL
 - ▶ American Gyp Association
 - ▶ Fire Marshals
 - ▶ Code Enforcement
 - ▶ Electrical
 - ▶ Health



Preferred Provider & Chapter CEU's

ICC Preferred Provider

AIA & State Electrical Board (DORA)

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

Registration and Fees

How do I register?

Registration for the 2018 Colorado Chapter 33rd Annual Educational Institute

- Registration costs are \$400 for the week or \$90 for individual days. If registering as a group, multiple individuals may attend any combination of free classes for the weekly rate of only \$400.
- The registration includes classroom instruction by some of the best instructors in their fields, handout materials if provided, lunch, and morning and afternoon break refreshments.
- You have two ways to register for class at the Educational Institute, either online or by mail.

Registration --

Online Registration:

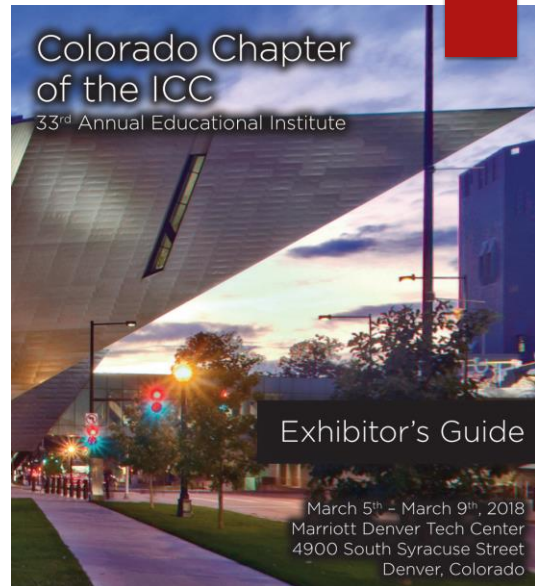
- Individuals or group registrations can be made using the link provided below.
- When registering a group online one or more persons may attend any combination of classes for 5 days total for the weekly rate. Payment for all online group registrations will be calculated in that manner.
- Online applications must be paid for by credit card and will include a service fee of 3%.

REGISTER ONLINE
"REGISTRATION IS CLOSED"

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