

Thank you for your interest in hosting an upcoming National Rural ITS Conference (NRITS).

Conference hosts should plan on the following minimum meeting and exhibit space:

It is preferred that all meals, breaks, etc. be held in the same area as the exhibits (usually a ballroom), with exhibits being placed around the perimeter of the room and food functions in the center. Enough space should be left to allow setup of poster stands for the Poster Session. 10,000 square feet in a rectangle footprint works well. Please plan on space for 35-45 exhibits with a mixture of 8'x4' and 10'x5' spaces, and rounds for 300-350 for meal functions.

In addition to exhibit and meal functions, one large meeting room (capable of holding 350 theatre style) as well as five additional breakout rooms (capable of holding 35-75 classroom style) will be needed. This equates to approximately 20,000 square feet of meeting and exhibit space.

If the conference is being held in a hotel facility, plan on a room block of 175 – 200, preferably at the federal per-diem rate. Convention center sites can use multiple hotels to achieve sleeping room numbers, but must be within walking distance of the convention center.

As a planning guide, past attendance (not including non-session attendee vendors or spouses) has been:

2007 – 251

2008 – 275

2009 – 290

2010 – 256

An ideal location should be within 1 (maximum 2) hour driving time from a major airport with reasonable air fares. While it is recognized that the Rural ITS conference should be in a rural setting, experience has proved that remote locations which are hard to reach increase both travel cost and travel time, and this has significantly impacted attendance

Not required but desirable: A location that offers transit connections from the airport or any other mode of transportation other than renting a car (i.e. shuttle, taxi service).

Further information about NRITS can be found at www.nritsconference.org.

Please complete the attached questionnaire and return by **March 31, 2011** to:

Traci Ulberg

Meetings Northwest

PO Box 2083

Missoula, Montana 59806

Email (preferred): tulberg@meetingsnorthwest.com

Fax: 406/273-2494



National Rural ITS Conference SITE QUESTIONNAIRE

Please complete the following:



Location Information

Potential Dates:

City/State:

Nature of Location (rural, non-rural, etc.):

Airport Accessibility:

Travel Costs (Airline quotes from several major airports):

Potential Theme:

Potential Keynote Speakers:

How will you ensure networking opportunities?

What type of entertainment/activities will you provide?

What advanced technologies or ITS can be showcased for tours and demonstrations?

In keeping with the Rural SIG's commitment to build cross-cutting relationships with stakeholder industries and organizations, with what organizations and/or events would you be researching and/or planning to co-locate with NRITS?

Please list any initiatives and/or other ITS-related activities your organization and/or the state has underway that would be of keen interest to the Rural SIG and its mission to showcase, educate and provide information exchange opportunities regarding the rural ITS at the NRITS:



National Rural ITS Conference SITE QUESTIONNAIRE

Please complete the following:



Facility and Lodging Information

Name of Conference Facility:

Number of Meeting Rooms:

Meeting Room Capacity(total square feet):

Name of Lodging Facility:

Capacity:

Room rates:

Distance in Relation to Conference Facility:

Alternative Lodging Facility 2 (if necessary):

Capacity:

Room Rates:

Distance in Relation to Conference Facility:

Alternative Lodging Facility 3 (if necessary):

Capacity:

Room Rates:

Distance in Relation to Conference Facility:

Federal Per Diem at time of conference:

Financial and Local Support

Is your local DOT involved?

Are you a member of ITS America?

Do you currently operate a state ITS Chapter?

Is your state ITS chapter involved?

Who will be on the local organization committee?

How will they coordinate with Rural SIG to meet national objectives?

Why is your organization interested in hosting NRITS?

What goal(s) do you hope to accomplish in hosting NRITS?



**National Rural ITS Conference
SITE QUESTIONNAIRE**

Please complete the following:



What level of financial commitment (staff time, monetary sponsorship, etc.) would your organization be willing and able to provide in support of NRITS?