

## **GEO-INSTITUTE GUIDANCE FOR ORGANIZING EVENTS**

### **D.3.2. Considerations in Forming an Agreement as a Cooperating Organization**

#### **D.3.2.1. General Discussion**

The G-I is frequently requested to be a cooperating organization for a conference, meeting, or other such event hosted by another organization. To allow proper evaluation of such requests, the requesting organization should provide, at a minimum, the information listed below. If their information is incomplete, a copy of this page could be sent to them as a prompt for a more complete request.

Minimum information to be provided by requesting organization:

- Mission statement of requesting organization.
- Title, date, and location of event.
- Mission statement, theme, or goal of event.
- Number and types of presentations, workshops, special speakers, etc.
- Expected number and profile of attendees.
- Anticipated registration cost.
- What commitments are being requested of the G-I?
- What benefits will the G-I receive?

Suggested procedures for evaluating these requests are outlined below.

In addition, the evaluator(s) should consider requesting any or all of the following in return:

- Full and student registration fees available at the member rate for G-I members
- Complimentary display table and a complimentary registration for one G-I representative
- G-I listed in promotional materials and program as a cooperating organization
- Link from the conference web page to G-I's web site

#### **D.3.2.2. Evaluation Criteria**

The following criteria are suggested when evaluating a request to be cooperating organization for another organization's event:

1. Type of Organization: If the other organization is other than a nationally supported and recognized affiliated not-for-profit organization, including professional societies or associations, government agencies, or American Society of Civil Engineers local sections or branches, additional information on the nature of the organization and financial arrangements may be required for consideration.

2. Value to G-I Members: Is the other organization's event of potential interest and value to the spectrum of G-I members?
3. Quality: Does the management and organization of the other event reflect the standards of the G-I?
4. Value to G-I Organization: Is the other organization's size, membership, exposure and recognition of G-I, and complimentary offerings of value to the G-I membership/sales goals?
5. Budget: Provide the budget showing staffing costs and who (other than full-time conference staff) will receive some form of remuneration. G-I's policy is that the organizing committee and conference chair generally do not receive salary funding. If conference generates a surplus, identify nationally supported and recognized non-profit organization(s) that will receive surplus.
6. Reciprocal Option: Is the other organization potentially valuable to have as a Cooperating Organization for G-I events?
7. Cost: Estimate the cost, if any, associated with the commitments requested of the G-I by the other organization. If the G-I is only being requested to be a cooperating organization, the cost should not be more than complimentary publication in a Calendar of Events, and production of a mailing list. If the G-I is being requested to be a Co-Organizer, then the negotiation considerations discussed in the next section should be reviewed.
8. Schedule: Does this event conflict with or otherwise detract from G-I scheduled events?

A decision will typically be made by communication between members of the TCC.

**Please submit request outlining information above to:**

**TCC Chair: Barbara Luke [barbara.luke@unlv.edu](mailto:barbara.luke@unlv.edu) and**

**G-I Director: Carol Bowers [cbowers@asce.org](mailto:cbowers@asce.org)**