

**FLORIDA ENGINEERING SOCIETY  
ADMINISTRATIVE POLICY (AP No. 21E)**

**PROCEDURES FOR THE MANAGEMENT OF LIVE OR DISTANCE LEARNING EVENTS**

**FES Seminar Champion (Defined)**

As appropriate, the FES Professional Development Committee will identify a volunteer to serve as the chairperson or “Champion” of live and distance learning events. Champions are FES members who have a vested interest in assisting the FES/FICE staff with the planning, promotion, and success of a particular seminar.

**Champion Planning**

Champions have a working knowledge of the area to be addressed by the seminar.

Champions are able to suggest the topics and presenters.

Champions help FES/FICE staff plan an appropriate agenda.

Champions will describe the goal of the seminar and list the learning objectives.

Champions may make first contact with potential speakers.

Champions provide FES staff with the names and contact information of each speaker.

**Champion Promotion**

Champions will:

- assist staff in promoting attendance;
- suggest appropriate language to describe the topic;
- identify appropriate market sectors;
- suggest potential sponsors and exhibitors, as appropriate.

**Champion Attendance of Live Event**

As appropriate, Champions will attend the seminar and serve as moderator or host.

**FES/FICE Staff Duties**

Prepare a budget for each event.

Coordinate all arrangements with speakers.

Contract with the conference facility.

Develop, print and distribute promotional material.

Promote events in FES/FICE publications, mailings, electronic media, etc.

Handle participant registration and collection of registration fees.

Manage on-site details.

Pay expenses.

Conduct post event evaluation surveys.

Record professional development hours (PDHs).

Maintain records.

Approved by the FES Board of Directors  
May 15, 1969

Amended by the FES Board of Directors

July 28, 1988

August 4, 1994

August 6, 1998

November 19, 1998

November 7, 2008