



Hosting a Facility Tour and/or Education Session

Many of our WERCouncils' best-attended events are those suggested, hosted and run by members. If your company - or one of your company's customers - is interested in hosting an upcoming facility tour and/or education session, here are a few answers to the most frequently asked questions.

What is the Warehousing Education and Research Council (WERC)?

WERC is a not-for-profit national association focused on the logistics management professional and their role in the supply chain. Through membership in WERC, seasoned practitioners and those new to the industry master best practices and establish valuable professional relationships.

What are WERCouncils?

WERCouncils are regional groups of WERC members in warehousing, distribution and supply chain fields. These volunteer leaders coordinate education, community service and volunteer opportunities to other industry professionals (whether WERC members or not) at the local level.

Why should my company host a facility tour and/or education session?

These tours and education sessions are a great opportunity to showcase how your operation has implemented best practice processes and equipment that support your organization's goals to a regional network of supply chain industry insiders.

If my company agrees to host a facility tour and/or education session, what are its minimum obligations?

At a minimum, we ask you to provide:

- A location for people to meet prior to and after the tour to check-in and network.
- Person(s) to facilitate and lead the tour.

Optionally, your company may consider providing the following (but they are not required):

- A company representative who gives an introductory presentation about the facility, the company and anything unique or new within the operation (for example, a brief discussion about how the implementation of: lean practices, new equipment or software, safety training, etc.)

- Refreshments, box lunch, etc.

How much time is required for the facility tour and/or education session?

Your company decides how much time it wishes to dedicate, but typically these events last approximately 1.5 hours to 3 hours, depending on whether a box lunch is included. Sample schedules include:

Sample Mid-Day Session Schedule

11:00 AM - 11:30 AM	Check-In and Networking
11:30 AM - 12:15 PM	Presentation and Box Lunch
12:15 PM - 1:15 PM	Facility Tour and/or Education Session
1:15 PM - 1:45 PM	Q&A and Networking

Sample Evening Session Schedule

6:00 PM - 6:30 PM	Check-In and Networking
6:30 PM - 7:45 PM	Facility Tour and/or Education Session

Can our company prevent direct competitors from attending a facility tour and/or education session?

Absolutely. To prevent attendance from direct competitors, the host company provides a list of competitors they do not want to invite to their WERCouncil contact prior to issuing an event registration invitation for registrations.

Additionally, the host company may also review the company list prior to sending the invitation, as well as can pre-screen registrants prior to the events to verify that no competitors have signed up to attend.

Any registered participants the host company objects to attending will be contacted by WERC's National Office and their registration fee will be refunded.

Need more information about hosting a WERCouncil facility tour and/or education session? Contact the WERCouncil Chapter Coordinator at 630.990.0001 or wercouncil@werc.org.