

# Texas Floodplain Management Association

## Policy: TFMA Sponsored and Non-Sponsored Events & Attendee List



*Approved by TFMA Board on August 27, 2019*

### A. Purpose

The purpose of this policy is to provide guidance regarding TFMA sponsored and non-sponsored networking events and the distribution of conference and or summit attendee list.

### B. Background

1. **TFMA Sponsored Event:** Texas Floodplain Management Association (TFMA) hosts one Annual Conference and one Technical Summit for the purpose of providing continuing education opportunities to CFMs and non-CFMs in need of training. Part of the attraction to these conferences and summits is that participants are given the opportunity to network with their peers during networking socials. Since TFMA is the sponsor of these networking socials, the networking socials are considered a part of the conferences or summits and all registered attendees are encouraged to attend the TFMA networking socials.
2. **TFMA Non-sponsored Event:** Private companies play an important role in TFMA conferences and summits including providing financial support. Staff from the private companies who have registered for the TFMA conference and or summit are invited to participate at all TFMA networking socials. For some instances, private companies may want to conduct their own networking event (reception, dinner, etc.) during the TFMA conference or summit including inviting their own guests. These private events (which are considered as a TFMA non-sponsored event) may be held at the TFMA conference hotel or offsite. Private events are encouraged to avoid scheduling in conflict with TFMA sponsored events.
3. **TFMA Conference and or Summit Attendee List:** The private companies who are sponsors of either conference or summits have requested the list of those attending the conference or summit. The attendee list is used by the private company for the purpose of reaching out to a select group of members for their business.

### C. Procedure

#### 1. **TFMA Sponsored Event**

- a. During the TFMA Annual Conference and or Technical Summit, networking socials are part of the agenda.
- b. These networking socials are typically conducted during the evening and at the venue of the conference or summit.
- c. All conference and or summit registered attendees and sponsors are encouraged to attend.

**2. TFMA Non-Sponsored Event**

- a. Private companies are discouraged in conducting a private receptions/dinners while TFMA is hosting a networking social at the conference/summit.
- b. Private companies wishing to host a private reception/dinner at the TFMA host hotel, will need to:
  - i. Request a meeting room via the TFMA Executive Office for approval at least 30 days in advance of the TFMA sponsored event;
  - ii. Pay a meeting room rental/administrative fee of \$250.00 to reserve the space;
- c. Pre-registration list with name/address only, will be distributed to the company in their sponsor/exhibitor packet only during check in at the event

**3. Attendee List**

- a. Conference and or Summit sponsors and or exhibitors will be provided a listing of those who registered for the conference or summit.
- b. The list will be distributed to the sponsor/exhibitor in their packet during check in at the event.
- c. No pre-registration list will be distributed prior to any TFMA sponsored event.
- d. The registration list will include
  - i. Name of registrant
  - ii. Email
  - iii. Employer name