

2019, 2020 TEXAS TRAVEL SUMMIT MEETING ROOM SPECS AS OF 4/12/18

<u>DATE</u>	<u>HOLD ACCESS TIME</u>	<u>MEETING</u>	<u>SET-UP</u>	<u>A/V NEEDS</u>	<u>F/B</u>
Saturday	10:00am - 12:00 Midnight	TTIA Storage/Office Room (2 keys for TTIA Staff) (1 TTIA vehicle to unload starting at approx TBD)	None	None	None
		Pre-Con Meeting (3:00pm - 4:30pm)	TBD by host	None	None
Sunday	12:01am - 12:00 Midnight	TTIA Storage/Office Room (TTIA to unload several vehicles starting at approx 9am)	TBD, 5 keys for TTIA Staff	None	None
	12:01am - 12:00 Midnight	Vendor Table and Silent Auction Set-Up (2:00pm - 5:00pm)	# of classroom tables TBD (30-40 estimate), tables to be skirted and draped and set inside Grand Hall A (see final layout for placement)	None	None
	12:00pm - 5:30pm	TxDOT Administration Meeting (1:00pm - 5:00pm) - Day 1 or 2	Hollow square for 30. All tables draped and skirted with pads & pencils.	TBD and paid by TxDOT if any ordered (Elizabeth Small)	TBD and paid by TxDOT if any ordered (Elizabeth Small)
	12:00pm - 5:30pm	TTIA Executive Committee Meeting (2:00pm-5:00pm)	Conference for 24 persons. All tables draped and skirted with pads & pencils.	1 projection screen (16:9 format), AV cart with all cables needed (TTIA to use own laptop and projector), and connection to house sound system to laptop	TBD

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Sunday	12:01am - 12:00 Midnight	General Session AV and Room Setup (Times TBD by AV company)	Crescent rounds of 6 or rounds of 8 for 460+, (may change per final attendance). Stage - 16'D x 24'W x 2'H estimate w/2 sets of stairs with handrails (stage to accommodate panel of 5 in rental chairs and 1 coffee table; need space to move furniture to back of stage and provide room for speakers to walk). AV booth in room. One highboy table on stage placed in back corner for speaker waters, clear/plexiglass type floor podium with wireless mic and light (to be moved around on stage at various times), and U.S. pole flag on stand on stage-provided by Convention Center, Texas pole flag on stand on stage-provided by Convention Center. Will be adding a small amount of rental furniture to replace rounds in front middle area. Need space on floor for	Two projection screens (16:9 format, accommodate 4:3 also) - one placed on each side of stage, two projectors (rear screen projection), confidence monitor (with capability to show presenter notes on the monitor with next slide) in front of stage on floor for speakers. Will need cables set at stage in case speakers request their laptop be on stage (will use highboy currently on stage for laptop if this occurs). Will look into a stage backdrop with AV company so we may need extra space behind stage for pipe and drape or other equipment.	None
Monday	12:01am - 12:00 Midnight	TTIA Storage/Office Room	Existing	None	None
	12:00pm - 5:30pm	TxDOT Administration Meeting (8:00am - 12:00pm) - Day 2 or 2	Existing setup	TBD and paid by TxDOT if any ordered (Elizabeth Small)	TBD and paid by TxDOT if any ordered (Elizabeth Small)

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Monday	12:01am - 12:00 Midnight	Vendor Table and Silent Auction Set-Up (9:00am - 11:30am) and Open (1:30pm - 6:00pm)	Existing	None	None
	12:01am - 12:00 Midnight	TTIA Conference Registration (9:00am - 5:00pm)	3 skinned/draped tables and 6 chairs (3 tables to be placed against a wall if possible and another 3 in front of those). Also need one table in registration area for sponsor materials and one table for host CVB.	None	None
	12:01am - 12:00 Midnight	Luncheon/Gala AV and Room Setup (Times TBD by AV company)	Rounds of 10 for 460+ (count may change if attendance increases/decreases). Stage - 12'D x 24'W x 2'H w/2 estimate with 2 sets of stairs with handrails. AV booth in room, clear/plexiglass floor podium with wireless mic and light plus one highboy on stage, and U.S. pole flag on stand on stage-provided by Convention Center, Texas pole flag on stand on stage-provided by Convention Center.	Two projection screens (16:9 format, accommodate 4:3 also) - one placed on each side of stage, two projectors (rear screen projection). Will need cables set at stage in case speakers request their laptop be on stage (will use highboy on stage for laptop if this occurs). Will look into a stage backdrop with AV company so we may need extra space behind stage for pipe and drape or other equipment.	None

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Monday	8:00am - 12:00pm	TTIA Board of Directors Meeting (9:00am - 11:30am)	11 Crescent rounds of 6. All tables draped & skirted with pads, and pens	1 projection screen (16:9 format), AV cart with all cables needed (TTIA to provide laptop and projector), one wireless handheld mic on table stand and one wireless handheld mic on floor stand, and connection to house sound system to laptop.	TBD
	9:00am - 2:00pm	Travel and Tourism Research Association Meeting (9:30am - 11:00am)	Hollow square for 30. All tables draped and skirted with pads & pencils.	TBD and paid by TTRA	TBD and paid by TTRA
	10:30am - 1:00pm	TTIA New Executive Committee Meeting (11:45am - 12:45pm)	Conference for 24 persons. All tables draped and skirted with pads & pencils.	None	TBD
	9:00am - 2:00pm	TACVB Board Meeting (11:45am - 1:15pm)	Existing setup	TBD and paid by TACVB (Sarah Page)	TBD and paid by TACVB (Sarah Page)
	12:01am - 12:00 Midnight	General Session	Existing - add pads and pencils on tables	Existing plus: 5 lavalliere wireless mics, 1 wireless mic on podium (podium will move around stage), two wireless handhelds on floor stands in audience, and one wireless handheld on table stand at AV tech booth, and tech to be present during rehearsals and presentations. 2 laptops to be provided by TTIA.	TBD beverages throughout the day

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Monday	12:01am - 12:00 Midnight	Breakout Session #1	Rounds of 10 for room maximum count, floor podium in front of room	TBD - 1 projection screen, AV cart with cables for TTIA laptop and projector, connection to house sound, 2 lav mics, 1 wireless mic on floor stand, 1 wireless mic on podium	Water station setup
	12:01am - 12:00 Midnight	Breakout Session #2	Rounds of 10 for room maximum count, floor podium in front of room	TBD - 1 projection screen, AV cart with cables for TTIA laptop and projector, connection to house sound, 2 lav mics, 1 wireless mic on floor stand, 1 wireless mic on podium	Water station setup
	12:01am - 12:00 Midnight	Breakout Session #3	Rounds of 10 for room maximum count, floor podium in front of room	TBD - 1 projection screen, AV cart with cables for TTIA laptop and projector, connection to house sound, 2 lav mics, 1 wireless mic on floor stand, 1 wireless mic on podium	Water station setup
	12:01am - 12:00 Midnight	Breakout Session #4	Rounds of 10 for room maximum count, floor podium in front of room	TBD - 1 projection screen, AV cart with cables for TTIA laptop and projector, connection to house sound, 2 lav mics, 1 wireless mic on floor stand, 1 wireless mic on podium	Water station setup
	12:01am - 12:00 Midnight	Opening Reception (5:15pm - 6:00pm)	Existing: may add highboys in vendor village area if space allows	None	TBD - will need 2 host bars

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Tuesday	12:01am - 12:00 Midnight	TTIA Storage/Office Room	Existing	None	None
	12:01am - 12:00 Midnight	TTIA Conference (7:15am - 5:00pm)	Existing	None	None
	12:01am - 12:00 Midnight	Vendor Tables and Silent Auction Open 7:15am - 5:00pm)	Existing	Existing	None
	12:01am - 12:00 Midnight	Continental Breakfast (7:30am - 8:15am)	Buffet, Self-Serve. Food to be removed at approx. 8:30am. Beverages remain, Coffee can be refreshed as needed between 7:30am - 9:30am and 1:15pm - 4:00pm.	None	F/B TBD (banquet staff to confirm how much was eaten and/or # of left over items afterwards)
	12:01am - 12:00 Midnight	General Session	Existing - add pads and pencils on tables	Existing - same as Monday	TBD beverages throughout the day and TBD break in afternoon

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	12:01am - 12:00 Midnight	Breakout Session #2	Rounds of 10 for room maximum count, floor podium in front of room	TBD - 1 projection screen, AV cart with cables for TTIA laptop and projector, connection to house sound, 2 lav mics, 1 wireless mic on floor stand, 1 wireless mic on podium	Water station setup
	12:01am - 12:00 Midnight	Breakout Session #3	Rounds of 10 for room maximum count, floor podium in front of room	TBD - 1 projection screen, AV cart with cables for TTIA laptop and projector, connection to house sound, 2 lav mics, 1 wireless mic on floor stand, 1 wireless mic on podium	Water station setup
	12:01am - 12:00 Midnight	Breakout Session #4	Rounds of 10 for room maximum count, floor podium in front of room	TBD - 1 projection screen, AV cart with cables for TTIA laptop and projector, connection to house sound, 2 lav mics, 1 wireless mic on floor stand, 1 wireless mic on podium	Water station setup

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Tuesday	12:01am - 12:00 Midnight	Networking Luncheon (12:00pm - 1:20pm)	Existing - Speaker Rehearsals from 11:00am - 11:45am approximately.	Existing plus: 1 wireless mic on podium (plexiglass type podium may move around stage) and tech to be present during rehearsal and presentations. 1 Laptop provided by TTIA and 1 provided by AV.	TBD and Paid by Sponsor
Wednesday	12:01am - 12:00 Midnight	TTIA Storage/Office Room	Existing	None	None
	12:01am - 12:00 Midnight	TTIA Conference (7:15am - 5:00pm)	Existing	None	None
	12:01am - 12:00 Midnight	Vendor Tables and Silent Auction Open 7:15am - 5:00pm)	Existing	Existing	None
	12:01am - 12:00 Midnight	Continental Breakfast (7:30am - 8:15am)	Buffet, Self-Serve. Food to be removed at approx. 8:30am. Beverages remain, Coffee can be refreshed as needed between 7:30am - 9:30am and 1:15pm - 4:00pm.	None	F/B TBD (banquet staff to confirm how much was eaten and/or # of left over items afterwards)
	12:01am - 12:00 Midnight	General Session	Existing - add pads and pencils on tables	Existing - same as Monday	TBD beverages throughout the day and TBD break in afternoon

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	12:01am - 12:00 Midnight	Breakout Session #2	Rounds of 10 for room maximum count, floor podium in front of room	TBD - 1 projection screen, AV cart with cables for TTIA laptop and projector, connection to house sound, 2 lav mics, 1 wireless mic on floor stand, 1 wireless mic on podium	Water station setup
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	12:01am - 12:00 Midnight	Breakout Session #4	Rounds of 10 for room maximum count, floor podium in front of room	TBD - 1 projection screen, AV cart with cables for TTIA laptop and projector, connection to house sound, 2 lav mics, 1 wireless mic on floor stand, 1 wireless mic on podium	Water station setup

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	12:01am - 1:00pm	Vendor Teardown (5:00pm - 6:00pm)	None	None	None
	12:01am - 12:00 Midnight	Cocktail Reception (6:30pm - 7:15pm)	Assorted small cocktail tables with chairs and highboys spread out for approximately 250 persons, need space for 3 bars and maybe space for another 100 people to be standing in room as well	TBD, none currently	F/B TBD
	12:01am - 12:00 Midnight	TTIA Awards Gala Dinner (7:15pm - 9:15pm)	Existing - Will have rehearsals from approximately 6:00pm - 7:00pm	Existing - may need to add AV items for band - TBD for now	F/B TBD
Thursday	12:01am - 1:00pm	TTIA Storage/Office Room	Existing	None	None
	12:01am - 1:00pm	Continental Breakfast (8:00am - 8:45am)	Buffet, Self-Serve. Food to be removed at approx. 9:00am. Beverages remain, Coffee can be refreshed as needed between 7:45am - 9:15am.	None	F/B TBD (banquet staff to confirm how much was eaten and/or # of left over items afterwards)
	10 12:01am - 1:00pm	General Session	Existing (plan to cut down # of tables to TBD count) - Speaker Rehearsals begin at 7:15am.	Existing like Tuesday, except mic # to change	beverages TBD