

How to Host an ICD USA Section President/Officer

updated 2020

The Presidents love to attend your meetings and visit your folks; the following is a list of suggestions for a smooth interchange. Please note the President or his/her staff will usually be making the travel plans, please ensure you have identified the days of the visit, to include the time it takes to get to the airport or other transportation.

1. Prepare an itinerary. For example:

Wednesday, January XX, 20XX

- 2:00 pm Depart – XXXX Airport
- 3.30 pm Arrive – XXXX Airport
- 4:00 pm Will you have someone meeting the President? If not, what ground transportation do you recommend? What is the travel time to the hotel?
- 4:30 pm Arrive Hotel - Have you identified the hotel by name and address? Have you made reservations? Have you included a phone number for the hotel? Do you have a confirmation number?
Do you have any evening activities planned?
Were you able to get Honorary Admittance to the official meetings/trade show?

Thursday, January XX, 20XX

- 7:30 am Breakfast – Are you meeting the President for breakfast?
- 8:00 am Are there any morning meetings? Have you provided directions to the meeting or an escort?
- 12:00 Noon Lunch - Is the President's meal being paid for by your group? Has this been communicated to him/her? Escort or directions? Is the president expected to make a few comments? Have you provided background and updated info? How long should his/her comments be?

Friday, January XX, 20XX

- 2:00 pm Depart Hotel for Airport – Are you providing transportation?

2. Ask Questions. For Example:

- Is a spouse coming?
- Is there anyone you would like to set up a meeting with while you are here?
- Is there any place you would like to visit?

3. Provide:

- Your contact phone number(s) and e-mail address
- The dress code for all events
- List of your local Officers past and present. Who are the people the president should speak with?
- Any request for ICD brochures?

4. A note of appreciation is always appropriate since the President took the time out of his/her schedule to be with your group. (Thank you notes are available from the Section Office)

5. The Section Office covers the following expenses for the ICD Section President during official visits.

- a. Ground transportation (including travel from residence to airport and return, travel from airport to meeting site and return, and airport parking) at a maximum of \$100.00 or actual cost based upon submitted receipts, whichever is less.
- b. Travel to meetings - The Section will reimburse for coach airfare upon submitted receipt. If travel is made by vehicle, reimbursement will be made at the specified IRS mileage that is current, up to the cost of coach airfare.
- c. If the meeting requires an overnight stay(s), lodging shall be reimbursed for the cost of a hotel room and taxes at the designated rate at the designated hotel based upon submission of receipts for the specified number of nights.
- d. Incidentals shall not be reimbursed for official business.