

WEF Visit Coordination Sheet

Member Association: [Click here to enter text.](#)
 Dates of Conference: [Click here to enter text.](#)
 WEF Board of Trustee (BOT) attending (name and email):

TRANSPORTATION, ACCOMODATIONS, and REGISTRATIONS

1. Provide the date/time we should plan to arrive/depart the conference:
Arrive: [Click here to enter text.](#) **Depart:** [Click here to enter text.](#)

2. What airport do you recommend we fly into? [Click here to enter text.](#)
 - a. What mode of transportation is available from the airport? [Click here to enter text.](#)
 - b. What is the travel time from the airport to the conference venue? [Click here to enter text.](#)

3. Who is our main contact? [Click here to enter text.](#)
Name: [Click here to enter text.](#) **Position:** [Click here to enter text.](#)
Phone: [Click here to enter text.](#) **Email:** [Click here to enter text.](#)

4. Will the MA reserve hotel accommodations: Yes No
 Are the WEF Representatives responsible to pay for the hotel? Yes No
Hotel: [Click here to enter text.](#) **Phone:** [Click here to enter text.](#)
Address: [Click here to enter text.](#)

5. Will the MA arrange conference registration? Yes No
 Will the WEF Representatives pay for conference registration? Yes No

6. Provide name and position of the AWWA official representative(s), if applicable.
Name: [Click here to enter text.](#) **Position:** [Click here to enter text.](#)

7. The WEF Representative is available to share WEF news at the MA Board meeting, opening general session, and/or at an Open Forum. Details are flexible. Please provide in the schedule below.
 - The BOT member would like to have time 30 minutes on the MA Board meeting agenda. Purpose: to share and answer questions and facilitate listening and open exchange.
 - Please provide 15 minutes for BOT member to share WEF updates at the MA Opening General Session.
 - WEF would like to have the MA incorporate a 60-minute Open Forum for attendees on a water related topic, led/facilitated by the BOT member. Topic examples, Workforce Development and DEI, National Wastewater Surveillance, Water Resource Recovery, Small Communities, or some such short topic that is mutually agreeable.

Provide a schedule of conference events for the WEF Representative(s) to attend and their purpose.

Required?	Function	Date	Time	Purpose

8. Ordering your MA Awards: Please send your official MA Awards Order Form to Dianne Crilley dcrilley@wef.org copy your WEF Staff Liaison on the email. MA Awards Orders must be received a minimum of 8 weeks prior to the start of the conference date. Expenses for late and rush orders, overnight shipping, etc will be billed to the MA.

[MA Awards Order Form](#)

9. WEF Member Association Awards presented at your MA conference: Below, please provide a brief write-up for each award winner selected for the Bedell, Hatfield, Burke and Laboratory Analyst awardees.

[Click here to enter text.](#)

10. May we help your MA in any other way? How might visiting WEF Staff offer guidance, provide value and/or participate? [Click here to enter text.](#)

PLEASE E-MAIL THIS FORM TO: Your WEF AE Staff Liaison

Thank you!