TABLE OF CONTENTS

AMERICAN CONCRETE INSTITUTE

ABOUT EVENT SERVICES

ACI CONVENTIONS

ACI SMALL MEETINGS

ACI INTERNATIONAL CONFERENCES

ADVANCING ORGANIZATIONAL EXCELLENCE (AOE)

➢ AMERICAN COAL ASH ASSOCIATION (ACAA)
➢ AMERICAN SHOTCRETE ASSOCIATION (ASA)
➢ BUILDING OWNERS AND MANAGERS ASSOCIATION OF METROPOLITAN DETROIT (BOMA)
➢ POST-TENSIONING INSTITUTE (PTI)

PLEASE DIRECT QUESTIONS TO:

LAUREN E. MENTZ
DIRECTOR, EVENT SERVICES
38800 COUNTRY CLUB DRIVE
FARMINGTON HILLS, MI 48331
TEL: 248-848-3799
E-MAIL: LAUREN.MENTZ@CONCRETE.ORG
INTRODUCTION TO ACI

The American Concrete Institute (ACI) is a not-for-profit scientific and educational society, organized in 1904, to represent public agencies, engineers, architects, owners, contractors, educators, or other specialists interested in the design, construction, maintenance or rehabilitation of concrete structures. ACI is a forum—through the media of conventions and meetings; the ACI Structural Journal, the ACI Materials Journal, Concrete International, and special publications; chapter activities; and technical committee work—for the discussion of problems relating to concrete and the development of solutions to them.

ABOUT ACI

ACI WEBSITE:    WWW.CONCRETE.ORG

SIZE OF MEMBERSHIP:    20,000 (SPANNING OVER 120 COUNTRIES)

MEMBERSHIP DEMOGRAPHICS:
Individual members include top management, design engineers, material engineers, plant engineers, research engineers, marketing & sales, technical specialists, architects, quality control, educators, students and miscellaneous members

BOARD OF DIRECTION:    18 MEMBERS

COMMITTEES:    APPROX. 180 (TECHNICAL, EDUCATIONAL AND BOARD COMMITTEES)

CHAPTERS:    TOTAL 95 (55 DOMESTIC, 40 INTERNATIONAL), PLUS 125 STUDENT CHAPTERS

PRINCIPLE STAFF:    RONALD G. BURG, EXECUTIVE VICE PRESIDENT
LAUREN E. MENTZ, CMP
DIRECTOR, EVENT SERVICES
PHONE: 248-848-3799
EMAIL: LAUREN.MENTZ@CONCRETE.ORG

AMERICAN CONCRETE INSTITUTE (ACI)

➢ EVENT SERVICES DEPARTMENT
  • Manages the Event Services department and meeting professionals.
  • Oversees the successful contracting, planning, and execution of approximately 100+ meetings, conventions, international conferences, and events for ACI and AOE clients.
  • Analyze, forecast and develop the departmental budget.
  • Provide guidance, coaching, and training to staff for activities/projects.
  • Evaluate and provide recommendations on event/meeting strategy and architecture.

➢ ACI CONVENTION
  • Evaluate and contract for future ACI Convention event locations.
  • Site Selection
  • Oversees planning and operations of the convention.
  • Manages the ACI room block and rooming lists.

➢ COMMITTEE SUPPORT
  • Liaison to International Conferences/Conventions Committee and Structural Concrete in the Americas Workshop Task Group
  • Implement committee initiatives as necessary
**AMERICAN CONCRETE INSTITUTE (ACI)**

- **CONVENTIONS**
  - Coordinates the Opening Session – script development, stage design, usher training, session graphics and materials
  - Develops signage
  - Coordinates logistics of student competitions
  - Manages room block including development of staff, student, supplier and VIP rooming lists
  - Contracts for destination management services such as registration staff and transportation
  - Session coordination
  - Plans 35+ sessions per convention
  - Works with 50 – 70 moderators and 200+ speakers
  - Presentation management
  - Assists with development of webinars held at convention
  - Assists in the development and compilation of the convention program book
  - On-site operations

- **INTERNATIONAL STUDENT COMPETITIONS**
  - Coordinates logistics for competitions
  - Develops specs, reviews BEO’s, AVEO’s, and event orders as needed
  - Contracts sleeping rooms and assists with travel arrangements for staff
  - Bill reconciliation

- **INTERNATIONAL WORKSHOP**
  - Oversees speaker management
  - Oversees materials development – invitations, proceedings, event program, signage etc.
  - Works with Workshop Chair, develops agenda, and takes meeting minutes.

- **ACI GOVERNANCE**
  - Assists the Executive Committee with national and international travel arrangements
  - Manages the day-to-day ACI activities of the Executive Committee
  - Plans the summer and winter Executive Committee Meetings
  - Prioritizes the Executive Committee’s schedules to be more efficient and effective

- **KEY GUEST PROGRAM**
  - Welcomes key guests as they arrive at the ACI Convention
  - Recommends committee meetings and sessions for VIP’s to attend
  - Coordinates local transportation for VIP’s

- **ACI SEMINAR PROGRAM**
  - Site research
  - Contract negotiation
  - Budgeting and bill reconciliation
  - Creates detailed specs for hotel and other suppliers
  - Reviews and signs all BEO’s, AVEO’s and orders from suppliers
ELIZABETH C. ZIMMERMAN
EVENT PLANNER
PHONE: 248-848-3186
EMAIL: ELIZABETH.ZIMMERMAN@CONCRETE.ORG

AMERICAN CONCRETE INSTITUTE (ACI)

➢ CONVENTION
  • Coordinate exhibit area setup and activities
  • Works with host chapters to coordinate local planning of the convention
  • Research, selection and contracting for decorator services
  • Assist with the development of the exhibitor prospectus
  • Develop the exhibitor floor plan
  • Liaison with decorator, exhibitors and local chapter
  • Assigns booth space
  • Tracks exhibitor points
  • Answers questions and assists exhibitors as needed
  • Works with Chapters to coordinate the local efforts for planning a convention
  • Convention Marketing
  • Inventory, purchasing and shipping of convention materials
  • Development of miscellaneous convention materials such as invitations and flyers
  • Contracts security services

➢ MISCELLANEOUS SMALL MEETINGS
CARIANN J. NAGY, CMP
EVENT PLANNER
PHONE: 248-848-3818
EMAIL: CARIANN.NAGY@CONCRETE.ORG

POST-TENSIONING INSTITUTE (PTI)

➢ **ANNUAL CONVENTION & FALL COMMITTEE DAYS**
  - Site research
  - Contract negotiation
  - Budgeting and bill reconciliation
  - Creates detailed specs for hotel and other suppliers
  - Reviews and signs all BEO’s, AVEO’s and orders from suppliers
  - Room block management
  - Speaker management
  - Maintains history and timelines
  - On site material development – programs, signage etc.

➢ **25+ CERTIFICATION WORKSHOPS**
  - Site research
  - Contract negotiation
  - Budgeting and bill reconciliation
  - Creates detailed specs for hotel and other suppliers
  - Reviews and signs all BEO’s, AVEO’s and orders from suppliers
  - Room block management
  - Maintains history and timelines

➢ **DESIGN SEMINARS**
  - Site research
  - Contract negotiation
  - Budgeting and bill reconciliation
  - Creates detailed specs for hotel and other suppliers
  - Reviews and signs all BEO’s, AVEO’s and orders from suppliers
  - Room block management
  - Maintains history and timelines

➢ **WORLD OF CONCRETE/TRADESHOW PARTICIPATION**
  - Makes arrangements tradeshow booth, staff/VIP registration and sleeping rooms
  - Coordinates miscellaneous meetings including Board of Directors held in conjunction with World of Concrete

AMERICAN SHOTCRETE ASSOCIATION (ASA)

➢ **ANNUAL CONVENTION**
  - Site research
  - Contract negotiation
  - Budgeting and bill reconciliation
  - Creates detailed specs for hotel and other suppliers
  - Reviews and signs all BEO’s, AVEO’s and orders from suppliers
  - Room block management
  - Speaker management
  - Maintains history and timelines
  - On site material development – signage etc.
AMERICAN CONCRETE INSTITUTE (ACI)
➢ EVENT PROFILE & HISTORY
• Compiles profile and history for all ACI and CAM events
• Develops history for new clients
➢ EMPLOYEE TRAVEL
• Receives and reviews monthly travel agency reports
• Provides travel procedures and training to new employees
• Provide internal support for ACI staff regarding travel questions
• Conducts periodic assessments of travel agent services
• Periodically reviews travel policy and makes recommendations to management

AMERICAN COAL ASH ASSOCIATION (ACAA)
➢ MEMBERSHIP MEETING (WINTER)
➢ MEMBERSHIP MEETING (SUMMER)
➢ MEMBERSHIP MEETING (FALL)
• Plans and manages all aspects of three ACAA meetings
• Site research and selection
• Negotiates and contracts for venues and event related services
• Budgeting
• Assists with marketing efforts
• Develops specs, reviews BEO’s, AVEO’s and event orders as needed
• Coordinates off site activities/events (as necessary)
• On site operation
• Bill reconciliation
• Maintains history and timelines
➢ WORLD OF COAL ASH
• Sponsorship sales and stewardship raising
• Exhibit sales and coordination
• Research, selection and contracting for decorator services
• Development of exhibitor prospectus and floor plan
• Assigns booth space

ACI FOUNDATION - STRATEGIC DEVELOPMENT COUNCIL (SDC)
➢ PLANS AND MANAGES ALL ASPECTS OF TWO SDC MEETINGS
• Site research and selection
• Negotiates and contracts for venues and event related services
• Budgeting
• Assists with marketing efforts
• Develops specs, reviews BEO’s, AVEO’s and event orders as needed
• Coordinates off site activities/events (as necessary)
• On site operation
• Bill reconciliation
• Maintains history and timelines
AMERICAN CONCRETE INSTITUTE (ACI)

CONVENTIONS
- Helps develop costing/budget for convention events
- Develops and maintains timelines and production schedules
- Works with hotels/venues to finalize function space
- Scheduling of all events held at the convention
- Liaison with Committee Chairs and staff liaisons to coordinate meetings at conventions
- Develops numeric committee meeting schedule
- Develops specs and resume for convention events
- Reviews event orders
- Oversees and assists with the compilation of the convention program book
- Develops floor plans
- On-site operations
- Maintains history
- Reconciles convention billing
- Costing and bill reconciliation

INTERNATIONAL WORKSHOP
- Works with Workshop Chair, develops agenda, and takes meeting minutes.
- Coordinates F&B and AV.
AMERICAN CONCRETE INSTITUTE (ACI)

- **CHAPTER ROUNDTABLE MEETINGS**
  - 1 domestic
  - Site research
  - Contract negotiation
  - Budgeting
  - Bill Reconciliation
  - Creates detailed specs for hotel and other suppliers
  - Reviews and signs all BEO’s, AVEO’s and orders from suppliers
  - Room block management
  - Develops on site materials if needed
  - Maintains history
  - Manage staff and VIP rooming requirements

- **IN-HOUSE MEETINGS AT ACI HEADQUARTERS (50+)**
  - Vendor Research
  - Contract negotiation
  - Transportation coordination
  - Tour and special event coordination
  - Caterer selection and BEO’s
  - Room setup and AV coordination
  - Onsite execution
  - Bill reconciliation

- **EMPLOYEE EVENTS TO INCLUDE SUMMER AND WINTER LUNCHEONS**

- **MISCELLANEOUS SMALL MEETINGS**