TOUR ORGANIZER FORM
2021 Annual International Meeting – July 11-14 – Anaheim, California USA

FORM DEADLINE: January 20, 2021

TOUR TITLE: ____________________________________________________________

ORGANIZER CONTACT INFORMATION:
Organizer(s): ___________________________________________________________
Company: ______________________________________________________________
Address: __________________________________________________________________
City/State/Zip: ____________________________________________________________
Phone: __________________________ Fax: ______________________________________
Email: ________________________________________________________________

ASABE COMMITTEE SPONSORSHIP: ________________________________________

TOUR DESCRIPTION: (for program booklet and web site listing)

DATE OF TOUR:
Saturday, July 10     No. of hours ________     ___ Morning     ___ Afternoon     ___ Full Day
Sunday, July 11      No. of hours ________     ___ Morning     ___ Afternoon     ___ Full Day
Monday, July 12      No. of hours ________     ___ Morning     ___ Afternoon     ___ Full Day
Tuesday, July 13     No. of hours ________     ___ Morning     ___ Afternoon     ___ Full Day
Wednesday, July 14   No. of hours ________     ___ Morning     ___ Afternoon     ___ Full Day
Thursday, July 15    No. of hours ________     ___ Morning     ___ Afternoon     ___ Full Day

Tour to depart __________________________________________________________

FOOD & BEVERAGE:
____ Lunch     If so, where __________________________________________________
____ Dinner    If so, where __________________________________________________

TOUR HOST: (Person who will be riding the bus, responsible for passenger count and keeping the tour on time)
TRANSPORTATION: ASABE will be securing transportation contracts for travel on this tour.

_____ Tour Bus (up to 47)  _____ Mini Coach (up to 30)  _____ Passenger Van (up to 15)
_____ Walk  _____ Individuals Responsible

APPROXIMATE MILEAGE:

_____ One Way  _____ Round Trip

DIRECTIONS: Attach detail directions from MapQuest, Rand McNally or similar driving directional resource

HANDOUTS: (Instructors are responsible for duplicating and supplying handouts. ASABE will reimburse for costs – if necessary)

Please select from the following:  I will be preparing handouts:  

- Yes  - No

Approximate total cost for handouts  $_____________

Require reimbursement?  

- Yes  - No

PARTICIPANTS SPECIAL REQUIREMENTS:
Please list clothing, footwear, residency issues, that we may need to list in promotion of this tour:  
________________________

Will organizer be offering complimentary meeting registration to any hosts the tour is visiting? (i.e. business owners, farmers/ranchers)

_______________________________________________________________________________________________________

_________________________________________________________________________________________________________

MINIMUM/MAXIMUM NUMBER OF ATTENDEES:  Minimum _____  Maximum_______ 

IS THIS A VIRTUAL TOUR?  

- Yes  - No  

If YES, then complete the following:

ROOM SET-UP:

- Classroom Style with tables  - Theater style  - Combination classroom style and theater style

AUDIO/VISUAL EQUIPMENT:  (Provided in each room will include the following equipment at no charge)

- LCD Projection Unit (PowerPoint program 2000, or higher)  - Screen
- Computer with Zip or CD (Presentation can be installed prior to class)  - Wired Microphone

ADDITIONAL AUDIO VISUAL NEEDS:  (There are additional charges for any of the following)

- Over-head projector  - Slide projector & screen  - Switcher  - VCR/TV
- Internet connection  - Computer hubs & power-cords at an additional charge/electrical drop
- Computer rental – charge per unit.  Approximate number of computers needed __________ per attendee

SPEAKER / INSTRUCTORS
One of the following options may be selected concerning speaker/instructor needs. Please select one, if applicable:

- Option one:  Speaker/Honorarium fee - $500 maximum
- Option two:  One complimentary meeting registration
- Option three:  One sleeping room reservation for up to four nights