



Host the next NWTX!

Why it's a great idea

The experts come to you! This is a fantastic opportunity to hear from experts on the issues that matter most to your agency

Access for your staff to attend part or all of the conference

Opportunity to showcase your projects

Priority in developing the agenda and conference themes

What is expected of a NWTX host?

Before the Event: Planning Tasks

- Participate on the Planning Committee, with monthly conference calls Feb - Sept
- Find venue
- Set dates
- Call for & determine agenda items (with committee)
- Set up registration form & confirm attendees
- Create suggested hotel & lunch location lists
- Organize a group outing (technical tour) and select a happy hour location

During the Event: Hosting tasks

- Nametags
- Gather & organize presentations
- Manage agenda
- Provide light refreshments
- Help guide attendees to lunch + happy hour
- Guide technical tour

Costs to expect

We maintain a no-fee entry by keeping costs low for hosts: there are no expectations of excess perks or extravagant catering

- Staff time for planning and hosting
- Venue or room rental fees (if applicable – we encourage on-site locations, if possible)
- Light refreshments
- Field trip costs
- Bus passes for participants