ITE CANADA District

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A Canadian Non-Profit Corporation registered as
Canadian Institute of Transportation Engineers

Conference Policy

1. Purpose

The purpose of the Conference Policy is to establish general principles for planning and implementing the ITE Canada Annual Conference.

This policy is supported by the ITE Canada Conference Guidelines.

2. Glossary of Terms

Conference* or *Annual Conference: the annual meeting of the ITE Canada membership

Executive Liaison: primary liaison between the LAC and the ITE Canada Executive Committee, typically the presumed President of ITE Canada for the calendar year in which the subject conference takes place (or designate)

LAC: Local Arrangements Committee consisting primarily of members of the host Section

Chair, LAC Chair,* or *Conference Chair: the chair of the LAC for the subject conference, refers collectively to Co-Chairs as appropriate

3. Scope

This policy applies to all individuals involved in the planning and implementation of the Annual Conference.

ITE Canada will also be periodically requested to host the ITE International Annual Meeting jointly with our Annual Conference. In that case, ITE International will be responsible for the conference budget, facilities, and program and ITE Canada will take on a supporting role in organizing the conference. In this case, a surplus for the Canadian District is not expected and the Local Arrangements Committee will work primarily with ITE International to plan the conference.

4. Conference Location

The conference will be hosted by a Canadian ITE Section.

The ITE Canada Executive Committee will select a city for the Conference in consultation with potential host Sections.

The following considerations shall be taken into account when selecting a city:

1. There should be a balanced geographic distribution of host cities over time
2. All else being equal, no two consecutive conferences should be held in the same region of Canada
3. ITE International meetings may dictate the location of a future conference
4. A city should not be selected unless there is sufficient capacity in the local section to establish an active LAC
5. A city should not be selected unless suitable venues (conference centre, sufficient number of hotel rooms, and/or supporting event facilities) are all available in the date range established below

In the case of an ITE International Annual Meeting jointly hosted in Canada, the items above should still be taken into consideration.

5. Conference Dates

The Annual Conference will be held on dates falling between the Victoria Day long weekend in May and Father's Day in June.

The Conference typically runs Sunday through Wednesday with Executive, Board, and Committee meetings on the preceding Saturday and Sunday.

Consideration shall be given to the dates of other major industry conferences if they are known at the time facilities are booked.

Final dates will be determined by the availability of facilities.

6. Conference Components

In addition to the technical and plenary sessions and social events, these ITE Canada events are often scheduled as part of the Conference week activities:

- Traffic Bowl on Monday afternoon - *organized by Traffic Bowl Committee/Coordinator*
- Student Leadership Summit on the weekend preceding the conference - *organized by Student Chapter(s) of the host Section with support from ITE Canada*
- Training workshops - *organized by ITE Canada Training Committee*

Early communication and coordination should take place between the relevant committees for these activities to ensure smoother planning.

7. Conference Budget

The LAC, in consultation with the Executive Liaison, shall reference the Conference Guidelines to prepare a draft budget that includes estimated fixed costs, variable costs, and revenues:

- The draft budget shall consider the effects of low, medium, and high attendance scenarios based on attendance figures from recent District conferences and taking the conference location into consideration
- The draft budget expenses shall include a $10,000 contingency
- The draft budget shall target a surplus to contribute to the ITE Canada general operating fund. This surplus will be identified annually in the organization's budget approved by the Board and communicated to the LAC.
- The draft budget shall identify registration prices and anticipated attendance rates
- The draft budget shall account for the subsidized registrations detailed in the Guidelines

The ITE Canada Executive Committee must approve the conference budget prior to implementation.

The ITE Canada Treasurer is responsible for providing oversight and reporting on the conference's financial status.

The host Section shall receive a 20% share of any conference surplus, to a maximum of $10,000 for the Section. If there is a budget deficit, the host Section will not suffer any loss. The District should consider offering an additional $5,000 to the host Section to support LAC conference registration costs.

8. Contracts

The sitting ITE Canada President or designate is responsible for signing of all contracts associated with the conference including those associated with facilities, tours, and any other ancillary services required.

9. Approval Authority

The ITE Canada Executive Committee will be responsible for key elements of the conference, including hotel/facility selection, technical program, sponsorships, and exhibitors. The LAC is intended to plan the remainder of the Conference with relative autonomy within the framework of this Policy and the Conference Guidelines.

However, to ensure appropriate oversight and to maintain expectations from year to year, there are aspects of the Conference that the LAC may not change without consulting the ITE Canada Executive Committee. This should first be through discussion with the Executive Liaison and then, if necessary, the full Executive Committee.

The areas of the Guidelines that require more careful consideration before varying from typical practice are emphasized with reference to the Executive Liaison or Executive Committee in red text like this sample:

"...must be approved in advance by the ITE Canada Executive Committee."

In particular, the following aspects of the conference are subject to ITE Canada Executive Committee approval:

- Changes to subsidized registrations and attendance as listed in the Conference Guidelines
- Changes to the approved budget in excess of $1,000 or that would, in aggregate, exceed the contingency amount of $10,000
- Changes to the overall structure of the conference - e.g., rescheduling key events or significant changes to event formats

If the LAC is uncertain, the Executive Liaison will provide advice regarding if a proposal requires ITE Canada Executive Committee approval.

10. History

Action	Date	Approval	Description
Amendment	2026 September 23	ITE Canada Board of Directors	Adjustment of maximum Section share of conference revenues and additional of funds available for LAC registration costs, minor text edits for clarification
Amendment	2025 January 15	ITE Canada Board of Directors	Operational items moved to Conference Guidelines, roles and approval authority clarified
New Policy	2019 February 7	CITE Board	

Review Period: 2 years
Due for Review: 2028 September