



# PHILIPPINE INSTITUTE OF CIVIL ENGINEERS, INC.

## CRITERIA AND REQUIREMENTS FOR THE SELECTION OF HOST CHAPTER(S) OR REGION(S) OF THE 2012 PICE MIDYEAR AND NATIONAL CONVENTIONS

**Proposal for:** \_\_\_\_\_

**Proposed Venue:** \_\_\_\_\_

**Proposed Date:** \_\_\_\_\_

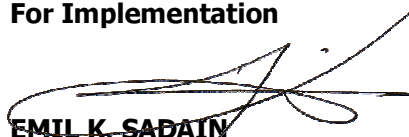
ITEM NO.	CRITERIA	WEIGHT	REMARKS
<b>A.*</b>	<b>CAPABILITY OF THE CHAPTER(S)</b>		
<b>A.1</b>	Organizational <ul style="list-style-type: none"> <li>- Total life members</li> <li>- Total active members</li> <li>- Total regular members</li> <li>- Total student chapters</li> <li>- Total student members</li> <li>- Hosted previous convention(s)</li> </ul>	15%	
<b>B.*</b>	<b>FACILITIES</b>		
<b>B.1.</b>	Venue	10%	
	1.1. Hall <ul style="list-style-type: none"> <li>- opening ceremony / plenary session / special lectures / fellowship night</li> <li>- capacity: min of 4,500 pax with roundtable and theatre style set-up</li> <li>- accessibility and adequacy</li> <li>- lighting and ventilation facilities</li> </ul>	2	
	1.2. Availability of Function rooms for break-out sessions or concurrent activities <ul style="list-style-type: none"> <li>- Secretariat room</li> <li>- Kit distribution area</li> <li>- Hospitality room</li> <li>- Function room for technical tracks (A &amp; B)</li> <li>- Breakfast meeting with chapter presidents</li> <li>- College of Fellows meeting</li> <li>- International roundtable discussion</li> <li>- Electoral College Assembly</li> <li>- Election</li> <li>- Counting</li> <li>- Election of the National Board of Directors</li> <li>- Courtesy room for sponsor</li> </ul> <p>Student Activities</p> <ul style="list-style-type: none"> <li>- Bridge Building Competition</li> <li>- National Civil Engineering Quiz</li> <li>- National Civil Engineering Student Conference</li> </ul>	2	
	1.3. Exhibit area <ul style="list-style-type: none"> <li>- 30 (2x2x8) exhibit booths</li> <li>- 20 (2x2x8) concessionaire booths</li> <li>- booth contractor</li> </ul>	2	
	1.4. Other areas <ul style="list-style-type: none"> <li>- registration area</li> <li>- membership counter</li> <li>- student counter</li> <li>- PRC counter</li> <li>- chapter assistance / tourism counters</li> <li>- hotel accommodation counter</li> <li>- grand raffle counter</li> </ul>	2	
	1.5. Availability of AV equipment / free use <ul style="list-style-type: none"> <li>- sound system</li> <li>- cost of AV equipments with specs</li> <li>- cost and size of wide screens</li> <li>- rental of laptops/computers, printers, etc.</li> </ul>	2	

<b>B.2.</b>	Sports facilities	5%	
	2.1. golf - no. of holes - venue for fellowship and awarding - accessibility - cost	2	
	2.2. 10 pin bowling - no. of lanes - venue for fellowship and awarding - accessibility - cost	1	
	2.3. badminton - no. of courts - venue for fellowship and awarding - accessibility - cost	1	
	2.4. billiards - no. of tables - venue for fellowship and awarding - accessibility - cost	1	
<b>B.3.</b>	Food service - caterers within the area - cost, sufficiency, efficiency and quality - tables and chairs	5%	
<b>B.4.</b>	Hotels, Inns, Lodging Houses - total number of hotels in the area - total number of rooms - total number of delegates to be accommodated in the area - cost - facilities and accessibility - capability of the location to accommodate min of 4,500 pax	5%	
<b>C.</b>	<b>ACCESSIBILITY</b>	10%	
<b>C.1.</b>	Air - frequency / schedule of flights / type of aircraft / approx no of pax per flight - fare	4	
<b>C.2.</b>	Land - frequency / bus schedules - fare	2	
<b>C.3.</b>	Sea - frequency / ferry schedules - fare	2	
<b>C.4.</b>	Public Utility Vehicles - accessibility of the venue	2	
<b>D.*</b>	<b>PROFITABILITY</b> - sponsorship, advertisers and exhibitors - receipts against expenses	50%	

**TOTAL**

**100%**

**For Implementation**

  
**EMIL K. SADAIN**  
National 2<sup>nd</sup> Vice President and Chairman,  
Regional Technical Conferences Committee

  
**ROMEO S. MOMO**  
National President

Subject : **Space Requirements –National Convention**  
Target : **4,500 Participants (at least)**  
Proposed venue : \_\_\_\_\_

	Required Space / Set-up	Venue	DAY 00	DAY 0	DAY 1	DAY 2	DAY 3
Secretariat	• 100 sq.m.- room		1:00 pm – 8:00 pm	8:00 am – 6:00 pm	6:00 am – 9:00 pm		6:00 am – 2:00 pm
Storage / Kit Assembly & Distribution Area	• 100 sq.m - room		1:00 pm – 8:00 pm	8:00 am – 8:00 pm	8:00 am – 12:00 nn		
Technical Exhibit	• Good for 30 2m x 2m x 8ft booths			1:00 pm – 6:00 pm	8:00 am – 5:00 pm		8:00 am – 12:00 nn
Souvenirs Sellers	• Good for 20 2m x 2m x 8ft booths			1:00 pm – 6:00 pm	8:00 am – 5:00 pm		8:00 am – 12:00 nn
Registration Area	• Long table good for 25 pax with chairs			12:00 nn – 7:00pm	8:00 am – 5:00 pm		
Hotel Accommodation Counter	• Long table good for 10 pax with 100 chairs			12:00 nn – 7:00pm	8:00 am – 5:00 pm		
Other counters	• Preferably near the ballroom or at the lobby			12:00 nn – 7:00 pm	8:00 am – 6:00 pm	8:00 am – 6:00 pm	8:00 am – 12:00 nn
Membership Counter							
Student Counter							
PRC Counter							
Information Counter							
Chapter Assistance							
Lodging							
Tourism Counter							
Grand Raffle							
VIP Holding Room/ Speakers' Hospitality Room	• Good for 50 pax • with tables and coffee area				7:00 am – 8:00 pm	7:00 am – 6:00 pm	7:00 am – 12:00 nn
Opening Ceremony Plenary Session Special Lectures	• Good for at least 4,500 with round tables				7:00 am – 6:00 pm		
	Without roundtable set-up (proposed venue for lunch)						
Fellowship night	• Good for 4,500 pax • Round table				6:00 pm - onwards		
National Civil Engineering Quiz	• Good for 16 pax with tables • Gallery good for 100 pax				1:00 pm – 6:00 pm		
Electoral College Assembly	• Gallery good for 800 pax				3:00 pm – 5:00 pm		
Technical Sessions Modules A,B	• Good for 1,500 – 2,000 pax each module roundtable set-up					7:00 am – 6:00 pm	
Chapter Presidents' Meeting	• Good for 120 pax (Breakfast) • round table set-up					7:00 am - 10:00 am	
College of Fellows Meeting	• Good for 15 pax • U-shape set-up					10:00 am – 12:00 nn	
Bridge Building Competition	• (30) Rectangular tables with 5 chairs per table • Gallery for 150 pax • (1) head table for 5 pax					9:00 am - 5:00 pm	
Election	• Function room good for 100 voters and 30 election assistants using rectangular tables with chairs					1:00 pm – 5:00 pm	
Counting	• 3 Function rooms • Good for 30 pax each					5:00 pm – 7:00 pm	
Election of the National Board of Directors	• Good for 30 pax					7:00 pm – 8:00 pm	
Module C	• Good for 1,500 – 2,000 pax theatre style						8:00 am - 11:30 am
National Civil Engineering Student Summit/ Fellowship	• Good for 400-500 pax • Classroom or rectangular tables						7:00 am – 12:00 mn
Courtesy room for sponsor					8:00 am – 5:00 pm	8:00 am – 5:00 pm	8:00 am – 12:00 nn