



International Code Council
1245 Sunbury Road, Ste. 100
Westerville, OH 43081
tel: 888.icc.safe (422.7233)
fax: 614.890.9712
www.iccsafe.org

Dear Chapter Member:

Attached you will find the *ICC Chapter Meeting Request Form*. Please use this form to request the attendance of an ICC Board or Executive Staff Member (Chief Executive Office, Chief Operating Officer or Senior Vice President) at your upcoming chapter meeting. Attendance at your chapter meeting is important to us; so in order to visit as many chapters as possible, we are asking that you limit your request to one meeting per year.

The timing of requests is very important. Please complete this form and return it to us at least **90 days** prior to your meeting.

The information submitted will be the basis on which ICC will respond to your request. Should this information change, please let us know as soon as possible. Once we receive all of your information, we will respond to you as promptly as possible.

Please note you do not need to use this form to request the attendance of your ICC Staff Liaison only. You may contact them directly.

After you have completed the attached meeting request form, please forward the following information when it becomes available:

- **Complete Agenda and Program**, including social events.
- **Registration Form**

If you have any questions, please contact the chapter staff at the following address.

PLEASE RETURN THIS COMPLETED FORM TO:

International Code Council
Attention: Vikki Paloma
4051 West Flossmoor Road
Country Club Hills, IL 60478
Telephone: 1-888-ICC-SAFE (422-7233), ext. 4204
Fax: +1 (708) 799-7790
vpaloma@iccsafe.org

Complete this form on-line! www.iccsafe.org/download/forms/chapter_request.html

ICC CHAPTER MEETING REQUEST

Date of Request: _____

Chapter Name: _____

Chapter Meeting Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____ Cell: (_____) _____

E-Mail: _____

Type/Name of Meeting: _____

Expected Number of Attendees: _____

Date(s) and Location of Meeting: _____

(Please include a Meeting Agenda.)

Nearest Commercial Airport: _____

Nearest Hotel Facilities: _____

Address, City, State: _____

Telephone: (_____) _____

Please provide information if a block of rooms will be available: _____

Who do you want to attend this meeting? (Please choose only one from each category.)

Board of Directors: President Vice President Secretary/Treasurer Board Liaison Other _____

Staff: C.E.O. C.O.O. Senior Vice President Vice President Other _____

(You do not need to use this form to request your Staff Liaison. Please contact them directly.)

Requested role of representative(s), check all that apply:

Address the assembly:

[Date] [Time] [Time limits or content expectations]

[Topics to Address]

Dress Code: Business Business Casual Casual Formal Semi-Formal

If you have invited the C.E.O. or the ICC President, the following information is **required**:

Who will introduce the speaker? _____

Will there be officers/dignitaries present that the speaker should recognize? _____

Are there special congratulations/acknowledgements the speaker should make to specific chapter members or the chapter in general for recent accomplishments? _____

- Conduct installation ceremony:

[Date] [Time of Ceremony]

Dress Code: Business Business Casual Casual Formal Semi-Formal

- Meet with Chapter Board of Directors/Officers (Please allow 1-2 hours):

[Date] [Time] [Location]

[Topics to Address]

Dress Code: Business Business Casual Casual Formal Semi-Formal

- Attendance only

Please note it is customary to extend a complimentary registration to the ICC representative. Other assistance is also appreciated. Which of the following expenses will be covered by the chapter? (Please check all that apply.)

- Complimentary registration will be provided for: _____
- Complimentary airfare will be provided for: _____
- Complimentary lodging will be provided for: _____
- Complimentary display space will be provided in the form of: Expo Booth Table Display

Additional information: _____

Did you remember to:

- ❖ Provide **all** the information requested. Incomplete requests may be delayed indefinitely.
- ❖ Attach a program or agenda for the meeting.