



Host a Meeting (EUG or WUG)

About the Meetings

The Eastern/Western Utility Group meetings are regional (east/west US) meetings for facility staff at utility companies arranged by Facility Issues. The purposes of the meeting are to provide networking and mentoring opportunities for facility staff, discuss the benchmarking program, and discuss issues of interest to the participants. The value of these meetings is the ability to meet with your counterparts at other organizations and the face-to-face discussion opportunity they provide.

Each year we try to schedule a meeting in Jan/Feb and one in Jul/Aug in each region. You are welcome to attend either regional meeting. The meeting is typically 1 and ½ days, normally a Thursday-Friday am but can be other arrangement as appropriate.

During the winter meeting we will discuss anticipated changes in the benchmarking program to the degree there is participant interest. Similarly, the summer meeting will discuss anticipated changes in the benchmarking reporting.

Each participant is asked to provide a “mini-presentation” – these are intended to be no-prep-required things that you can talk about for 10-15 minutes and can share with the group. Examples include recent projects, current initiatives in your department (like a presentation at a staff meeting), or something you are planning to undertake and would like to get opinions about.

The meetings also include town hall where participant ask each other questions about how they are addressing specific concerns to facility managers. Other topics can be added based upon participant interest at a specific meeting.

Recent meetings have ranged in size from 8 to 16 people. There is no cost to attend for Facility Issues benchmarking participants or the host company; there is a registration fee for others who wish to attend.

Host Responsibilities

Meeting Room – provide a meeting room for 12-20 persons

Facility Tour(s) – provide the group a tour of some part(s) of your facilities that are likely to be of interest. Examples include special facilities of any type (control room, training center), new facilities of any type (alternative officing, service centers, etc.).

Company presentation (optional) – as the host you have the option of having someone from another department share something that is of interest to facility managers.

Logistic Assistance – recommend nearby hotels (especially if you have a corporate rate), suggest dinner venues, and provide Facility Issues with contact information for catering coffee and lunch at the meeting.