

## RECEPTION SPONSOR

The IWIB annually invites its members to attend a reception after one of its quarterly meetings, usually the December meeting held in the Region 4, Chicago area.

- Refreshments – Non-alcoholic and alcoholic beverages
- Appetizers and hors d'oeuvres
- Approximately serving 50-60 people
- Held at a local restaurant, pub, or catered if the Host location will allow
- Set time (2-3 hours) for ordering by members



## FACILITY TOUR

The IWIB welcomes businesses and organizations promoting their successful workforce efforts by providing accessible tours of their facilities.

- Accommodate all of the board members interested in a tour
- Scheduled during operation, prior to or after the quarterly board meeting
- Not required to also host the board meeting, but should be near the board meeting location



*Woodward, Inc., Rock Cut Campus, Loves Park, IL*

## JOINT HOST OR SPONSORSHIP

The IWIB welcomes partnerships and collaborative efforts in hosting or providing sponsorships for its board meetings and reception.

If you are interested in any of these opportunities, or know someone that might be interested in supporting the Illinois Workforce Innovation Board and promoting their business or organization, please contact: **Kristi Ruppel-Moss 217.558.2441** or **kristi.ruppel@illinois.gov**



## BOARD HOSTING AND SPONSORSHIPS

Promote your business or organization by hosting or sponsoring an IWIB meeting.



## Illinois Workforce Innovation Board

Bruce Rauner, Governor  
Sean McCarthy, Co-Chair  
John Rico, Co-Chair

## BOARD HOSTING AND SPONSORSHIPS

Would you or a business/organization in your community like to host an Illinois Workforce Innovation Board (IWIB) quarterly meeting or one of its periodically scheduled standing committee or taskforce meetings? Or maybe you would like to promote your business or organization by sponsoring an upcoming meeting. There are many opportunities to promote your success through the IWIB.

The board meets quarterly to develop and progress its strategies toward making decisions and policy necessary to ensure the business needs are being met. Host Sites should be able to provide for the following accessible accommodations:



### QUARTERLY BOARD MEETING HOST SITE

- Hollow O or U seating to accommodate 50-60 board members with a 20-30 public audience seating area located at the sides or in the rear of the board seating
- 2 – 6 foot tables (meeting registration, sponsored refreshments and snacks)
- Audio/Visual equipment – projector, screen, laptop, etc.
- Microphone (podium, handheld, or lapel) and speakers
- Board meetings require approximately 3 hours of available space to allow for set-up, registration and the meeting
- Also see the Committee/Taskforce Meetings Host Site Requirements (typically 1-3 additional meeting spaces are required to occur prior to the quarterly meeting)



### COMMITTEE/TASKFORCE MEETING(S) HOST SITE

- Conference room seating approximately 10-20 people at a single conference table
- Audio/Visual equipment – projector, screen/large monitor, laptop, etc.
- Conference Call Phone (an 800 phone number would be provided for all callers to join the meeting)
- Needed throughout the year to allow for in-person discussions

## QUARTERLY BOARD MEETING REFRESHMENT SPONSOR

If you are unable to accommodate the IWIB with adequate meeting space, but are interested in being a Sponsor, consider the following opportunities to promote your business or organization:

- Refreshments (regular coffee, decaf coffee, iced tea – typically 1 gallon has been ordered)
- Water – typically 60-70 bottles have been ordered
- Snacks/treats (assortment of cookies, brownies, etc.) approximately serving 50-60 people



## RETREAT HOSTING

Beginning in 2016, the IWIB will be holding a Board Retreat that will allow for one and one-half days of meetings. This will give the members additional time to discuss the strategies Illinois needs to address to ensure workforce, education and economic development efforts are meeting the needs of business.

- Retreats are a combination of committee and taskforce meetings the day prior to the quarterly meeting, plus a full day of meetings prior to the quarterly board meeting in late afternoon.
- All quarterly hosting requirements would need to be met
- Multiple meeting rooms for committee/task force meetings, plus breakout discussions are also necessary
- For the Retreat, the IWIB would also seek sponsorships for lunch in addition to refreshments

