

MARKETING & COMMUNICATIONS OPEN HOUSE

CONFERENCES & EVENTS



MEGHAN MUAT

Senior Manager, Conferences & Events

GET TO
KNOW



DANIELLE SIMMS

Senior Events Coordinator

W E L C O M E !

EVENT PRODUCTION

We are responsible for planning and coordinating event activities - both internal (employee) & external (client) facing.

All aspects of event production is managed in-house, including sourcing of venue, catering, entertainment, invitations, detailed logistics & event communications.

On the day of an event, we oversee vendors, speakers, agenda & attendee logistics. After the event, we analyze the performance & monitor feedback to assess the success for future planning.



Conferences
& Trade Shows



Project Site Events



Team Building &
Regional Offsites



Event Materials

Conferences & Events

Located on SharePoint Intranet Home Page

All conference participation is tracked here for support, visibility & coordination!



[2022 Events Calendar](#)



ACP Cleanpower
Exhibit, Speaker, Sponsorship
December 7-8, 2021

285 Exhibitors
4,400 Attendees

New Exhibit Installation
43 Internal Attendees
Client Meetings
Onsite HR Recruiting



Electricity Transformation Canada
Exhibit, Speaker, Sponsorship
November 17-19, 2021

21 Internal Attendees
1,400+ Conference Attendees

7+ Client/Vendor Meetings
(Stantec, Microsoft, Enercon, Vestas,
[Goldwind](#), [Greencat](#))



Conference Participation

Events Calendar [on Intranet Home Page](#)

Click on event title for more details.

Calendar is updated with new details & event additions throughout the year.

* Use the quick links on the left for list views to:
Search / Sort / Filter / Export

All sponsorships & exhibits must be handled by our Events team.

Speaking roles require advance notice for external promotion.

EDFR attendee list, hotel block, registrations, meeting space, etc. are fully coordinated for our largest annual exhibits

- ACP Cleanpower (formerly Windpower)
- RE+ (formerly SPI)
- Electricity Transformation Canada (formerly CanWEA/CanSIA)



*Let us know ASAP if you plan to
attend, speak, or sponsor at a
conference!*

Conference & Events Resources

→ Snappy Gifting

Client gifting, team recognition, team building prizes, contests, etc.

- Gifting starts at \$25
- Includes shipping
- USA, Canada & Mexico
- Branded items available
- Custom message sent via email
- Private, online ordering system including tons of gift options!

→ Axomo Company Store

Online shopping for logo apparel & accessories

- <https://edf.axomo.com/>
- No minimum quantity
- 4-6 weeks production time
- Custom items & embroidery available through "New Item Designer"
- Ideal for USA (shipping/duties are high for CAN/MX)

→ Custom Logos

Logo apparel & marketing materials

- San Diego based vendor
- Apparel order minimum: 40
- Fast turnaround time for many items
- Samples available for large orders
- May reduce international shipping with local suppliers

We can also assist with ordering custom pop-ups, banners & tablecloths for your events!

We are here to
help you with
your next
team offsite!

Regional Offsites

West Region: Oct 4-6, 2021
Mar Monte hotel, Santa Barbara, CA
30 attendees

South Region: Nov 8-10, 2021
JW Marriott Hill Country, San Antonio, TX
25 attendees



EDFR Offsite Request

Submit this form to
request assistance with:

- Venue Sourcing
- Contract Negotiation & Review
- Teambuilding Activities
- Miscellaneous Vendor Sourcing

What else do we do...?!

State of the Company
Innovation Employee Events
Client Events
Project Events
...and much more!

San Diego Padres
2021 Summer Employee Event
Event Website/RSVP: Bizzabo

August 11, 2021
165 Attendees
Baseball, buffet & interactive games





San Diego Zoo
Battery Storage Project Event
Tuesday, January 21

- 30 potential local customers
- [News clip](#)
- [Media Report](#)
- [Communications Plan](#)



Total Attendees: 35

Guest Speakers:
Mayor Kevin Faulconer
Councilmember Chris Ward

Media:
NBC, CBS & ABC

Guests: Balboa Park Cultural Partnership, City of San Diego, Cleantech, Cubic Corp., Gomez Engineering Group, NSCCO, Port of San Diego, Sunrun, The Nonprofit Institute and more