



ICSC+CENTERBUILD Program Planning Committee TASKS & RESPONSIBILITIES

The annual ICSC+CENTERBUILD conference is held in high regard amongst our industry for its extraordinary professional development content. The conference provides more than 2,000 industry peers an opportunity to connect, learn and grow in the demanding industry of commercial real estate.

Serving on the ICSC+CENTERBUILD Program Planning Committee is an honor and privilege, requiring commitment and dedication to achieve conference goals. If chosen as a member of the Program Planning Committee, it is incumbent on one to completely fulfill the responsibilities you and your fellow Committee members are tasked to execute. Success takes every team member's commitment to engage and participate.

Why be on the ICSC+CENTERBUILD Program Planning Committee?

- Opportunity to be in a highly selective group of industry colleagues to regularly share and engage in what is happening in our industry.
- Gain knowledge that you can bring back to your organization about what is relevant in the industry, while curating innovative and forward-thinking content for the ICSC+CENTERBUILD conference.
- Opportunity to give back to the industry.
- Opportunity to network and build long-lasting relationships with other committee members.

What are the commitments?

- **Term:** Participation on the Program Planning Committee is a one-year term, starting January of the conference year. Continuation on the Committee is upon reselection each year. Committee members are selected by the ICSC+CENTERBUILD Advisory Council, which is comprised of past Conference Chairs.
- **Full Committee Participation:** The entire Program Planning Committee meets in-person typically three (3) times throughout the year. As a Planning Committee member, you are expected to participate in-person and that missing full-committee meetings are for extenuating circumstances. In-person participation is critical to the culture and camaraderie of Committee membership and plays a key role in our dynamics and working together successfully.
- **Subcommittee Participation:** Depending on the subcommittee to which you are assigned, volunteer hours can range anywhere from one hour per week or more throughout the year if the subject of pursuit requires greater attention and detail. Collaboration with subcommittee members may include periodic conference



calls or web-based meetings to ensure that collaborative efforts and subcommittee progress milestones are being met. It is expected that each Committee member is to participate in subcommittee calls and meetings.

Conference Attendance: It is assumed, barring extenuating circumstances, that all Committee members will attend the ICSC+CENTERBUILD conference. During the conference, you will have committee duties that may include:

- Attend various sessions to be an ambassador or facilitator for that session
 - Be a room monitor for one or more sessions
 - Assist to answer questions from attendees about the conference, as you will be identified as a Committee member with a unique ICSC branded Committee pin
 - Provide outreach and engagement of conference attendees to facilitate a positive conference experience
- **Travel Expenses:** It is important to note that travel expenses are the responsibility of the Committee member. These can include but are not limited to:
 - Air travel expense to and from all Full Committee meetings. Sample locations can include Dallas, Chicago, Phoenix. Locations are chosen by the Conference Chair in collaboration with ICSC.
 - Lodging expense at each meeting can range from \$200-300 per night. Every effort is made by ICSC to obtain a room block at a lower rate for each in-person meeting.
 - Group dinners at Committee meetings are typically at your own expense and ranges from \$50 to \$75 per dinner. It is highly encouraged to attend Committee dinners as this is invaluable time to bond socially with your fellow members.
 - Length of in-person meetings are approximately 1 to 2 days plus travel time. Overall duration is typically 2 to 3 days away from your office depending on where you reside.

While the above statements are approximations, the purpose is to inform each chosen participant that being a member of the ICSC+CENTERBUILD Program Planning Committee is a substantial commitment, however an immensely rewarding experience.

To be considered for the Program Planning Committee, please complete the ICSC+CENTERBUILD and submit to Mike Kolakowski at mkolakowski@kbebuilding.com and to Stacey Berthon at sberthon@hoar.com.