



Recommended Guidelines for In-Person Networking Events

Thank you for your interest in hosting a regional in-person networking event as part of the Smart Buildings Exchange on August 24, 2022. We envision these events featuring a livestreamed conference session on how smart technologies can support building performance reporting from 9:00 – 10:30 am Pacific Time, followed by additional programming to be determined on a regional basis. We recommend the following guidelines for hosting these events.

- Central location easily accessible by public transit and with on-site parking
- ADA compliant facility with capacity and minimum seating for 25-50 people
- Large screen (at least 75”) and built-in speakers with ability to connect to Zoom audio & video feed
- Ample space for additional tables for food/beverage and networking

Local hosts may also organize “wrap around” programming in addition to the livestreamed SBX 2022 session.