

Responsibility List for Advancing the Choice Events

NREL (National Renewable Energy Laboratory)

- Prepare and distribute Event Checklist and Planning document for each RSO and CC Coordinator. (Will include a planning schedule for packet ordering.)
- Obtain meeting dates and locations from each RSO or CC Coordinator
- Develop and distribute event schedule to RSOs, DOE, OEMs and Fuel Coalitions
- Information coordination for packets. Included is the following:
 - Work with Coordinator to determine which states are to be included in customized Incentives and Laws
 - OEM Vehicle offerings list
 - *Taking an Alternative Route*
 - *Alternative Fuels and Vehicles Information Resources*
 - Document Order Sheet
 - Feedback Form (fax # will be for appropriate event)
 - Clean Cities Fact Sheet
 - TEA-21/CMAQ Status
 - Clean Fuel Fleet/EPACT Fact Sheet
 - Contact Coordinator to determine which states and fuels are to be mapped on customized refueling site map for city of event
- Maintain OEM and Fuel Coalition list – distribute to DOE/HQ and RSOs as changes occur – maintain on Web site for access by all
- Assemble all packets of information for attendees
- Ensure available inventory for all materials to be used at events
- Send sample packets to each Coordinator (and RSO) as soon as an event is planned and notify OEMs and Fuel Coalitions each time a new event is planned
- Mail all materials to each event as notified by event coordinator to arrive 3 days before event.
- Maintain Web site of all materials at: www.ccities.doe.gov/advancing.shtml

Regional Support Office

- Notify each CC Coordinator of the opportunity to hold events and the funding available
- Give the CC Coordinator the details, goals and objectives of each event and event planning document
- Assist the Coordinator, as necessary, with agenda and speaker planning
- Plan to attend as many events as possible
- Demonstrate AFV Fleet Buyer's Guide (or train coordinator) for AC Events

Clean Cities Coordinator

- Plan each event, get meeting space and dates tied down early in the process
- Notify RSO and NREL of meeting date **as early as possible** (NREL, Wendy Dafoe (303) 275-4470, Wendy_Dafoe@nrel.gov)
- Prepare meeting agenda and send copy to Wendy Dafoe at NREL 1617 Cole Blvd MS1633, Golden, CO 80401, or fax (303) 275-4415

- Obtain commitment of presenters, especially OEM/dealership representation; work with local CC Coordinators and RSOs (Call OEM Contacts List provided in planning packet for additional assistance)
- Obtain sponsor for breakfast and meeting room, if possible
- Get all OEM Dealerships committed (Ford has funds for events and partnering. Dealerships should see Ford's handbook - Alternative Fuel Vehicle Dealer Event Program 1999. Call Amy Flatt at Ford (313) 336-3770, if your local dealership isn't familiar with this program.
- Obtain Preferred Fleet ID system from Mike Laughlin (301) 429-2595 QAA Group, 4500 Forbes Blvd Ste 200, Lanham, MD 20706
- Publicize/advertise event in local media and coalition newsletter etc.
- Mail invitations to potential attendees at least 3 weeks ahead of event using local CC Coordinator database and Preferred Fleet Database
- Make sure all room logistics are take care of, e.g., projectors, computers, table top spaces, Ride and Drive space. Be prepared to demonstrate AFV Fleet Buyer's Guide
- Advise Wendy Dafoe at NREL which states are to be included in customized Incentives and Laws, and which fuels and cities are to be mapped on customized refueling site maps
- Coordinate information dissemination with NREL for: attendee lists, agenda preparation, general literature, local, state, national laws and incentives, dealership lists and contacts, refueling site location information, etc
- See event planning checklist for more things to remember
- Return feedback forms to Wendy Dafoe at NREL

DOE Headquarter Responsibilities

- Provide funding to RSOs for events
- Notify NREL of new information that should be added to attendee packets
- Follow-up on cost-sharing giveaways with OEMs.