

# intelliFLEX Facility Tour Guidelines

## Objective:

The primary objective of facility tours co-sponsored by intelliFLEX is to educate specific audiences on aspects of the development, prototyping, integration and manufacturing of printable, flexible or wearable electronics products and applications, with inside looks at related companies, production facilities, place of use facilities (e.g. long-term care facility), R&D facilities, materials science labs and process development labs.

Second, by hosting a tour through intelliFLEX, the facility has the opportunity to network and promote its company/organization to many firms and individuals from various parts of the broader industry ecosystem.

And finally, the goal is to create a networking forum for like-minded individuals to connect in a non-competitive, non-threatening and education environment.

## What is intelliFLEX looking for from a host?

We encourage the hosting facility to focus the tour on aspects of its processes/activities related to printable, flexible or wearable electronics. Ideally the host of the event is an intelliFLEX Member or a member of our partner associations.

## Liability Waiver

The intelliFLEX Liability Waiver is distributed to attendees prior to the tour and must be signed and returned to intelliFLEX staff prior to participating in the tour. This waiver releases intelliFLEX and all related parties, including the host organization, from liability in the instance of injury/accident to the attendee. Some facilities may require attendees to also sign their facilities' liability waiver.

## How does intelliFLEX Support the Host Organization?

intelliFLEX will promote the tour to all its Members as well as non-members in its contact database, as well as through its social media channels, including the Printed Electronics Network LinkedIn group, which has about 2,700 members. The facility is asked to provide intelliFLEX with images of the facility as well as text for the promotional material.

intelliFLEX will manage all registration for the event and also allow the hosting organization the right to allow or deny participation from competing organizations. The registration list is regularly provided to the facility contact to review. If and when the registrations and budget allows, intelliFLEX will send a staff person to join the tour and represent intelliFLEX. intelliFLEX may bring or send intelliFLEX signage, such as a pop-up banner, to identify the tour as an intelliFLEX event.

## What attendees should expect

Host facilities are expected to provide attendees with the opportunity to:

- Directly observe the operation of relevant equipment and processes
- See and touch end products and outputs
- Ask questions of key subject matter experts on the host facility's team.

Please note that attendees have come to learn and take away something of value, and perhaps unearth opportunities for collaboration and partnership. Considering that the host facility will have already had the chance to deny participation by competing organizations, it is expected that attendees will be given a true inside look.

## Typical Attendance

Attendance size depends largely on the group size the facility can accommodate.

Generally, most hosts can accommodate a maximum of 20 – 25 attendees. If there is sufficient interest, a host facility could plan to have morning and afternoon tours on the same day.

If it is determined that the hosting location will be in high demand and limited attendees are allowed, the tour will start as exclusive to intelliFLEX Members.

We may also limit tours to a two-person maximum from member companies to ensure many different member organizations can attend prior to a tour selling out.

## Facility Recruitment Process

Each year, intelliFLEX will determine potential locations during its summer planning sessions. intelliFLEX staff will connect with facilities to confirm a tour and arrange the best tour date.

## Length of Tour

Tours are usually one to 1.5 hours in length. This includes a welcome and presentation from the host and a walk-about, followed by a Q&A.

Morning and afternoon tour times are scheduled so that the break between the two is a lunch for both groups which allows for optimum networking.

## Typical Tour Schedule

- Registration – 9:30 – 10:00am
- Morning Tour – 10am – 11:30am
- Lunch – 11:45am – 1:00pm
- Registration – 1:00pm – 1:30pm
- Afternoon Tour – 1:30pm – 3:00pm

## Restaurant Selection & Lunch

Sometimes, the facility has the capacity to cater in food. This does not always work depending on the group size and the merging of the morning and afternoon groups.

In other instances, facilities may recommend to intelliFLEX restaurants in the area and intelliFLEX researches these restaurants for the best value/accommodations for the group size.

## Cost of Tour

intelliFLEX's objective is for these tours to always be cost neutral. The average fee for a tour is \$60 - \$70 for intelliFLEX Members and \$90 - \$100 for non-members, including the lunch.