

Benchmarking and Best Practices Program and Roundtable

Agreement - Roles - Responsibilities

This Benchmarking and Best Practices program is for leaders in Facilities, Engineering, Operations, Maintenance, Project Management, Real Estate and Related Functions. Selected topical experts may be requested to participate where there is value for the goals of a meeting. The emphasis of this program is on sharing best practices among a diverse industry group. Big picture benchmarking statistics are performed to help determine comparability of various organizations and departments and to demonstrate excellent achievements. We believe the majority of benefit from this program comes from discussions and sharing of practices and ideas to facilitate learning from other organizations outside of your company.

Linton Consulting - Role and Responsibilities:

- Develop *Benchmarking and Best Practices* program concept (with input from industry)
- Secure participation from a diverse group of targeted Owners for an agreed date and location
- Secure the venue, coordinate any site visits / technical tours
- Interview participants to identify primary interests, needs, organizational strengths & weaknesses, potential presentations and develop meeting content
- Organize and establish the agenda and schedule
- Advise speakers and coordinate presentations to assure relevance, impact and conciseness
- Facilitate and introduce meeting participants and sessions to achieve objectives, networking and schedule limitations for the benefit of all participants
- Provide post-meeting documentation and follow up
- Cover costs of venue and specified group meals (2 breakfasts, 2 lunches, 1 group dinner)

Participant - Role and Responsibilities:

- Verbal commitment followed by payment of fee of \$5,000 per company, payable in advance of meeting (invoice will be provided)¹
- Identify 1 or 2 personnel per company for participation
- Provide a 60+/- minute interview to **Linton Consulting** for input to the agenda and determination of relevant topics for participant presentation(s)
- Provide a written one-half to 1 page biographical sketch at least 1-week before meeting
- Deliver a 5-7 minute personal, company and departmental (verbal) introduction on Day 1
- Perform a 15-minute discussion or presentation, on mutually agreed topic if requested. This may require a Powerpoint, or handout provided to us 2-3 days prior to the Roundtable
- Provide a submittal for inclusion in post-meeting documentation to be shared with group (may be same as original presentation/discussion or modified per your corporate requirements)
- Support meeting success through contributing questions, answers, enthusiastic discussion

Decision and Path Forward

Please contact Bill Linton at 864 901 5398 or Bill@LintonConsulting.com with any questions. Upon your decision to participate, we will invoice your company, and follow up to interview and discuss participant roles and coordinate the above items to maximize the success of the sessions.

¹ Travel and overnight lodging expenses are paid by participants.