



DISTRIBUTECH Project Team:

- Shannon Fraser (CS San Jose)
- Mindi Hertzog (CS Orlando)
- Danielle Caltabiano (Global Energy Team)
- *Team Member(s) TBC from Office of Energy and Environmental Industries*

Actions Requested

- All USDOC Commercial Specialists and/or State Department officials planning to promote, recruit an escorted delegation, or send an unled delegation to DISTRIBUTECH International 2024 that have not yet contacted **Shannon Fraser, Mindi Hertzog, and Danielle Caltabiano** should do so as soon as possible but no later than December 1, 2023.

- **Group Travel Authorization (GTA) and Delegation Tracker Spreadsheet** – both are in the same document.

GTA: All ITA travelers attending DISTRIBUTECH International 2024 must be included in the Group Travel Authorization.

Delegation Tracker: State and ITA team members recruiting escorted or unescorted delegations need to be included. State folks, please advise Shannon Fraser, Mindi Hertzog, and Danielle Caltabiano so that they may add you to the spreadsheet.

Enter the information bulleted below , as soon as possible but no later than December 1, 2023 on the

[**→GTA AND DELEGATION TRACKER HERE ←**](#)

- Estimated travel expenses & all other requested information.
- Source of funding source (appropriated or deposit funds and the accounting codes associated w/both).
- Unique role at the show, including complete justification.
- Buyer fee (if one is assessed) and E-menu project code.

Show Description

DISTRIBUTECH International® is the leading annual transmission and distribution event that addresses technologies used to move electricity from the power plant through the transmission and distribution systems to the meter and inside the home or business. The conference and exhibition offer education, information, products and services related to **electricity delivery automation and control systems, energy efficiency, demand response, distributed energy resource management systems, renewable energy and EVSE interconnection, advanced metering, T&D system operation, resiliency and reliability, communications technologies, cybersecurity, sustainability, and more.**

Show Logistics

Exhibit Floor Hours

- Tuesday, February 27 | 10:00 am-6:00 pm
- Wednesday, February 28 | 10:00 am-5:00 pm
- Thursday, February 29 | 9:00 am-1:00 pm

<https://www.distributech.com/event-information/event-schedule>

Show Registration & Badges

PLEASE USE THE FOLLOWING LINKS TO REGISTER – this is how Clarion Events tracks our numbers

- Complimentary access to exhibit hall for vetted delegates
 - i. Complimentary exhibition floor pass:
<https://www.xpressreg.net/register/DIST0224/colanding.asp?cl=dist&sc=DOCVIS>
- Discounted technical and strategic program conference pass at 20%
 - i. 20% Discount full access conference pass
<https://www.xpressreg.net/register/DIST0224/colanding.asp?cl=dist&sc=USDOCPASS>

Benefits for USDOC Recruited Delegates

- Complimentary access to exhibit hall for vetted delegates
- Discounted technical and strategic program conference pass at 20% discount
- Lounge space within the IBC (W312C) to hold meetings
- Business-to-business (B2B) matchmaking meetings with U.S. exhibitors

Benefits for USDOC Delegation Leaders

- Complimentary registration for exhibition hall admission.
- Complimentary access to the conference program.
- Complimentary lodging for up to 4 nights (Feb 26 and check out Feb 30) for delegation leaders who recruit 15 or more delegates. You will be responsible for any additional nights.
 - Delegates must be registered, and hotel reservations must be made by December 1.
 - Registration Link for Complimentary Lodging Up to 4 Nights Once You Have Registered 15 Delegates and Before December 1: <https://book.passkey.com/go/DTECH2024staff>
Do not register your delegates' hotels in this link. This is only for USCS/State folks that register 15+ delegates.
- Business-to-Government (B2G) meetings with U.S. exhibitors

Visa Invitation Letter: Delegates may request a visa letter during the registration process within the links above.

Badge Pick-up: Badge pick-up for delegates is at Main Registration, located at the Orange County Convention Center.

Hotels/Lodging

- Hotel and lodging information is available here: <https://www.distributech.com/event-information/hotel--travel>
- Hotel booking for **delegates** (deadline Jan 24):
<https://book.passkey.com/gt/219112004?gtid=53e807138589d3da9c97516d564a2e8>

Funding Assistance

- If requesting funding assistance, complete this form by December 1:
<https://forms.office.com/g/PewLKOwLR>

At-Show ITA Service Delivery

- **U.S. Department of Commerce International Business Center (IBC)**
- IBC booth on the show floor at **Booth TBC** and International Business Center at Room **W312C**

ITA Business-to-Government (B2G) Services (Executive Market Counseling Meetings):

“International Market Counseling Meetings”: The Global Energy Team will offer this service to U.S. exhibitors who are interested in meeting with Energy Specialists from the U.S. Embassies and Consulates to receive tailored global insights into upcoming tenders, concrete sales opportunities, and information on how to access key decision makers for their product line. These meetings will take place via MS Teams meetings before the show, to the greatest extent possible. Meetings that cannot be scheduled via MS Teams before the show will take place during the show.

Business-to-Business (B2B) Matchmaking:

The Project Team will send a form to delegation leaders shortly to have their delegates register. The form will ask your delegate to identify the types of companies they would like to meet with, or any specific companies, and we will do our best to make introductions and set up meetings. We'll try to make these introductions before the show dates so your delegates can have initial meetings before the show or make plans to meet with companies while they are at the show.

