



DistribuTECH 2019 Announcement

February 5-7, 2019 | New Orleans, LA

DTECH Project Team

- **Danielle Caltabiano**, CS, Global Energy Team Leader, Danielle.Caltabiano@trade.gov
- **Vickie Gunderson**, I&A OEEI, Smart Grid Industry Analyst, Victoria.Gunderson@trade.gov
- **Shannon Fraser**, CS, Senior International Trade Specialist, Shannon.Fraser@trade.gov
- **Cathy Gibbons**, CS Senior International Trade Specialist, Cathy.Gibbons@trade.gov

• Actions Requested

- All Commercial Specialists and/or State Department officials planning to promote, recruit an escorted delegation, or send an unled delegation to DistribuTECH 2019 and have not yet contacted Danielle.Caltabiano@trade.gov should do so as soon as possible.
- **Group Travel Authorization:** All ITA staff, attending DTECH 2019 must be included in the Group Travel Authorization. Please inform Danielle Caltabiano no later than December 12, 2018 if you will be attending the show. Please provide the following information:
 - Estimated travel expenses
 - Source of funding source (appropriated or deposit funds)
 - Unique role at the show.
 - Buyer fee (if one is assessed) and E-menu project code.

• **Show Description**

- Utilities. Renewables. The Energy Future. Once just the utility industry's go-to event for learning, networking and buying, our role has broadened as renewables look to the grid and prosumers generate & sell power. The energy exchange is transforming and we serve as the central nervous system. An 11-track summit, knowledge hubs, Initiate! startup & student ecosystem, an exhibition floor with 500+ companies, networking and matchmaking.
<https://www.distributech.com/index.html>

• **Show Logistics**

Exhibit Floor Hours

- Tuesday, February 5 | 10:00 am-6:00 pm
 - Wednesday, February 6 | 9:00 am-5:30 pm
 - Thursday, February 7 | 9:00 am-1:00 pm
- <https://www.distributech.com/event-information/event-schedule.html>

• **Transportation**

Please note: No conference shuttles will be provided from the hotels to the convention center for this event.

- **Show Registration & Badges**

- **USDOC Individual Full Conference Package:** Reduced Individual Full Conference package at \$760 (valued at \$950). Discounted rate provides access to DTECH all summit sessions, all keynote sessions, Exhibition floor entrance, exhibition floor knowledge hubs, exhibit hall receptions, delegate lunches, networking party, floor giveaway, online access to presentations.
https://www.compusystems.com/servlet/ar?evt_uid=579&site=®_label_evtcode_text=USDELE19
- **Exhibition Floor Registration:** USDOC and State Department-recruited delegates receive complimentary admission to the exhibit floors at DTECH valued at \$95.
https://www.compusystems.com/servlet/ar?evt_uid=579&oi=ZUA4vg3DqUrHoliGjo9vog%3D%3D&promo=INVITE&company_code=E0515
- *****Clarion has also provided an additional link to share with anyone NOT in a delegation.** You can still share with those coming from your respective countries – also 20% discount on FULL CONFERENCE)
https://www.compusystems.com/servlet/ar?evt_uid=579&site=®_label_evtcode_text=USSING19
- **Visa Invitation Letter:** Once your delegates register in the link(s) above, a visa letter will be automatically sent to them.
- **Badge Pick-up:** Badge pick up for delegates is at Main Registration, located Ernest N. Morial Convention Center. There is a dedicated badge pick-up area for delegation registrants. Delegates will not need to stand in long lines to pick up their badges.

- **Hotels/Lodging**

- To receive a complimentary room for up to 4 nights, delegation leaders **must notify Danielle Caltabiano by December 12, 2018, that they expect to have 15 or more delegates, and have at least 15 delegates registered by December 26, 2018.** Danielle will compile the list, submit it to Clarion, and Clarion will reach out to you directly. If the delegation does not consist of at least 15 qualified delegates, (verified on-site by Clarion), the delegation leader may be responsible for the cost of the room for each night the room is reserved. Complimentary room requests after the December 12 and December 26 deadlines will be considered on a case-by-case basis. Contact Danielle Caltabiano if you have any questions.

- **Funding Assistance**

- USDOC delegation leaders should contact Danielle Caltabiano to inquire about receiving funding assistance to participate in the show.

- **At-Show ITA Service Delivery**

- **U.S. Department of Commerce International Meeting Zone**
 - USDOC will be on the exhibition floor this year – 20x30 space **Booth #11960**
<https://events.pennwell.com/dtech2019/Public/EventMap.aspx?shMode=E&ID=66161>
 - Hospitality (including coffee, tea, water, snacks)
 - Tables and chairs appropriate for meetings between delegation members and U.S. companies
 - Desk for USDOC team
- **USDOC International Meeting Zone Dates and Hours:**

February 5, 2018	Tuesday	9:00 am - 6:00 pm
February 6, 2018	Wednesday	8:00 am - 5:30 pm
February 7, 2018	Thursday	8:00 am - 2:00 pm

- **ITA Business-to-Government (B2G) Services (Global Chat):**
 - **U.S. Exhibitors Go Around-the-World in Twenty-Five Minutes through the “Global Chat Program”:** The Global Energy Team will offer this service to U.S. exhibitors who can pre-register for an individualized 25-minute session with Global Energy Team members from around the world to receive tailored global insights into upcoming tenders, concrete sales opportunities, and information on how to access key decision makers for their product line.
<https://export.gov/louisiana/tradeevents/distributech> *(not live yet)*
- **ITA Business-to-Business (B2B) Matchmaking:**
 - Clarion is providing B2B matchmaking at DistribuTECH 2019. When your delegates register, Clarion will coordinate B2B details with them directly.
- **DistribuTECH Feedback Meeting:**
 - We will have a feedback meeting in the USDOC International Meeting Zone on - December 7, 2018 at 10:00am. This meeting is to learn from you what went well and what we can improve on for future DTECH events. All delegation leaders and team members are encouraged to attend.
- **Salesforce Case entries:**
 - All activity at DTECH should be recorded under the Salesforce Parent Case number: **00560089** - Export Counseling forms with the case number listed will be distributed at the show. When entering any new child cases, please be sure to add the Team as Case Contributors (and other relevant ITA staff that assisted with the Counseling session). State Department delegation leaders can provide their Export Counseling Notes to Shannon Fraser or Cathy Gibbons.
- **Medical Coverage:**
 - Medical coverage for the duration of the trip is recommended for Commercial Specialists, delegation leaders and overseas attendees. Please examine current medical insurance policy to determine medical coverage while traveling abroad. Remember that existing national coverage may not be honored in the United States. Please ensure that delegation members understand this. If necessary, secure a temporary policy for travel abroad. Medical plans may be purchased in either the country of residence or in the United States. A healthcare America policy can be purchased through:

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