

CPEIA Facility Tour Guidelines

Objective:

The primary objective of facility tours co-sponsored by the CPEIA 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 the CPEIA, 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 CPEIA 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 a CPEIA member or a member of our partner associations.

Liability Waiver

The CPEIA Liability Waiver is distributed to attendees prior to the tour and must be signed and returned to CPEIA Staff prior to participating in the tour. This waiver releases CPEIA 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 CPEIA Support the Host Organization?

The CPEIA will promote the tour to all of its members/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



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facility is asked to provide the CPEIA with images of the facility as well as text for the promotional material.

The CPEIA will manage all registration for the event and also allows 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, the CPEIA will send a staff person to join the tour and represent the CPEIA. The CPEIA may bring or send CPEIA signage, such as a pop-up banner, to identify the tour as a CPEIA 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 CPEIA 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.



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Facility Recruitment Process

Each year, the CPEIA will determine potential locations during its summer planning sessions. CPEIA 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 CPEIA restaurants in the area and CPEIA researches these restaurants for the best value/accommodations for the group size.

Cost of Tour

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



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