

CONFERENCE PLANNING GUIDELINES

INTERNATIONAL ASSOCIATION FOR
IDENTIFICATION

ILLINOIS DIVISION

TO DO LIST: (2/25)

CERTIFICATES: (Sec/Treasurer)

Attendees: General Session (24 hrs of training) (hand out with registration package)
Workshops (hand out after workshop)
Single Day Attendees
Speakers (with covers)
Vendors

NAME TAGS: (color ribbons?)

Speakers
Attendees
Committee Members
Officers
Vendors

GIFTS:

Vendors (Eileen) ????? (Cups with goodies)
Speakers (one per speaker) ?????? (Nice pens? With IDIAI logo?)
Attendees????? (Cups?)
Allow time to order above items! 2-4 weeks!

REGISTRATION PACKAGE:

Program (includes speaker bio & abstract and any vendor adds)
Tickets for lunch, dinner and workshops (?)
Notebook? What kind? Cost factors?
Portfolio (paper \$.39 each or plastic \$1.25 each, or manila envelope?)
Pens (\$1.00 per 10)
Paper?
Cups? Other ideas?

DONATIONS:

From Vendors: James Snaidauf (ticket system)

HOSPITALITY ROOM:

Tues, Wed & Thurs nights
Beer, wine, soda, some snacks (hard liquor? One bottle of gin, vodka, bourbon, scotch)

VENDOR RECEPTION:

Food provided....chips only or others?
Drink tickets or cash bar?

INTRODUCTIONS:

General Session: me, or rotate between committee members?
Workshops: Assign committee members, enlist board members?
Vendors: Eileen

FOOD COST:

Lunch
Dinner
Break (morning, mid morning, afternoon????)

IN PROGRAM:

Address of Welcome?
Letter from East Peoria Mayor? Police Chief?
Program
Bios & abstracts (separate general session & workshop speakers)
Vendor adds (also put in vendor information for those who have attended, like the ones in the MDEC)
Registration form to the Ill. Division
Committee Members listed
(follow format of MDEC!)

SPEAKER NEEDS:

Assign committee member to a speaker. Make sure that speaker has what is needed.
See list of A/V equipment

CONFERENCE COST PER ATTENDEE:

	100	125	150	175	200
\$110.00	11,000.00	13,750.00	15,600.00	19,250.00	22,000.00
Lunch 12.00	1,200.00	1,500.00	1,800.00	2,100.00	2,400.00
Dinner 21.00	2,100.00	2,625.00	3,150.00	3,675.00	4,200.00
Breaks 36.00	3,600.00	4,500.00	5,400.00	6,300.00	7,200.00
GP	4,100.00	5,125.00	6,150.00	7,175.00	8,200.00

VENDOR COST:

Booth: \$400.00 (Based on one person per booth)
 (1) Table 25.00
 Food 69.00
\$306.00

10 booths	11 booths	12 booths	13 booths	14 booths
\$3060.00	\$3,366.00	\$3,672.00	\$3,978.00	\$4,284.00

Registration GP(100) and Booth GP:

\$7,160.00	\$7,466.00	\$7,772.00	\$8,078.00	\$8,384.00
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A/V RENTAL: (See Attached) \$1,300.00

SPEAKER COST: 15 speaker rooms @ 65.00 = \$975.00

17 speaker meal days @ 35.00 = \$600.00
 9 Banquet tickets @22.00 = \$200.00
 6 Lunch tickets @ 12.00 \$ 72.00
 20 Breaks @ \$36.00 = \$720.00
 Total \$1,592.00

Travel Expense
 McCarthy 350 miles @.32 \$112.00
 Eastman 500 miles @ .32 \$160.00
 Labor & Upstein air fair \$1,300.00
 Total \$1,572.00

Speaker Gifts 25@12.00 \$300.00
 Speaker Certfs/holders 25@3.00 \$ 75.00

TOTAL SPEAKER COST: \$4,514.00

MISC COST:

Portfolio/manila envelope 150 @ .40	\$ 60.00
Certificates 200 25@4.50 X8	\$ 36.00
Name Tags (150)	\$100.00
Program (200)	\$500.00
Flyers (800)	\$550.00
Stamps (700 @ .32)	\$224.00
Hospitality room	\$200.00
Vendor Reception	\$200.00
Vendor Gifts & Certificates	\$150.00
Cups (p.6) 144 @1.33 +25.00	\$217.00
Sec/Treasurer & Editor	
Rooms (3) 65.00X2	\$390.00
Meals (3) 35.00X2	\$210.00
2 Banquets & lunch	\$ 66.00
TOTAL MISC. COST	\$2,903.00

100 Attendees/11 Booths	7,466.00
A/V Rental	- 1,300.00
Speaker cost	- 4,514.00
Misc. Cost	- 2,903.00

TOTAL **(\$1,251.00)**

125.00 Attendees/11 booths \$8,491.00
Minus cost above/Total GP (\$226.00)

150.00 Attendees/11 booths \$9,516.00
Minus cost above/Total GP \$772.00

Workshops

WEDNESDAY 4/7	THURSDAY 4/8	FRIDAY 4/9
8:00 - 12:00 Back to Basics Fingerprints: Super Glue, Dyes and Light Sources (Mike Campbell* WI Crime Lab) (30?)	8:00-4:00 Terry Labor/Bert Upstein MN Forensic Lab. Interpretation of Bloodstain Evidence (25)	Clandestine Labs 8:00-4:00 Tom Morris, Terry DalCason DEA Chicago
	8:30-10:00 Douglas McPherson Crime Scene Photography (part 1) (15?)	
1:00-5:00 Robert Doran Property & Evidence Management (40)	2:30-4:00 Douglas McPherson Crime Scene Photograpy (part 2) (15)	
7:30-9:30 Robert Sanders, Night Photography (12)		

Friday 4/8								
Mary Collins 10 S. Dearborn St., Apt 905 Chicago, IL 60604 Phone:	criminal profiling	Howard	yes, 4/7 Wed	no	no	no	overhead slide projector, screen, TV/VCR	yes 11/6 sent letter 2/5
Erica Marcouiller Porton Crime Lab 10 S. Main St Porton, IL 61550 9-263-7491	DNA Collection & Preservation	Mary	no	no	no		table for displays up front	yes Nov sent letter 2/5
Douglas McPherson Winnebago Co Sheriff 1 W. Elm St., Rockford, IL 61101	Crime Scene Management	Howard	yes 4/6, 7 & 8, 3 nights	no	yes + 2 banquet (for wife also)	yes	slide projector screen	yes 11/11 sent letter 2/5
Speaker	Topic	Contact	Lodging	Travel	Per Diem	Regist.	AV Support	Confirmed
Chicago ISP	Vacuum Metal Devel.	Mary	no	no	no	no	?	Yes 11/20 Bob Davis
Bert Sanders Crime Lab Stewart Ave., Sauk, WI 54401 5-848-5833	Video Enhancement	Mary	4/6, 7 & 8	no	yes banquet X2 (wife)	no	slide projector, screen, TV/VCR	yes Nov. sent letter 2/5
Friday 4/9								
David Eastman P.O. Box 065808 Milwaukee, WI	Arson: Origin & Cause	Howard	Thurs. 4/8	yes miliage	35 Banquet	no	slide projector, screen TV/VCR	yes, sent letter 2/5
Harry Pitkus 61 Baxter Road Rockford, IL 61109 Chief Deputy Coroner David Swanson Winnebago Co 10 West State St. Rockford, IL 61101	Arson: Death Investigation	Howard	Thurs 4/8 (2 rooms?)	no	35 Banquet (for 2)	no	slide projector, screen TV VCR	yes 11/6 sent letter 2/5
Christian Miller, ISP Springfield 14 E. Adams, Rm 300 PO Box 19461 Springfield, IL 62794 7-785-0428	Forensic Diagraming & Animation	Mary	?	?	?	No	Will bring computer LCD, needs TV and a VCR	yes 11/20 sent letter 2/5
Wendy Baldwin, ISP 14 S. LaGrange Rd Apt 186 Orland park, IL 60462 8-460-8082	Three Dimensional Imaging in Law Enforcement	Mary	no	no	no	no	Will use Springfield's LCD	yes 11/20 sent letter 2/5

WORKSHOPS:

Speaker	Topic/ Class #	Contact	Lodging	Travel	Per Diem	Regist.	AV Support	Confirmed
Wednesday 4/7								
Bob Davis	Back to Basics, Superglue Dyes & Lights 8-12 am (30)	Chris						Speak with Bob Davis
Bert Doran B. Doran & Assoc. 19 N. Patton Av Arlington Hts IL 60004 630-259-2792	Evidence Property Management (40) 1-5pm	Mary	no	no	no	no	Computer LCD projector	yes sent letter 2/5
Bert Sanders Ill State Crime Lab	Night photography (12)	Mary	see above	see above	see above	see above	cameras, tripods, cable release	yes, sent letter 2/5
Thursday 4/8								
Harry Labor Robert Upstein MN Forensic Lab 46 University St. Paul, MN 55104 612-642-0700	Blood spatter workshop & lecture 8-4pm (25)	Howard	yes 2 nights 2 rms? 4/7 & 8	yes airfare \$650.00 X2	yes 2 X35 Banquet	no	slide projector, screen, flip chart, overhead projector	yes 11/14 sent letter 2/5
Douglas McPherson Winnebago Co Sheriff 1 W. Elm St. Rockford, IL 61101 Phone:	Crime Scene photography 8:30-10:00 & 2:30 - 4:00 (15)	Howard	yes 3 nights 4/6, 7 & 8 (see above)	no	yes banquet X2 (wife)	no	slide projector	yes 11/6 sent letter 2/5
Friday 4/9								
Al Chicago Tom Morris & Terry Morison	Clandestine Labs 8-5pm	Chris						sent letter 2/5

Proposed agenda for conference. All letters have gone out. * indicates speaker not confirmed.
 (11/24)

GENERAL SESSION

	WEDNESDAY 4/7	THURSDAY 4/8	FRIDAY 4/9
8:00-9:45	Tim McCarthy Secret Service with Ronald Reagan	8:00-10:00 Mary Collins FBI Chicago Profiling	8:00-9:45 Bud Eastman Arson: Origin & Cause
9:45-10:00	Break/Vendors	Break/Vendors	Break/Vendors
10:00-12:00	Domestic Terrorism, FBI*	10:15- Noon Pat Marcouiller Collection and Preservation of DNA	10:00- Noon Terry Pitkus, Il State Fire Marshall & Ron Conode Arson Death Investigation
12:00-1:00	lunch (provided)	lunch	lunch
1:00-3:00	US Postal Inspection Service, Digital Evidence Unit, Computer Crimes	1:00-2:00 Douglas McPherson, Crime Scene Management 2:00-3:00 Vacuum Metal Development, Chicago ISP	Brain Miller, ISP Springfield, Forensic Diagraming & Animation
3:00-3:15	Break/Vendors	3:00-3:15 Break	3:00-4:00 Hayden Baldwin, ISP Joliet, Three Dimensional Imaging in Law Enforcement
3:15-4:30	Douglas Chalfant, USEPA Criminal Inv. & Stacy Meyers, Assist Atty General	3:15- 4:45 Robert Sanders WI State Lab Video Enhancement	
4:40-5:30	Mark Fritz, ISP Rockford Crim. Inv. Env. Crimes Bureau, EAP Inv. & Legal Aspects		
5:30-7:30	Vendor Reception	5:00-6:00 IDIAI Business meeting	

A/V Equipment needed:

Wednesday, April 7 - General Session

Morning

Microphone
unknown

Afternoon

TV/VCR
Overhead projector
Slide Projector
Screen
Microphone

Thursday, April 8 - General Session

Morning

Slide projector
Overhead projector
Screen
TV/VCR
extra table
Microphone

Afternoon

Slide projector
screen
TV/VCR
Microphone

Friday, April 9 - General Session

Morning

Slide projector
Screen
TV/VCR
Microphone

Afternoon

Screen
VCR
TV

Wednesday, April 7 - Workshops

Morning

Unknown

Afternoon

Computer LCD projector
Screen

Evening

Camera equipment
Tripods

Thursday, April 8 - Workshops

Morning

2 slide projectors
2 screens
Flip chart
Overhead projector

Afternoon

2 slide projectors
2 screens
Flip Chart
Overhead projector

Friday, April 9 - Workshops

Morning

Unknown

Afternoon

Unknown

Please make reservations for the following individuals and confirm with confirmation numbers.

(Done 1/25/99)

Mary DeVine	Tues. April 6, Wed. April 7 and Thurs. April 8 (double)
Timothy McCarthy	Tues., April 6 (single)
Robert Sanders	Tues, April 6, Wed. April 7 and Thurs. April 8 (single)
Stacey Meyer	Wed. April 7 (single)
Mark Fritz	Wed. April 7 (single)
Mary Collins	Wed. April 7 (single)
Douglas McPerson	Tues., April 6, Wed. April 7 and Thurs. April 8 (single)
Terry Labor	Wed. April 7 and Thurs. April 8 (single)
Bart Upstein	Wed. April 7 and Thurs. April 8 (single)
Bud Eastman	Thurs., April 8 (single)
Terry Pikus	Thurs. April 8 (single)
Ron Conode	Thurs. April 8 (single)

In addition, please reserve two double room for the nights of April 6, 7 and 8 under the Illinois Division of I.A.I. With the exception of Mary DeVine, please bill the Illinois Division of IAI for the rooms.

A/V SUPPORT COST:

Stage 4X4 3 days 54.00

Wednesday:

Microphone 75.00
TV/VCR 75.00
Overhead projector 30.00
Slide projector 45.00
(2) 6' Screens 40.00
Computer LCD 360.00

Total 625.00 625.00

Thursday:

Microphone 75.00
(3) Slide projectors 135.00
(3) 6' Screens 60.00
(2) Overhead Projectors 60.00
TV/VCR 75.00
Flip Chart 15.00

Total 420.00 420.00

Friday:

Microphone 75.00
Slide projector 45.00
Screen 20.00
TV/VCR 75.00

Total 215.00 215.00

TOTAL \$1,314.00

August 21, 1998

Mr. Blecksmith
Chief of Domestic Terrorism/Counter Terrorism Planning Section
935 Pennsylvania Ave. NW, Room 11741
Washington DC, 20535

Dear Mr. Blecksmith,

On April 7, 8 and 9, 1999, The Illinois Division of the International Association for Identification will be presenting their annual forensic science training conference in **East Peoria, Illinois**. The Illinois Division is a not-for-profit organization established to associate persons actively engaged in scientific crime detection, encouraging research work in furthering the professions, employing the collective wisdom of the professions and advancing the scientific techniques of personal identification and criminal investigation.

The goal of the Illinois Divisions of the **I.A.I. 1999 Annual Educational Forensic Conference** is to promote the sharing of information among law enforcement and forensic bureaus. We strive to provide the opportunity for each attendee to obtain the highest quality training available as well as exposure to the latest in technology through speaker presentations, workshops and vendor participation.

We are seeking speakers who may be able to provide much needed training either in the form of lecture, workshops, demonstrations or a combination of approaches. Your section's expertise and knowledge in domestic terrorism has led the Educational Conference Committee to express their desire for your participation in this training conference. We are requesting an agent from your section to present information regarding what, where and how to look effectively and safely for drugs, bombs and/or any items of investigative evidentiary value at crime scenes, including case studies that are appropriate. If possible, we would like to schedule the presentation on Wednesday, April 7th from 10:00am to noon. If the date of April 7th does not fit into your schedule, we will be delighted to arrange times and dates to suite you needs. We would also request a short bio and abstract to use in our program. We would need these items by the end of February.

Thank you for your consideration in joining our speaker program. Please advise me as soon as possible if we can be worked into your schedule and let me know what details may be needed to be addressed.

Sincerely,

Mary J. DeVine, President
Illinois Division of I.A.I.
316 16th Street
Rock Island, Il. 61201
309-732-2580

Howard Dean
Conference Committee Member
Loves Park Police Dept., Loves Park, IL
815-633-8800 815-633-0555 Fax

Chris Reiter
Conference Committee Member
U.S. Postal Inspection Service, Chicago, IL
312-765-4711 312-765-4478 Fax

January 31, 1999

Ms. Mary Collins
F.B.I.
219 S. Dearborn St., Suite 905
Chicago, IL. 60604

Dear Ms. Collins:

On behalf of the **Illinois Division of the International Association for Identification**, I would like to thank you for accepting our offer to speak at our upcoming educational conference. Enclosed is the conference flyer for your review. At this time, I would like to confirm the following details of your presentation and conference arrangements:

Date:	Thursday, April 8th
Time:	8:00am - 10:00am
Topic:	Profiling
Location:	Par-A-Dice Hotel, East Peoria, IL. Exit 95B off of I-74. 1-800-438-6777

A hotel reservation has been made for you for Wednesday, April 7th. The confirmation number is 7672484. If you need additional nights, please contact me or the hotel. In reviewing our arrangements, there will be no cost to the Illinois Division for your presentation. If this has changed, please let me know.

If you are flying to East Peoria, the nearest airport is in Peoria. We will be happy to meet you and provide transportation to and from the hotel. Please call me with flight times and dates.

At this time, your request for A/V equipment is as follows: TV/VCR, slide projector and screen. Please advise me at your earliest convenience if this has changed so that I may make the appropriate arrangements to secure your A/V needs.

The Conference Committee will be providing a program for the attendees. We would like to receive from you a short biography and abstract to include in the program. Because of printing deadlines, we would need this information no later than March 6, 1999. If you have handout materials, you may mail them to me to place into the attendee's conference binder, or, if you prefer, you may bring them to hand out at your presentation.

Again, thank you for accepting our invitation to speak at **The Illinois Division's 37th Annual Forensic Educational Conference**. We look forward to your presentation and making your stay pleasant.

Sincerely,

Mary J. DeVine, President
Rock Island City Police Dept.
316 16th St., Rock Island, IL 61201
309-793-3413 309-786-6572 (fax)

Chris Reiter, Conference Committee Member
312-675-4711 312-765-4478 (fax)

Eileen Taylor, Conference Committee Member
309-263-7491 309-263-8424 (fax)

Howard Dean, Conference Committee Member
815-633-8800 815-633-0555 (fax)



ILLINOIS DIVISION

of the

International Association for Identification

Organized 1962



Mr. David Grieve
Bureau of Forensic Sciences
606 E. College St.
Carbondale, IL 62901-3309

Dear Dave,

I would like to request of you to place our IDIAI 1999 Conference information in the I.A.I. journal. Below is the essential information:

April 7, 8 & 9, 1999
Illinois Division I.A.I.
37th Annual Educational Conference
East Peoria, IL
Contact: Mary DeVine
Rock Island Police Dept.
316 16th St.
Rock Island, IL 61201
(309) 732-2580

Much thanks, Dave. See you in April!

Sincerely,

Mary DeVine



ILLINOIS DIVISION
of the
International Association for Identification

Organized 1962



February 26, 1999

Robert Davis
Chicago Crime Lab
Attn: Latent Print Section
1941 West Roosevelt
Chicago, IL 60608

Dear Mr. Davis:

On behalf of the **Illinois Division of the International Association for Identification**, I would like to thank you for accepting our offer to speak at our upcoming educational conference. At this time, I would like to confirm the following details of your presentation and conference arrangements:

Date:	Wednesday, April 7 th (SuperGlue Workshop) and Thursday, April 8 th (Vacuum Metal Deposition)
Time:	8:15pm-noon (April 7 th) and 2:00pm-3:00pm (April 8 th)
Topic:	SuperGlue Workshop and Vacuum Metal Deposition
Location:	Par-A-Dice Hotel, East Peoria, IL. Exit 95B off of I-74. 1-800-438-6777

A hotel reservation has not been made on your behalf. Please contact me or the hotel for a reservation. In reviewing our arrangements, there will be no cost to the Illinois Division for your presentations. If this has changed, please let me know.

At this time, your request for A/V equipment is as follows: no A/V equipment for the workshops and a screen for the vacuum metal deposition presentation. Please advise me at your earliest convenience if this has changed so that I may make the appropriate arrangements to secure your A/V needs.

The Conference Committee will be providing a program for the attendees. We would like to receive from you a short biography from all of the speakers for the two presentations and abstracts to include in the program. Because of printing deadlines, we would need this information no later than March 6, 1999. If you have handout materials, you may mail them to me to place into the attendee's conference binder, or, if you prefer, you may bring them to hand out at your presentation.

Again, thank you for accepting our invitation to speak at **The Illinois Division's 37th Annual Forensic Educational Conference**. We look forward to meeting you and making your stay pleasant.

Sincerely,

Mary J. DeVine, President
Rock Island City Police Dept.
316 16th St., Rock Island, IL 61201
309-793-3413 309-786-6372 (fax)

Chris Reiter, Conference Committee Member
312-675-4711 312-765-4478 (fax)

Eileen Taylor, Conference Committee Member
309-263-7491 309-263-8424 (fax)

Howard Dean, Conference Committee Member
815-633-8800 815-633-0555 (fax)

OBJECTIVES: To advance the science of identification, to develop new technical practices and promote interest and cooperation in this valuable and great field of endeavor.