

CHECK LIST OF HOSTING PROFESSIONAL CONFERENCES

I. ORGANIZING THE CONFERENCE

1. Select committee chairpersons
 - A. Hotel, meeting rooms and meals
 - B. Program
 - C. Exhibitor
 - D. Training
 - E. Door prizes
 - F. Registration packets
 - G. Spouse's entertainment, if any
 - H. Printing of conference material

II. DUTIES OF COMMITTEE

1. Hotel, meeting room and meals
 - A. Obtain a list of sites that can accommodate all the people attending the meeting.
 - B. Contact these places personally to inspect and evaluate their facilities. Also, rank the sites so that only the top two or three will require contacting again to bid on the meeting.
 - C. The local Chamber of Commerce or Tourist Information Bureau is a good resource place. You can utilize as much or as little assistance and information as you feel is necessary.
 - D. Pre-conference arrangements.
 1. Conference sites can be in hotels, public buildings, schools, etc.
 - (a) Check out possibilities long in advance of the meeting.
 - (b) Determine all cost.
 - (c) Get a contract in writing.
 2. Are there restricted areas where smoking, food and beverages are not allowed? These should be clearly posted.
 3. If the meeting is held at a hotel, find out if rooms for the general conference, business and board meetings are charged separately. Some hotels may not charge for these rooms if you also have the attendees register there. There

might be price breaks based upon the number of rooms used by attendees. For example, one free conference room and one free hospitality room for every 30 registered rooms. It can also be based on the number of banquet or luncheon plates served. Room prices and the number of free rooms are very negotiable in most cities.

4. Does the hotel provide coffee, rolls, pop, etc? It is very important to negotiate this price as it a very high profit service when provided by the hotel. If they do, they often object to having outsiders cater the breaks and hospitality room or have attendees bring in their own food and drink.
5. Visit the local Chamber of Commerce. These offices usually have people who can help you plan these meetings, advise you of other conflicting conferences going on at the same time, suggest spouse agendas, etc.
6. Forward a registration form to the Editor of the Association and other journals of interest as soon as possible for printing. On these forms clearly indicate area for:
 - A) Name.
 - B) Agency.
 - C) Address.
 - D) Phone number.
 - E) Cost of Conference.
 - F) Any additional cost.
 - G) Cut off dates.
 - H) Name and address for return of registration form

E. Meeting Facility

- 1) Are rooms reserved for the general meetings (number of days required), the membership meeting, hospitality room? Since the conference activities can cover two to three days or more, clearly note all times, dates and locations.
- 2) Seating arrangements for the meeting room should be auditorium style with enough chairs to seat the minimum number of people expected.
- 3) A table and podium should be present at the front of the room.
- 4) Are any of the following needed:
 - A) Public address system
 - B) Projector
 - C) Screen

- D) Overhead projector
 - E) Additional technological aids
 - F) Remote control cord for the projector (long enough to reach podium)
 - G) Pointer, flip charts and/or chalk board
- 5) Meeting room needs ample electrical outlets and extension cords.
 - 6) Determine who operates the heating/cooling system for the meeting room.
 - 7) Is smoking allowed anywhere in the meeting room?
 - 8) Have arrangements been made for refreshments throughout the conference?

F. Registration

- 1) A registration table of a least 6 foot in length needs to be placed at the entrance of the meeting room with all other entrances sealed off. More often than not, a second table will be required.
- 2) It takes a minimum of three people to handle the registration table.
Functions to be performed are:
 - a) Registration
 - b) Receipt of money
 - c) Lists to check and supplement
 - d) Tickets to hand out
 - e) Cash receipts to fill in and hand out
 - f) Name tags to make and pass out
 - g) Other material to hand out
- 3) Registration usually begins one or two hours before the arrival of the first attendee to either training sessions or the conference itself. Since late registrants are common, the table should be open during the first day of the conference. If feasible, an information desk would be an asset.
- 4) The registration form needs to be checked to determine name of participant, home and/or work address, if spouse is taking part in any sponsored activity, if party is pre-registered, etc.
- 5) Duplicate receipt book must be purchased.
- 6) Cash box with minimum of \$50.00 starting cash.
- 7) Copies of program available to each registrant along with any registration packets.
- 8) Name tags for each registrant
- 9) Typewriter for certificates and other tasks.

- 10) Electrical outlets and cords for table, extra lighting if needed.
- 11) Proper issuance by registration table of duplicate tickets for door prizes for registrant.

G. Hotel accommodations

- 1) Prearranged rooms and pricing to be provided to the board of directors prior to the conference.
- 2) Double-check with the hotel during the initial planning and up to the day of the conference to be sure no conflicts have developed.
- 3) Have arrangements been made for a room for:
 - (a) Board of directors meeting
 - (b) Exhibitors
 - (c) Meetings
 - (d) Hospitality
 - (e) Are there extra costs and has a PO been approved?
- 4) Have arrangements been made for possible late checkouts on the last day of the conference?

H. Banquet

- 1) Has the banquet room been reserved?
- 2) Have all meals been priced and does cost of registration cover cost of meals for special members, guests and gratuities? Ask the hotel if it would be possible to turn in a final banquet number after registration is completed. Most hotels allow a 10% margin, so if using a pre-registration number, err on the low side.
- 3) Have arrangements been made to seat a minimum number of persons.
- 4) Has a head table been designated (for the following and their spouses: President, Vice-President, Secretary, Treasurer, Chairperson of the Board, Host department highest ranking official, minister, speaker, etc.)
- 5) Podium and PA system needed?
- 6) The cash bar opens one hour before the banquet.
- 7) Is there any entertainment? If so, are special room needs and equipment handled and does registration fee cover cost?

- I. After Conference
 - 1) Have all bills been paid?
 - 2) After conference is concluded and bills have been paid, the remaining funds should be sent to the Treasurer with a cost breakdown of expenses and income.
 - 3) Make sure any letters of appreciation have been sent, i.e. door prizes donors, speakers, official dignitaries, etc.

2. Program Committee
 - A. Establish a theme for the conference if appropriate.
 - B. Submit first call for papers approximately two to three months prior to the conference.
 - C. Arrange papers to coincide with the conference schedule allowing time for breaks and meals.
 - D. Confer with Host for a time schedule of the conference
 - E. Moderate papers and keep program on schedule.
 - F. Remind speakers to provide a copy of their material for publication in the journal.

3. Exhibitor Committee
 - A. Ask previous conference for their list of exhibitors.
 - B. Discuss with Host the cost of exhibitor space and what to charge exhibitor.
 - C. Send information to exhibitors about conference with price per table. Also, set date to charge late exhibitor fee.
 - D. As funds are received, send to Host so they can be deposited.
 - E. Contact conference headquarters with estimate of additional outlets for exhibits.
 - F. Have electricians standing by for additional outlets.
 - G. Check with exhibitors during conference to solve problems.

4. Training Committee
 - A. Coordinate with Host the types and number of training sessions to be conducted.
 - B. Ascertain the cost of lectures and materials.
 - C. Make arrangements for visual aids with conference people.

- D. See that certificates are awarded to each participant.
 - E. Contact and schedule instructors for sessions.
 - F. Assist instructors with accommodations and travel if requested.
5. Door Prizes
- A. These can be obtained through donations or purchased as part of conference expense.
 - B. Businesses should be displayed or listed in the program if they donated or sold prizes at a discount.
6. Registration Packets
- A. This is material collected from the Chamber of Commerce or Tourist Information Bureau.
 - B. Also, a small gift or sweet is nice.
 - C. This committee collects these things and fills packets.
7. Spouse's Entertainment
- A. Tours
 - B. Luncheons
8. Printing of Conference Material
- A. Programs
 - B. Other reproduction needs - photocopier should be available in hotel or at Host's office, if convenient.

III. Conference Cost

1. The Host will need to coordinate the following information with the other committee chairpersons.
2. Prices of registration and exhibitor fees must cover:
 - A. Costs for speakers; some special speakers are paid a stipend, the amount of which is agreed upon prior to the conference.
 - B. Hospitality room rental if not included free as part of package deal from hotel.
 - C. Refreshments for the hospitality room. If not corporate sponsored.
 - D. Banquet meal costs including a fixed gratuity. Plan to charge a small increased fee to provide protection against a large number of no-show pre-

registrants. Request that the final number of meals be given to the hotel after registration is completed.

- E. Costs of any meeting rooms if not part of package deal with hotel.
- F. Costs of a special mailing to announce meeting and send out forms.
- G. Refreshments (coffee, donuts, etc.) during the conference breaks.
- H. Spouse registration costs to cover banquet, hospitality room, coffee and donuts, and any expense from spouse activity.
- I. Any door prizes not donated.
- J. Any special rentals (slide projectors, VCR's, TV's, etc.).
- K. Printing costs for any handout material and name tags.
- L. Costs for paper, notebooks, pens, etc. that are to be provided.
- M. Entertainment after the banquet.

Putting on a conference is an extremely time consuming and nerve racking experience. It is not something to be entered into lightly. I would make a strong suggestion that the Host make use of anyone who will volunteer to chair one of the many committees. Be sure they are willing to get the job done and get it completed before the last minute. The Host should have a deadline to get information back to him/her in order to have a successful meeting.

Don't hesitate to contact other people that have been involved with previous conferences to get answers and ideas.

The above is merely provided as a guide to the Hosts in order to cover most details of any conference. The Hosts chairman or committee can use any leeway necessary to make the conference a total success, but it is most IMPORTANT that before any monies are spent or committed that the expenditures be covered by registration fees or exhibitors fees. The main objective of all conferences is the educational aspects. All other details such as banquet, prizes, entertainment, etc. are secondary.

The officers and Board of Directors of the Association have a responsibility to the Hosts to help in any way possible and they solicit the Hosts to call on them for any help possible.

Proper planning and coordination between the Hosts and the Association officers make for an excellent and successful conference. REMEMBER: PRIOR PROPER PLANNING PREVENTS POOR PERFORMANCE.

**PLANNING AND SUBMITTING A PROPOSED
TRAINING BUDGET**

When preparing a training class or school you will need to prepare a proposed training budget. The budget should be completed as accurately as possible. This budget, along with the training outline should be presented to the Executive Committee for final approval no later than 30 days prior to the first day of class. You, as the coordinator will have a better chance of having the training school approved by following this outline.

- I. HOW MANY STUDENTS WILL THE CLASS HOLD? IS THERE A MAX AND A MINIMUM?

- II. WHAT IS THE MINIMUM NUMBER OF STUDENTS THE CLASS WILL TAKE UNTIL IT IS CANCELED?

- III. WHAT IS THE STUDENT'S COST FOR THE COURSE?

- IV. MEETING SPACE?
 - A. IS THERE A COST?
 - B. WHERE IS THE MEETING PLACE?

- V. DO THE INSTRUCTOR'S HAVE A FEE?
 - A. WILL THE IDIAI PAY THEIR EXPENSES?
 - B. WHAT IS THE COST?
 - 1) AIR FARE
 - 2) HOTEL
 - 3) FOOD
 - 4) OTHER EXPENSES

- VI. DOES THE SCHOOL REQUIRE EQUIPMENT RENTAL? WHAT IS THE COST?

- VII. ARE THERE GOING TO BE ANY REFRESHMENTS? WHAT IS THE COST?

- VIII. DO THE STUDENTS NEED ANY EQUIPMENT?

- A. IS THE IDIAI GIVING OUT EQUIPMENT TO EACH STUDENT THAT ATTENDS?
- B. WHAT IS THE COST?
- C. ANY PHOTO COPYING?
- D. HOW ABOUT NOTEBOOKS?
- E. WHAT IS THE COST?

IX. IS THERE ANY MISC. EXPENSES? WHAT IS THE COST?

X. WHAT IS THE PROJECTED INCOME?

XI. WHAT IS THE PROJECTED EXPENSES?

EXAMPLE: A 40 hour Fingerprint Classification and Identification School will be held at the Scottsdale Police Department Training Room, 9065 E. Via Linda, Scottsdale, Arizona, from November 15-19, 1993. This training course has been ALEOAC approved. The student need only bring note taking material and pencils. All other equipment will be given to each student.

20 students maximum. The course will be canceled if less than 10 people register.

Price per student: \$125.00

$$\$125.00 \times 20 = \$ 2,500.00$$

Meeting space: No charge

Instructors: No charge

Equipment rental: No charge

Refreshments: Donuts, pastries, coffee each morning

$$\$12.00 \text{ per day} \times 5 \text{ days} = \$60.00$$

Equipment for students: (20) magnifying glasses

(20) Henry classification disc

(20) Pointers

(20) Work manuals

(20) FBI manuals

(20) Certificates

$$= \$1,600.00$$

Copying cost for handout materials: (maybe no charge)

$\$.10 \times 60 \text{ pages} \times 20 \text{ students} = \120.00

Projected income:	\$2,500.00
Projected expense:	\$1,780.00
Projected profit/lost:	\$ 720.00

PRESENTED BY THE

Illinois Division

OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION

The Illinois Division of the International Association for Identification was granted its divisional charter in July of 1962. The IDIAI membership, like that of the International Association for Identification, is comprised of members of the law enforcement community involved in and with the disciplines of forensic identification. Included in these disciplines are the fields of latent print collection and recovery, scientific crime scene investigations of physical evidence, forensic photography, footwear/tire tread evidence, questioned document examination, trace evidence, hair and fiber and related biological examination and identification; and related support fields.

One of the primary goals and foremost objectives of the IDIAI is the offering of forensic identification--related training to law enforcement personnel interested in these areas. The attached informational packet contains the course outline, registration form, and registration notes for the _____ school scheduled for _____ through _____, _____.

This session is being held at the _____.

Complete information is contained elsewhere in this packet, should there be further questions, please contact:

NAME: _____
AGENCY: _____
ADDRESS: _____

PHONE #: _____

REGISTRATION NOTES AND MISCELLANEOUS INFORMATION

1)Title of school:

2)Dates:

3)Place being held:

4)Times:

5)Tuition cost:

6)Additional tuition fees if any:

7)Does the student need to bring any equipment with them?

8)What will the school provide?

9)Type of dress required:

10)Is the school ALEOAC (POST) approved?

11)Room and board information:

12)Is the class limited to a specific number of students, if so how many?

13)Registration fee is due by:

14)Late registration fee is:

15)Is parking available: