

IACTP CONFERENCE PLANNING GUIDE

Updated 01/14/08

Definitions used through this guide:

IACTP – References the association, executive board and board of directions or secretariat

PROGRAM CHAIR- PRESIDENT ELECT – Responsible for program sessions and coordination of overall conference program. (IACTP)

SITE COORDINATOR – Coordinates hotel logistics (IACTP)

LOCAL HOST – Agency coordinating statewide initiatives

- **Encouraging innovation and on-going staff development**

The information in the Conference Planning Guide is designed to familiarize groups interested in hosting a future International Association of Correctional Training Personnel (IACTP)

Conference with the duties and responsibilities of doing so. It is important that you read this document in its entirety to ensure that you have a thorough knowledge of what is expected of the Local Host.

A successful conference is the result of mutual goals, teamwork, and a supportive spirit among everyone involved. You are invited to participate in one of IACTP's most visible assets for its profession and community. We look forward to your active participation.

HOSTING AN IACTP CONFERENCE

Hosting an IACTP Conference can be a rewarding and exciting experience for the Local Host. It is an opportunity to gain knowledge and learn best practices from professionals on an international level, create networks for discussing common challenges and solutions, and share information and strategies which have been successful in your region. This is also an opportunity to showcase your community -- from scenic views, cultural activities, sporting events, tourist attractions and dining, nightlife and shopping -- Conference participants are eager to experience the area's sites and attractions.

The Local Host is responsible for a number of activities in advance and during the IACTP Conference. Months of planning and numerous meetings will occur and many hours of volunteer support will be needed to achieve a successful Conference. This is a great opportunity for persons to lead committees, while others will be asked to contribute to a team effort. In the tradition of community spirit, Local Host staff will be mobilized for a number of tasks. IACTP benefits enormously from the many local volunteers who offer their talents and resources to the Conference. Each person who contributes to the Conference is sure to receive personal satisfaction as well -- by accepting a new challenge, developing team building skills, getting to know colleagues or building a stronger community spirit. Together, as we achieve our goals, we edge a step closer to training excellence.

WHAT THE LOCAL HOST AGENCY NEEDS TO KNOW

- **Conference mechanics, i.e., hotel negotiations, menu planning, guarantees, brochure printing.**

The Site Coordinator is responsible for hotel negotiation, coordinating all hotel logistics to include menus for meals and breaks, lodging requirements, and workshop space. Decisions made by the Site Coordinator are based on sound business principles, financial constraints and/or IACTP policy. IACTP and the Site Coordinator invite and appreciate input from the Local Host Agency on the nuances of the host state and city. It is necessary that the Site Coordinator handle the mechanics and final arrangements for the official Conference functions. The Site Coordinator will be available to provide guidance during the planning of the Conference.

- **Local Host Agency's Responsibilities**

The Local Host's efforts, resources, and volunteers are united for one common purpose -- to bring trainers together to achieve our mutual goals for our Association and community. Specifically, the Local Host is responsible for assisting with on-site registration, workshop moderators, security, transportation, media relations, host city information, audio visual, photography, training information, planning and coordinating social activities, fundraising. The Local Host will work closely with the Program Chair in soliciting for local workshop presenters, local vendors, guest speakers and local dignitaries to be invited. The Local Host is responsible for conducting planning committee meetings, promoting the Conference within their state and providing a minimum number of paid participants. The Local Host is encouraged to collaborate with other agencies and associations when feasible.

In addition to specific tasks, the Local Host supplies its own unique hospitality to Conference participants. Obviously, the Local Host's input and suggestions regarding various Conference activities, facilities, and locations are encouraged.

- **Percentage of Conference proceeds received by Local Host Agency**

Under current IACTP policy, the Conference Local Host may receive proceeds not to exceed a combined level of 5 percent of the net profit of the Conference. The actual percentage is based on agreed upon performance measures which are negotiated by the IACTP Executive Committee and the Local Host Agency. In the unlikely event that a profit is not incurred, the same negotiated percentage would become the responsibility of the Local Host Agency as an expense.

- **Distribution of Profit**

The IACTP Treasurer will prepare a financial summary of the Conference approximately 60 days following the Conference, at which time the Local Host will be informed of their share of the profit or loss.

- **Program (workshops and sessions) Development for the Conference**

The Program Chair in concert with the Local Host will contact potential guest speakers. The Local Host is the primary solicitor for guest speakers for the Sunday night opening event, Monday lunch guest speaker and Wednesday brunch guest speaker. The Program Chair is responsible for the selection of workshop presenters and setting the conference agenda, The Program Chair is responsible for the publishing of the conference registration book along with

the IACTP Secretariat. The Program Chair will coordinate the publication of the conference program book with the local host. The Local Host is encouraged to solicit and provide program presenters to the Program Chair. This is recognized as an important contributor to ensure that workshops of local interest can be presented at the Conference.

- **Preparation and approval of the Conference budget**

The Conference budget is prepared by the IACTP President and Treasurer for approval by the Executive Board.

- **Collection of funds & issuing a check for expenses**

All Conference funds and accounts are maintained by the IACTP Treasurer. All funds (registration fees, advertising revenues, exhibit fees, contributions, special event fees or other social activity fees) collected by the Secretariat or the Treasurer related to the Conference must be submitted to the Treasurer for deposit. Checks are drawn and signed only by the Treasurer. When an expense of the Conference occurs (i.e., deposit to secure entertainment for special events), an invoice statement or other appropriate document must be submitted to the Treasurer. Check requests are processed on a weekly basis. All expenses must have prior approval by IACTP before ordering the goods/services.

- **Determination of Conference registration fees**

The Conference registration fee will be decided based on a number of factors such as the predicted expenses of the Conference, registration fee history, and competitive rates among similar markets. Final decision will be made by the IACTP Board.

- **Signature of hotel contracts and other contracts related to social events**

Contracts or agreements for the hotel contract must be signed by the Site Coordinator or IACTP President. Other contract activities associated with the Conference must be co-signed by both the Site Coordinator and the IACTP Treasurer.

- **Final guarantees on functions such as meals within the hotel or with social events**

The Site Coordinator provides guarantees for all meals, attendance, or other obligations. The Site Coordinator must consult with the Secretariat and/or Local Host associated with social events to collectively determine the guaranteed number of participants. In the event that the guaranteed number cannot be agreed upon by both parties, IACTP will develop a rider to be signed by all parties which specifies that any financial loss beyond the Site Coordinator's predicted guarantee shall be the responsibility of the Local Host.

- **Receptions, luncheons, and/or meetings conducted by the Local Host during the Conference**

The Local Host is encouraged to conduct its meeting or social events as part of the IACTP Conference. However, costs related to these functions which are held for a particular group, as opposed to all Conference attendees, are the responsibility of the group which produced said expense.

- **Coordination of social events**

The Local Host is responsible for the planning and coordination of social events.. The Local Host will monitor the progress of social events in advance of the Conference and provide pre- and on-site coordination with the Secretariat. It is necessary that all contracts or letters of agreement for rental, purchases, etc. related to social events be reviewed and signed by the IACTP President. No meal, attendance or other guarantee is to be given to any individual or vendor without the specific approval of the Site Coordinator.

- **Determination of the price for social events**

All costs for social events are financed on a participation basis outside regular Conference revenues. The social events are not expenses of the Conference budget. It is the responsibility of the Local Host to coordinate efforts to obtain sponsorship which offsets the costs of the events. With the support of contributions, a reasonable ticket price per person can be offered. However, it is necessary that sponsorship donations be received prior to the typesetting of the official registration program. If sponsorship for the social events is not obtained by the typesetting deadline, then the full per-person cost must be offered in the Conference's registration brochure.

The Local Host Agency must work closely with the Program Chair planning and budgeting for social events. Once the final budget and all costs are determined, it is the responsibility of the Local Host to ensure that costs do not exceed those budgeted. It is expected that the cost of ticket sales plus sponsorship funds will pay for the cost of social events. In the event of a profit or loss on social events, the said profit or loss will be combined with the total Conference funds. The co-sponsor's negotiated conference proceeds, if applicable, will be affected proportionately by social event profits or losses.

CONFERENCE PROFILE

PURPOSE: The IACTP Conference enhances individual and organization excellence by providing training and networking opportunities.

DATE: October

ATTENDANCE: Professionals from juvenile and adult criminal justice, community corrections, and higher education involved in training the criminal justice field. Average attendance is 100 to 125 people.

EXHIBIT SPACE: Typical exhibitors represent the following areas: training programs, technology, curriculum development, and educational resources. Average number of expected exhibitors is ten.

LOCATION: Downtown location is preferred; however, other locations may be considered. The hotel should be within a reasonable distance from the airport and within walking distance of restaurants and other types of entertainment (such as shopping, movies, etc.).

CONFERENCE HOTEL/CITY/STATE HISTORY

Year	Hotel	City, State
1988	Stouffer's Omni	Baltimore, Maryland
1989	Holiday Inn	Knoxville, Tennessee
1990	Holiday Inn	Albany, New York
1991	Sheraton	Seattle, Washington
1992	Delta Resort	Orlando, Florida
1993	Marriott	Tulsa, Oklahoma
1994	Marriot	Columbus, Ohio
1995	Regal Riverfront	St. Louis, Missouri
1996	Marriott	Palm Beach Gardens, Florida
1997	Marriott	Memphis, Tennessee
1998	Sheraton	Long Beach, California
1999	Hilton & Towers	Baltimore, Maryland
2000	Regal Riverfront	St. Louis, Missouri
2001	Delray Beach Marriott	Delray Beach, Florida
2002	Holiday Inn SunSpree Resort	Scottsdale, Arizona
2003	Wyndham Philadelphia	Philadelphia, Pennsylvania
2004	Quincy/Boston Marriott	Boston, Massachusetts
2005	Hilton Nashville Downtown	Nashville, Tennessee
2006	Double Tree Hotel	Buckhead/Atlanta, Georgia
2007	Holiday Inn Charleston	Charleston, West Virginia
2008	Fiesta Resort	Tempe, Arizona

LODGING PATTERNS (rooms)

Thursday Average: 5

Friday Average: 20

Saturday Average: 70

Sunday Average: 100

Monday Average: 100

Tuesday Average: 90

Wednesday Average: 5

**Lodging pattern varies according to location*

BRIEF CONFERENCE AGENDA *(subject to change by Program Chair)*

Friday

- PM - Executive Committee Meeting

Saturday

- IACTP Board Meeting
BOARD LUNCHEON
- BOARD RECEPTION

Sunday

- Pre-Conference Workshops, Exhibits Set-up, Open Evening Awards Ceremony & Reception, Election Announcement

Monday

- Opening Session
Exhibits Open
- Silent Auction Opens
Luncheon w/ speaker
- Facility tours (if possible)
Concurrent Workshops
Social Event outside of Hotel
- Membership meeting

Tuesday

- Membership meeting (President's Message) & Regional Meetings (as necessary)
Concurrent Workshops
- Boxed Lunch
- Board Meeting at noon
- Curriculum Swap
Silent Auction Closes
- Exhibits Close
Social Event in Hotel

Wednesday

- Concurrent Workshops
Brunch & Closing Session with guest speaker

SITE SELECTION DECISION PROCESS

- **Application**

Agencies or groups interested in hosting an IACTP Conference must work with the IACTP President to provide a letter of commitment from their agency head demonstrating their support of the conference planning process as well as the conference attendance. Local host are encouraged to seek letters of support from state, local, and federal agencies to be included with their letter of support..

- **Site Selection Review**

The IACTP Board of Directors will review all complete applications. A meeting of the Board and groups interested in hosting a Conference will be conducted during the Annual Conference in which both parties will have an opportunity to ask questions and fully understand their obligations.

- **Board of Directors Decision Date**

Future IACTP Conference locations are voted on by the Board of Directors at its Annual Board Meeting held in conjunction with the Annual Conferences in October if possible. After the city is determined by the Board, any hotel or other facility negotiation and selection is then conducted by the Site Coordinator.

For more detailed information contact:

IACTP Secretariat
 PO Box 473254
 Aurora, CO 80047
 Phone: (toll free) (877)884-2287 / (877)88 IACTP (Please leave a message and your call will be returned)
 Email: iactp@correctionsmail.com

TIME LINE - IACTP CONFERENCE

Tasks	IACTP	Site Coordinator	Local Host	Program Chair
Preliminary Actions (suggested to occur 2-3 years in advance when possible)				
Local Host Agency submits letter of interest to Conference Coordinator			* to President	
Make formal presentation to Board			*	
Develop agreement between IACTP & Local Host	President		*	
Conduct site inspection of hotel		*	*	
Prepare preliminary budget	*Exec. Board			

Tasks	IACTP	Site Coordinator	Local Host	Program Chair
Select Host City	*Board			
Select Date	*Board			
Arrange & finalize meeting, banquet, and sleeping space		*		
Negotiate hotel contract		*		
1- 2 Years Out				
Sign hotel/facility contract		*		
President with Program Chair selects committee members	*			*
Promote the next year's Conference at present Conference	*		*	
Solicit companies for sponsorship funds	*		*	
Develop social events (location, cost, sponsorship)			*	
Refine Conference budget	*Exec. Board			
Develop promotional brochure	*		*	*
9 - 12 Months in Advance				
Promote Conference at affiliated events	*	*	*	*
Finalize workshops & trainers				*
Finalize social events			*	
Print and distribute exhibit brochure (online)	* Vendor			
Tentative topics submitted to Program Chair			*	*
Solicit /Submit pre-Conference workshops				*
Print and distribute registration brochure	*Secretariat			*
Solicit for Award Nominees	* Award Committee			
6 - 9 Months in Advance				
Order registration materials (name tags, certificates, ribbons)	*Secretariat			

Tasks	IACTP	Site Coordinator	Local Host	Program Chair
Schedule tours and other special events			*	
Planning meeting with hotel at conference site (review agenda and meal functions)		*	*	*
3 - 6 Months in Advance				
Send confirmations to registrants (ongoing)	*Secretariat			
Send confirmations to exhibitors	*Vendor			
Finalize meeting room arrangements		*		*
Set up CEU credits				*
1 - 3 Months in Advance				
Print final program			*	*
Award recipients selected	*Awards Committee			
Order Awards	*Awards Committee		*	
Print awards program	*Awards Committee		*	
Finalize meal functions		*		
Prepare registration packets	*Secretariat		*	
Follow-up on Local Host Agency committees	*President			*
Finalize printing of signs/posters			*	*
Submit final program			*	*
Provide presenter and guest speaker gifts	*		*	
Ensure training equipment is available and in good working order			*	
0 - 1 Month in Advance				
Schedule manning of registration booth	*		*	
Ship materials to Conference site	*			*
Provide moderator packets for presenters; includes evaluations; CEU info; bio and schedule				*

LOCAL HOST AGENCY RESPONSIBILITIES FOR THE IACTP TRAINERS' CONFERENCE

The Local Host is responsible for securing sponsorship funds and exhibitors unique to the host state market, securing a minimum number of paid participants from their state, assisting in the Conference's social activities, serving on the Program Committee, attending planning committee meetings and promoting Conference attendance. The Local Host pledges to work in good faith with the Site Coordinator, Program Chair, the IACTP Treasurer, and IACTP officials for the financial, social, and professional success of the Conference. A general description of Local Host Agency duties are as follows:

- **Financial Contributions**

The Local Host Agency shall secure financial and in-kind contributions which will be used to enhance various Conference activities.

- **Exhibitors**

The Local Host shall secure a minimum of 5 exhibitors and/or sponsors who are unique to the host state market.

- **Paid Participants**

The Local Host shall secure a minimum of 30 paid participants from its state (unless negotiated with IACTP President). The Conference registration form will contain a "check off" box for attendees within the state to mark in order to ascertain the number of actual persons in attendance.

- **Social Events**

The Local Host will plan and coordinate social activities with the Program Chair

- **Program**

The Local Host will provide a liaison to serve on the Program Committee. The Program Committee is responsible for the organization and preparation of the Conference program. During the conference the Local Host is to provide workshop moderators as follows.

1. Provide one moderator for each workshop.
2. Ensure audio/visual equipment is available and working
3. Introduce Workshop presenter
4. Distribute evaluations
5. Thank presenter and present with gift

- **Planning Meetings**

The Local Host will conduct planning meetings. Minutes of these meetings are to be provided to the IACTP Executive Committee.

- **Attendance Promotion**

The Local Host shall promote Conference attendance by supplying mailing/marketing lists to IACTP, printing advertisements in agency newsletters, distributing brochures to staff and providing complimentary exhibit space to IACTP for the promotion of the proceeding Conference.

- **Conference Proceeds Based Upon Performance Measures**

In exchange for the Local Host Agency's contribution to the Conference, the Local Host Agency shall receive a negotiated percentage (not to exceed a total of 5%) of the total overall Conference profit. The actual percentage is based on agreed upon performance measures which will be negotiated by the IACTP Executive Committee and the Local Host Agency. From time to time, the leadership of IACTP will require certain information during and after the Conference to ensure that performance measures are met.

- **Registration**

Assist in assembling registration materials and staff on-site registration.

1. Provide volunteers to assemble registration packets. Packets are usually assembled on the Thursday or Friday prior to the Conference.
2. Every participant will receive a registration packet (goodie bag). The packet contains training information, host city information, evaluation forms, and other general information. Approximately 150 registration packets will be needed for the Conference.
3. Secure adequate staffing for on-site registration based on the IACTP recommendation.

- **Security**

Provide security for the Conference including its registration area and exhibit hall.

1. Provide general security during the Conference at major locations within the hotel (registration desk, exhibit hall entrance, and major entrances into workshop and general session rooms.)
2. Insure that all persons entering workshops/session areas are registered participants. Name badges should be worn at all times during official Conference functions.
3. Provide security during the collection of registration fees and transportation of cash to the safe deposit box or bank.
4. Provide assistance to Conference participants for information such as hotel directions, workshop location, etc.
5. Assist in the case of an emergency situation.

- **Pre-Conference Planning**

All security volunteers should be provided with appropriate maps, programs, etc. as they will frequently be called upon to provide directions, answer questions, etc. Security volunteers should be briefed prior to the Conference on procedures to deal appropriately with participant problems in order to avoid potential conflict.

RECOMMENDATION - One person is needed at the registration area (when in operation); one person is needed at major flow points into workshops, and one person is needed at each entrance door to the Conference exhibit hall.

- **Transportation**

Provide VIP and emergency transportation as needed.

1. Provide ground transportation to/from the airport and hotel for a limited number of VIPs or speakers based on IACTP's request.
2. Provide ground transportation in case of an emergency situation.
3. Be on stand-by for most of the Conference to assist in last-minute transportation needs as they arise.

RECOMMENDATION - Have one vehicle available during all times of the Conference.

- **Media Relations**

Provide and coordinate media and public relations support including press releases.

1. Provide press releases prior to the Conference, daily during the Conference, and a wrap-up release.

- **Host City Information**

Provide a host city information table which includes local maps, restaurant guides, activities, etc.

1. Collect information of interest to Conference participants (map of host city, list of restaurants, car rental, nightspots, shopping, etc.)
2. Provide volunteers to staff an information booth during the Conference and provide on-site information to Conference participants regarding Conference events, workshop location, etc., as well as local host city information.
3. Provide general information about the host city's transportation, entertainment, etc. when requested by the Conference Coordinator for use in the registration brochure and final program.

- **Audio-Visual**

Provide complimentary audio-visual equipment and coordinate set-up and support of the equipment during the Conference.

1. Insure necessary audio-visual equipment is available to meet the needs of the presenters.
2. Audio-visual equipment must be loaned from other agencies in support of the Conference.
3. Transport and set-up equipment in appropriate workshop locations.
4. Insure good operation of equipment at workshop site and assist presenters in operational concerns.
5. Respond to unscheduled "on-site" requests for audio-visual needs.
6. Provide secure storage for audio-visual equipment.
7. Secure additional back-up equipment as needed in addition to extra bulbs, extension cords, and other accessories.

RECOMMENDATION - Audio-visual committee members should be familiar with equipment and operational mechanics of each piece of equipment in order to assist presenters and insure a smooth set-up.

- **Photography**

Provide complimentary photography services during Conference events.

1. Provide a photographer for Conference events on a complimentary basis.
2. The Program Chair will provide a schedule of the events, locations to be photographed, and the necessary film to the photographer in advance of the Conference. Digital cameras may be used.
3. Photographs are used for marketing future IACTP Conferences and events. Photographs of the back of the audience's head as well as photographs of participants with alcoholic drinks in their possession should be avoided.
4. Photographs must demonstrate the following types of activities:
 - i. Networking - participants shaking hands, talking, exchanging notes.
 - ii. Diversity - participants of diverse race, gender and age.
 - iii. Learning - action photos in a workshop setting in which the speaker is using visual aids, participants are writing notes; participants in group interaction; participants laughing or using facial expressions that indicate listening.
 - iv. Exhibitor Interaction - exhibitors demonstrating/discussing their product/service to a participant.
 - v. Ceremonies - featured speakers at the general sessions and luncheons and award recipients.
 - vi. Social activities.

- **Fund-Raising**

Develop fund-raising strategies and solicit local business for financial contributions.

1. Develop a list of potential sponsors within the state/region who provide services to the training community. Solicit contributions from potential sponsors through written correspondence, telephone contact, and personal visits.
2. Sponsorship funds will be used to defray the cost of the social activities and Conference expenses.
3. An aggressive and self-motivated fund-raising committee should be formed. Committee members should be comfortable interacting with upper management professionals.

- **Social Event Activities**

Plan and coordinate social activities with the Program Chair.

1. Arrange in cooperation with the Program Chair social activities geared to attract all participants and ensure enjoyment for a wide range of Conference attendees. Coordinate all entertainment, food service, travel, etc. Social events are not specified in the Conference budget. They will be financed by sponsors and participants outside of regular Conference revenues.
2. Provide necessary pre- and on-site coordination for planned events with the Program Chair.
3. Solicit items for the Silent Auction.
4. Coordinate function space needs within the Conference hotel with the Site Coordinator.

5. All contracts or agreements for rental, purchases, etc, associated with social events must be reviewed and co-signed by the Program Chair along with the party responsible for coordinating the event. No meal, attendance, or other guarantee shall be given to any vendor without the specific approval of the Site Coordinator..

- **Miscellaneous Items**

1. **Meeting Minutes** - provide written minutes to the IACTP President of all committee and planning meetings of the Local Host.
2. **Volunteer Support** - provide volunteer personnel during the Conference. It is IACTP's policy that volunteers be required to pay the Conference registration fee. The IACTP Executive Committee must approve any registration fee waivers in advance of the Conference.
3. **Local Dignitaries** - Identify local dignitaries for invocation and welcoming presentations.
4. **Printed Media** - the Program Chair must approve all printed materials before printing.

NOTE: The responsibilities of the Local Host Agency are subject to change for the betterment of the Conference and for all persons involved in the Conference. All future Conference local host agencies and other persons involved in the Conference are expected to adopt any future changes.

SITE COORDINATOR RESPONSIBILITIES

The Site Coordinator recognizes the importance of conferences to IACTP, and agrees to exercise administrative and financial oversight (with the IACTP Treasurer) of the IACTP Conference. The Site Coordinator is responsible for the overall management of the Conference site logistics in good faith cooperation with the Local Host and IACTP Board.

- **Conference Site Selection**

The Site Coordinator will assist the IACTP Board of Directors with site selection for future conferences.

- **Financial**

Site Coordinator and IACTP Treasurer will maintain accurate records of income and expenses; prepare financial reports; maintain that costs are being controlled within budget; prepare the Conference budget; disburse Conference funds. All Conference income funds will be deposited by the IACTP Treasurer and expenses will be paid by the Treasurer. The Treasurer and Site Coordinator will formulate cost saving measures and ideas.

IACTP COMMITTEES' RESPONSIBILITIES

- **Exhibits**

The Vendor Chairperson will promote, solicit, and coordinate all activities for the exhibit showcase; negotiate exhibit services contractor; prepare and mail invoices for exhibitors; maintain financial report of exhibit income; prepare post-conference letters of appreciation to exhibitors. The Vendor Chair will update exhibitor prospectus with hotel information. The Vendor Chair will work with the Secretariat and the Local Host to procure exhibitors and sponsors.

- **Printing**

The Program Chair will prepare printed materials for the Conference; coordinate typesetting and design of printed items; edit and proofread copy; obtain necessary promotional and logistical information; and coordinate the workshop and session information. The Program Chair will coordinate the printing of the following items:

- Promotional brochure
- Registration brochure
- Final Conference program book
- Awards program (with Membership committee)
- Miscellaneous items such as on-site registration forms, social event tickets, lunch tickets, etc.

- **Program**

The Program Chair will coordinate Conference workshops and sessions with the assistance of the Local Host.

- **Travel**

The Local Host will negotiate with air carrier and/or ground transportation for special discount rates; obtain travel information for participants (travel options from airport to hotel, bus travel if necessary).

- **Hotel Negotiation & Arrangements**

The Site Coordinator in conjunction with the IACTP President will negotiate with hotels and other service vendors for the best possible prices and amenities; serve as the primary contact for all hotel arrangements including lodging, function space, and banquet arrangements.

- **Housing**

The Site Coordinator will coordinate special lodging needs of the Executive Committee and VIP's; maintain suite release control; maintain housing records; and assign complimentary rooms.

- **Solicitation of Donations**

IACTP Board, the Vendor Chair, and Local Host will solicit companies for donations or sponsorships; develop sponsorship options; coordinate activities of sponsored events; coordinate solicitation efforts of the Local Host, develop and coordinate sponsorship program in order to raise funds to offset operating expenses.

- **Food Functions**

The Site Coordinator will order meals and beverages for Conference luncheons, breaks, receptions, etc.; coordinate meal function activities with the hotel; maintain records of past food and beverage expenses for use in future planning.

- **Meeting Schedules**

The Site Coordinator and the Program Chair will be notified of other local host meetings that will coincide with the conference to coordinate meeting space. All other logistics and financial cost will be the responsibility of the local host.

- **Media/Public Relations**

IACTP will prepare a public relations plan; promote the Conference in conference calendars of affiliate and other associated groups; prepare and send press releases.

- **Mass Mailings**

The IACTP Secretariat will coordinate mass mailing of brochures, promotional materials, etc.; develop a distribution plan; collect appropriate mailing lists.

- **Purchases**

The Secretariat will order meeting supplies (i.e., ribbons, badge covers) from the Membership Office, and authorize shipment to the Local Host Agency.

- **Signs**

The Program Chair and Local Host will determine sign needs and locations; order professionally made signs at the best price.

- **Awards Reception**

The Site Coordinator and Program Chair will coordinate with the IACTP Awards Chair for any special arrangements to be made for awards ceremony.

- **General Sessions**

The Program Chair will coordinate opening and closing session activities with the IACTP President and the Local Host for such items as color guard, anthems, speakers, etc.

- **Social Events**

The Program Chair will coordinate needs of social events with the Local Host if needed; assist in development, promotion, and printing of materials if needed.

- **Information Request**

The Secretariat will respond to member and public request for information on the Conference.

- **Marketing**

The IACTP Board, Secretariat, and Local Host will develop a marketing plan; notify appropriate groups and individuals with brochures and letters; develop camera-ready advertising and send to appropriate groups; solicit exhibitors, final program advertisers, and conference registration by telemarketing.

- **Local Host Agency Coordination**

The Program Chair and Site Coordinator will provide oversight coordination of activities responsible to the Local Host providing guidance and reports from past Conferences on such items as cost cutting ideas, financial and attendance figures from past Conferences, etc.

- **Guest Speakers**

The IACTP President and Program Chair will work with the Local Host committees to select guest speakers.

- **Tokens of Appreciation**

The Local Host will purchase items of appreciation for Guest Speakers and the Conference Local Host Committee.

IACTP TREASURER RESPONSIBILITIES FOR THE IACTP CONFERENCE PRE-REGISTRATION & BILLING

The Secretariat will receive and collect registration fees; forward fees to Treasurer for deposit; maintain accurate records of registration received and registration with outstanding balances; prepare and send invoices for unpaid registration; prepare and send confirmation packets; respond to registration changes, additions and refund requests; print reports of registrations received, pending, totals attending specific events; notify the Vendor Chairperson of received exhibit/sponsor fees, etc.

LOCAL HOST FUNDRAISING COMMITTEE FUNCTION/RESPONSIBILITIES

The goal of the Fundraising Committee is to acquire contributions to offset expenses or increase the level of activities for the IACTP Conference.

The Local Host Fundraising Committee will coordinate with the Vendor Chair. A couple of steps naturally occur in the fundraising process. First is the development of a list of potential sponsors, followed by direct mailing to notify potential sponsors of sponsorship opportunities, then either telephone calls or visit to the appropriate person, and the thank you letter once funds have been received.

IACTP'S ROLE IN FUNDRAISING

IACTP will maintain a list of national companies who have exhibited or sponsored events at past IACTP events. These national companies will be contacted at their headquarters location. The Fundraising Committee is encouraged to contact these national companies through their regional or state representatives who serve your area. The reason for this is that often these national companies have different budgets with which to work. While national companies have an overall marketing budget, the local reps often have their own budget with which to work. They maintain some autonomy over how they spend this money.

Suggested process for raising funds:

(A) Develop a list of potential sponsors:

Contact several groups:

- vendors the agency has a contract with
- services the agency has a contract with
- community leaders and community companies
- criminal attorneys

Contact the agency's administrative clerk

- obtain list of all individuals and companies the agency has a service contract with
- look up names and addresses of all criminal attorneys who practice in the courthouse
- scan the phone book and record names and addresses of companies who might contribute; telephone each company in order to find out who should receive the request letter.

Use other Association's for possible contacts, ex. ACA magazine, AJA publications.

Contact building contractors in the criminal justice field.

Look up sports figures including the major sports teams.

Look up major churches, car dealerships, restaurants, stores, and other companies.

Look up major food and beverage distributors.

Contact phone and computer systems used by the agency.

In cases where a company contact is not identified, telephone the company in order to locate the appropriate person to receive a request letter.

(B) Mail solicitation letter to persons on the potential sponsorship list.

(C) Follow-up after mailing the solicitation letter.

- Make phone calls to many groups on the potential sponsorship list.
- Mail second letters to many of the potential sponsorship list.
- Make personal visits to some companies.

(D) After checks are received, write thank you letters to the contributing companies/persons.

Suggestion: Need to contact major companies and corporations early in their fiscal year or they may have donated to another cause. Need to state a deadline to respond to the solicitation letter.

Important information:

1. The IACTP Board with the Vendor Chair will provide a "sponsorship opportunities" list which outlines a variety of events or items that need sponsorship. When approaching a company, it is often helpful to request that a certain event be sponsored. A dollar value is attached to each item and the potential sponsor can match their financial resources to the value of the item.
2. All checks or money received must be forwarded to the IACTP Treasurer for bank deposit. Checks should be made payable to IACTP.
3. IACTP has nonprofit status with the IRS.
4. It is important that the Vendor Chair and the Fundraising Committee communicate with each other regarding possible sponsors. It would be awkward to have two people approaching the same potential sponsor after previous conversations had led to the acceptance or decline of the sponsorship request.

PROGRAM COMMITTEE RESPONSIBILITIES

- **Program Committee Chair**

The Program Committee Chair is the IACTP President Elect. The Chair will work with the Secretariat on the printing of the registration packet and the local host for the final Conference program. The Program Chair will keep the Executive Committee updated on program selection.

- **Program Committee Members**

Members of the Board of Directors serve on the Program Committee as appointed by the President. The Program Committee Chair will appoint members to work on specific tracks. Members will secure presenters for their appointed workshop(s) drawing from both the "Call for Presentations" and by making personal contact with potential speakers.

- **Call for Presentations**

The Program Chair will prepare and distribute a "Call for Presentations" at the Conference the preceding year.

- **Workshop Tracks**

The Program Chair will schedule appropriate workshops for the following tracks: "Managers," "New Trainers," "Advanced Trainers," and "Hot Topics." There should be one workshop for each track during concurrent session periods.

- **Audio-Visual Requests**

The Program Chair will inform the Local Host of audio-visual needs.