



Conference Planning Guide

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Requirements For Hosting A Conference

The Conference Committee is made up of members of the IALEP Executive Board (and any other member appointed by the Board) and members of any Agency(s) that wish to participate in hosting the conference. The exact division of labor and responsibilities is negotiated among the members of the Conference Committee under the guidance of the IALEP President.

Signature authority for all contracts or other expenses incurred for the Conference rests with the IALEP Executive Board.

The final approval of Conference dates, budget, and agenda rests with the IALEP Executive Board.

The Conference draft budget must be submitted to the Executive Board at the prior year's conference. The final budget for the Conference must be approved by the Executive Board at the Mid-Year Meeting before the Conference. Following this, any budget changes over \$500 (cumulative) must be approved by the Executive Board.

Conference Agenda must be submitted to the Executive Board at the Mid- Year Meeting before the conference. Following this Mid Year presentation, any changes to agenda must be promptly communicated to the Executive Board.

Alcoholic Beverages will NOT be provided with Association or Conference funds.

Final Conference funding reports should be forwarded to the IALEP Treasurer by December 1 following the Conference.



Initial Planning

Venue Selection

Factors to Consider:

- Active local IALEP membership
- Enthusiastic local Law Enforcement Agency(ies)
- Enthusiastic and Accommodating Hotel
- General Cost Level of Area
- Major Airport nearby
- Airport Transportation Available
- Public Transportation Available
- Walking Distance to dining, shops
- Items of local interest for tours, socials
- Overflow Hotel nearby

Although IALEP is an international association, the vast majority of IALEP members reside in the US and Canada. This necessitates the Conference be held within these areas. Traditionally, the Conference has been moved throughout the US in an effort to provide “local access” to as many members as possible and to promote the organization to various localities. Although not rigidly imposed, the general thought is to rotate locations through the east, middle, and west of the US while also varying the north and south axis. The specific methodology is not as important as keeping the Conference continually moving into new areas.

In the past, IALEP Conferences have been held in the following locations:

- 1989 Toronto, Ont., Canada
- 1990 Corpus Christi, TX
- 1991 Oklahoma City, OK
- 1992 Asheville, NC
- 1993 Plantation, FL
- 1994 Jackson Hole, WY
- 1995 Tempe, AZ
- 1996 Clayton, MO
- 1997 Chattanooga, TN

- 1998 Everett, WA
- 1999 San Antonio, TX
- 2000 Orlando, FL
- 2001 Kansas City, MO
- 2002 Long Beach, CA
- 2003 Colorado Springs, CO
- 2004 Chicago, IL
- 2005 Fort Worth, TX
- 2006 Newport, RI

Hotel Selection

Once a city is determined, outline the specifications for the meeting. Make sure to include the number of hotel rooms needed and meeting space requirements. Then contact the local or regional Visitors Center or Convention Bureau for a listing of Hotels in the area. In most localities, the local or regional Visitors Center or Convention Bureau will submit a request for quote (listing the conference dates and requirements) to the appropriate area hotels. This will greatly expedite the search by providing a select pool of interested and appropriate hotels for your analysis.

An example of the meeting specifications that you will need to provide for the request for quote:

Sunday

| Event | Type | Time | # | Set up |
|-------------------------|--------------|-----------------|----|------------|
| Executive Staff Meeting | Meeting Room | 24 hours | 12 | Boardroom |
| Conference Office | Office | 24 hours | 5 | Conference |
| Registration | Registration | 12:00 – 4:00 pm | 80 | Counter |
| Reception | | 5:00 pm | 80 | Reception |

Monday

| Event | Type | Time | # | Set up |
|---|-----------------------------|-----------------------|-----|------------------------------------|
| Executive Staff Office | Meeting Room | 24 hours | 12 | Boardroom |
| Conference Office | Office | 24 hours | 12 | Conference |
| Registration | | 7:30 am – 4:00 pm | | Counter |
| Continental Breakfast and Vendor Exhibits | Exhibits and Vendor Display | 7:30 am -5:00 pm | 80 | Reception and Exhibits around wall |
| Opening Ceremony | General Session | 8:30 am – 9:45 am | 100 | Classroom – 18” tables |
| Break | | 9:45 am – 10:00 am | | |
| General Business Meeting | | 10:00 am – 11:00 am | 100 | Classroom – 18” tables |
| Roundtable | | 11:00 am – 12:00 noon | 100 | Classroom – 18” tables |
| New Member Luncheon | | 12:00 noon – 1:30 pm | 50 | Banquet Rounds of 8 |
| Lunch on your own | | 12:00 noon – 1:30 pm | | |
| Breakout Session | Breakout | 1:30 pm – 2:45 pm | 50 | Classroom – 18” tables |
| Breakout Session | Breakout | 1:30 pm – 2:45 pm | 50 | Classroom – 18” tables |
| Break | | 2:45 pm – 3:00 pm | | |

| | | | | |
|------------------|----------|-------------------|-----|------------------------|
| Breakout Session | Breakout | 3:00 pm – 4:30 pm | 50 | Classroom – 18" tables |
| Breakout Session | Breakout | 3:00 pm – 4:30 pm | 50 | Classroom – 18" tables |
| Dinner Event | | 5:30 pm – 9:00 pm | 100 | |

Tuesday

| Event | Type | Time | # | Set up |
|---|-----------------------------|-----------------------|-----|------------------------------------|
| Executive Staff Office | Meeting Room | 24 hours | 12 | Boardroom |
| Conference Office | Office | 24 hours | 12 | Conference |
| Continental Breakfast and Vendor Exhibits | Exhibits and Vendor Display | 7:30 am -5:00 pm | 80 | Reception and Exhibits around wall |
| Breakout Session | Breakout | 8:30 am – 10:00 pm | 50 | Classroom – 18" tables |
| Breakout Session | Breakout | 8:30 pm – 10:00 pm | 50 | Classroom – 18" tables |
| Break | | 10:00 am – 10:15 am | | |
| General Session | Session with Speaker | 10:10 am – 12:00 noon | 100 | Classroom – 18" tables |
| Membership Luncheon | Lunch with Speaker | 12:00 noon – 1:30 pm | 100 | Banquet Rounds |
| Breakout Session | Breakout | 1:30 pm – 3:00 pm | 50 | Classroom – 18" tables |
| Breakout Session | Breakout | 1:30 pm – 3:00 pm | 50 | Classroom – 18" tables |
| Break | | 3:00 pm - 3:15 pm | | |
| Breakout Session | Breakout | 3:15 pm – 4:30 pm | 50 | Classroom – 18" tables |
| Breakout Session | Breakout | 3:15 pm – 4:30 pm | 50 | Classroom – 18" tables |

Wednesday

| Event | Type | Time | # | Set up |
|---|-----------------------------|----------------------|----|------------------------------------|
| Executive Staff Office | Meeting Room | 24 hours | 12 | Boardroom |
| Conference Office | Office | 24 hours | 5 | Conference |
| Continental Breakfast and Vendor Exhibits | Exhibits and Vendor Display | 9:00 am -10:00 am | 80 | Reception and Exhibits around wall |
| General Session | Speaker | 10:00 am -12:00 noon | 80 | Classroom – 18" tables |
| 12:30 pm Possible Group Excursion with Lunch and Dinner | | | | |

Thursday

| Event | Type | Time | # | Set up |
|---|-----------------------------|----------------------|-----|----------------------------------|
| Executive Staff Office | Meeting Room | 24 hours | 12 | Boardroom |
| Conference Office | Office | 24 hours | 12 | Conference |
| Continental Breakfast and Vendor Exhibits | Exhibits and Vendor Display | 7:30 am -12:00 noon | 80 | Reception & Exhibits around wall |
| Breakout Session | Breakout | 8:30 am – 10:00 pm | 50 | Classroom – 18" tables |
| Breakout Session | Breakout | 8:30 am – 10:00 am | 50 | Classroom – 18" tables |
| Break | | 10:00 am – 10:15 am | | |
| Breakout Session | Breakout | 10:15 am – 11:45 am | 50 | Classroom – 18" tables |
| Breakout Session | Breakout | 10:15 am – 11:45 am | 50 | Classroom – 18" tables |
| Luncheon On Your Own | | 12:00 noon – 1:30 pm | | |
| General Business Meeting | | 1:30 pm – 2:30 pm | 80 | |
| Break | | 2:30 pm – 2:45 pm | | |
| Breakout Session | | 2:45 pm - 3:45 pm | 50 | |
| Breakout Session | Breakout | 2:45 pm – 3:45 pm | 50 | Classroom – 18" tables |
| Cocktail Reception | | 6:00 pm – 7:00 pm | 80 | Cash Bar |
| Banquet and Awards | | 7:00 pm – 11:00 pm | 100 | Rounds |

Friday

| Event | Type | Time | # | Set up |
|----------------------|--------|-----------------------|----|------------|
| Conference Office | Office | 24 hours | 5 | Conference |
| Roundtable Breakfast | | 8:30 am – 10:00 am | 70 | Rounds |
| Break | | 10:00 am – 10:15 am | | |
| General Session | | 10:00 am – 12:00 noon | 70 | Classroom |

Guest Room Block

| Date | Day | Standard King and Double Rooms |
|------|-----------|--------------------------------|
| | Saturday | 30 |
| | Sunday | 60 |
| | Monday | 90 |
| | Tuesday | 90 |
| | Wednesday | 90 |
| | Thursday | 90 |
| | Friday | 90 |
| | Saturday | 10 |
| | Sunday | 5 |

Factors to consider in selecting a hotel:

- Cost of Guest Rooms
- Adequate Meeting Space
- Transportation to and from the Airport
- Restaurants within walking distance
- Attractions / Shopping within walking distance
- Complementary Hotel Transportation
- Hotel Parking Available (for local attendees as well)
- The Hotel “character” – a nebulous concept embodying both the physical ambience of the structure and historical / scenic charm
- Enthusiasm of the Hotel staff and willingness to work with the Conference Committee to make the Conference a success

Once the Hotel choices have been narrowed down, begin negotiation (see next chapter) to secure the best deal possible for the Conference, Attendees, and the Association.

Conference Schedule

Generally held in September or October

Check against holidays, local events and other conferences

Based on past conferences, the basic schedule presented below may be tailored to the specific conference or venue:

- SundayRegistration / Reception / Vendor Setup
- MondayPresentations / Vendors / New Member Luncheon / Monday Night Dinner
- TuesdayPresentations / Vendors
- WednesdayPresentations until midday / Social Activity / Vendor Break Down
- ThursdayPresentations / Banquet
- FridayPresentations / Meetings until midday

Conference Committee

The Conference Committee is made up of members of the IALEP Executive Board (and any other member appointed by the Board) and any Agency(s) that wish to participate in hosting the conference. The exact division of labor and responsibilities is negotiated among the members of the Conference Committee under the guidance of the IALEP President.

Traditional responsibility areas include:

- Conference Treasurer
- Coordinating with Hotel
- Soliciting and Coordinating Speakers
- Soliciting and Coordinating Vendors
- Planning and Contracting Social Events
- Coordinating AV and Other Equipment/Supplies
- Developing, Printing and Mailing Publicity Materials
- Developing, Printing and Shipping Conference Materials
- Conference Registration (Pre-Conference and On-Site)
- Conference Office Staff

Although all of the above responsibilities require a great deal of interaction and effort from the whole Committee, it is advisable to have the overall coordination of a task (or tasks) assigned to a specific person. This will provide clear authority for decision-making and clear responsibility for the status of the task.

It is important that all participants of the Conference Committee understand their roles and responsibilities in this effort.

When possible, the IALEP office staff will be made available to aid the Conference Committee in many of the administrative areas.

Theme & Logo

The theme sets the tone for the conference. It should be short, simple and snappy.

Develop a logo for the conference. Items to consider / incorporate:

- IALEP logo
- Local icons or ambiance
- Local city, county, state or agency logos, colors or catch phrases
- Conference theme

Use these in all conference and publicity materials.

Conference Account

The Conference Treasurer should open a checking account at a financial institution. The IALEP Treasurer can provide the IALEP Federal Tax Identification Number (FEID), IALEP incorporation papers, tax exempt status and other information necessary. If the IALEP Treasurer is functioning as the Conference Treasurer, the same procedures will be followed. Conference and Association funds will be segregated in separate accounts and a full accounting of Conference Expenditures will be made.

You will need only a minimal number of checks for conference purposes. Order no more than one set of checks.

Designate at least two Conference Committee Members (Conference Treasurer plus one other) who are able to sign / access the account.

IALEP will provide Conference seed money in the amount of \$3,000 as the account opening deposit.

Conference Contact

It is advisable to set up a single point of contact for inquiries about the conference and other administrative matters. This should include:

- Phone
- Fax
- Email
- Mailing Address

This contact point should be used in all publicity and conference material.



Negotiating With The Hotel

Guest Rooms

You will need to estimate attendance and arrival dates to block rooms for attendees. When estimating, be sure to consider speakers and vendors.

Include weekends at both ends of conference in conference rate and require that these rooms be included in the computation of comped rooms.

While it is tempting to "overbook" so no one will be left without a room, hotel contracts require a guarantee of a percentage of the rooms or a significant penalty may be charged. This percentage is often negotiable and you should make the best deal possible.

The hotel should include a number of comped room nights based upon conference room sales. The number of comped rooms expected can be estimated by the hotel based on the room block. Keep track of these room nights as they will be used as lodging for speakers. Any rooms needed for speakers over and above the expected comped room nights should be included in the room block.

Other things to negotiate in the contract:

- Include reduced cost rooms (comped if possible) for Board Members for the on-site Mid Year Meeting (1 year prior to the Conference) in Conference Contract.
- Include a comped room for a week as a prize for the previous year's conference.
- If needed, request comped rooms or reduced rate staff rate rooms for those members of the local Conference Committee that need to stay in the hotel overnight during the conference.
- Request a comped (or reduced) executive suite for President.
- Hotel should provide upgrades to executive level or suite at the conference rate for IALEP Executive Board Members.
- If applicable, negotiate parking waivers or reductions for all conference participants (don't forget to consider the local attendees who will need to park).
- If applicable, get phone or Internet access fees waived for attendees.



- If hotel rate includes continental breakfast, have this rolled into the conference breakfast (this will save the Conference money on the food costs).

Conference Committee members must continually liaison with the hotel on the status of the room block and the reservations made. You will want to compare the registration list with the room listing from the Hotel to determine any gaps between them. You should monitor the status of reservations to ensure that the contracted percentage of blocked rooms is met by the deadline.

There will typically be a cut-off date for room reservations - every effort should be made to ensure that all attendees, speakers and vendors are accounted for by this date.

The Hotel may require you to revise the blocks (to release rooms) or financially guarantee the rooms as the conference approaches. It is at this point that your analysis of the registrations and rooms booked will aid you in determining the need to retain or guarantee rooms.

Verify the total of local and state taxes for rooms and ensure that this is included in conference publicity.

Overflow Hotel

This is usually not a problem for a conference of this size, but if the Hotel is small you may wish to contact a nearby hotel and make arrangements for standby rooms.

Conference Rooms

If the venue is large - try to get all of the rooms in the same general area. In general, the room and set up needs are as follows:

Conference Office (Saturday through Friday)

Rectangular Tables with few chairs

Phone Access

Internet Access (if possible)

Lockable room with keys for committee (for storage of conference items and AV equipment) - This room should *not* be accessible to Hotel staff once locked by Conference Committee.



Board Room (Sunday through Friday)

Board Table and 10 chairs (minimum)

Reception - Sunday Night

Assume space for half of number registered

Cash Bar (non-alcoholic beverages provided by IALEP)

Small Round Tables with chairs

Hors d' oeuvres



Presentation Rooms - (Monday - Friday)

All set up classroom style with thin tables and chairs

1 large to hold entire attendance

2 smaller to hold approximately half attendees (assuming 2 breakouts at a time)

For Board Meetings: Raised Dais with 8 seats and podium with microphones

Vendor Area (Sunday - Wednesday)

Rectangular Tables with few chairs

Central Tables for set up of Breakfast and Conference Breaks

Banquet Room (Thursday Night)

Dining Rounds of 8-10

Possibly Band

Podium with Microphone

Cash Bar (non-alcoholic beverages provided by IALEP)



Master Account

Set up a master account with the Hotel for all conference costs. Specify who (among the conference committee and Board) can authorize charges to this account.



Hotel Food Service

The following Hotel food service is usually needed:

- Sunday**
- Reception - hot / cold hors d'oeuvres, Cash Bar (bartender fee and all non-alcoholic beverages paid for by IALEP)
- Monday**
- Continental Breakfast
 - Morning Break (this should be a refresh of the Breakfast if possible)
 - Member or New Member Lunch (Monday or Tuesday) Plated Lunch
 - Afternoon Break (set up drinks at lunch break / refresh with sweet or salty snacks before the afternoon break)
 - Water and Candies in Meeting Rooms
- Tuesday**
- Continental Breakfast
 - Morning Break (this should be a refresh of the Breakfast if possible)
 - Afternoon Break (set up drinks at lunch break / refresh with sweet or salty snacks before the afternoon break)
 - Water and Candies in Meeting Rooms
- Wednesday**
- Continental Breakfast
 - Morning Break (this should be a refresh of the Breakfast if possible)
 - Water and Candies in Meeting Rooms
- Thursday**
- Continental Breakfast
 - Morning Break (this should be a refresh of the Breakfast if possible)
 - Afternoon Break (set up drinks at lunch break / refresh with sweet or salty snacks before the afternoon break)
 - Reception - Cash Bar (non-alcoholic beverages provided by IALEP) - limited hors d'oeuvres
 - Banquet - Continue Cash Bar / Choice of Entree
 - Water and Candies in Meeting Rooms
- Friday**
- Continental or Full Breakfast
 - Water and Candies in Meeting Rooms

Continental Breakfast

Served all week, this Breakfast should consist of such things as:

- Coffee, Tea, Juices, Soft Drinks

- Muffins, Breads, Pastries, Turnovers
- Croissants
- Bagels and Cream Cheese
- Fruit

All breakfasts and morning and afternoon breaks should be situated in the center of the area designated for Vendors. Breakfast should be set up an hour before presentations begin, refreshed before the morning break, and left until just before lunch break.

Reception (Sunday)

This is a general mixer for attendees held on Sunday late afternoon / evening. It is usually held from 5ish to 7ish and is designed to get everyone together for hors d' oeuvres before dinner. The menu is usually a mixture of hot and cold hors d' oeuvres with a cash bar (free non-alcoholic beverages). IALEP conference funds can be used to pay for the bartender services and for all non-alcoholic beverages. Attendees must pay for their own alcoholic beverages.

Member or New Member Lunch (Tuesday)

Traditionally, the Conference has provided Lunch to first-time / new-member attendees on either Monday or Tuesday. The Hotel should offer several selections for a light lunch. This typically included a salad, light entrée and dessert. The Executive Board is included to make the new members feel welcome. As the Conference Budget allows (or the venue requires, you may want to offer Lunch to the entire attendance.

Reception and Banquet (Thursday)

The Reception usually begins an hour before the Banquet and is held adjacent to the Banquet Facility. Cash Bar is provided with free non-alcoholic beverages. Conference funds may be used for the Bartender Service, but not for the purchase of alcohol.

Light Hors d' oeuvres are served throughout the reception. Dinner is usually a sit-down, but buffets have been used in the past. Dinner usually consists of a salad, choice of entrée (usually beef, chicken or fish), and dessert. The Cash Bar is continued through the entrée.

Friday Roundtable Breakfast

It has become popular to offer a "Conference closing" Friday Breakfast for those members who have stayed through the week. Heartier than a continental, this Breakfast has usually consisted of more substantial foods such as Eggs / Omelet, Potatoes, Bacon, Sausage, French Toast, etc.



If hotel rate includes continental breakfast, have this rolled into the cost of the conference breakfast. This way you will only pay for any "extras" that you want to add and for any local attendees.

Review all food service menus carefully. Many hotels offer an assortment of "stock" breaks (usually based on a theme) that may or may not fit your needs and budget. You may have to ask, but all Hotels will provide an ala carte menu that you can order from that may be cheaper.

Ensure that the Continental Breakfast is left up and refreshed for the Morning Break. This is much less expensive than contracting for two separate services.

Many of the food services are timed - they are out for a period (usually an hour) and then picked up (they won't always tell you this up front - you will need to ask). Keep in mind that you paid for the food that they are throwing away and then will have to pay for a new setup. The best way to stretch your budget is to specify ahead of time that you want the breakfast service to remain until lunch (with a refresh before Morning Break time). This will greatly decrease the amount of money spent on Morning Breaks. Likewise, it is advised that they set up the drinks for the afternoon during the lunch break and refresh and add snacks before the afternoon break.



Audio Visual and Other Equipment

Audio Visual Equipment

All Hotels offer AV service either in-house or through a vendor. While this service is usually very good, it is also very expensive. Your speaker data sheets will provide an estimate of AV equipment needed for each day. To save funds, the Conference Committee may want to approach local agencies or vendors about loaning AV equipment for use during the week.



Borrow AV equipment and other materials from local agencies or vendors.

Check to see if screens are built into the meeting rooms.

Smaller breakout rooms may not need microphones – always check the acoustics of each room.

Some of the items that may be needed include:

- Screens
- LCD Projectors
- Laptop Computers
- Easels
- Flip Charts
- Markers
- Extension Cords (mark them with the owner's name)
- Duct Tape (to cover cords)



Once the equipment is on site, a member of the conference committee should ensure that it is properly marked (to avoid confusion with the Hotel) and secured when not in use.

Sound equipment is one AV need that you will have for all sessions where the hotel AV usually has to be used. Amplifiers and speakers are usually built into the room and require the rental of a microphone. At a minimum, each presentation room should have an active microphone and the IALEP membership meetings should have microphones set up for the board on the dais.

In addition, if a presentation requires direct access to the Internet or other network, this will have to be worked out in advance with the hotel and will probably require a fee. It would be prudent to discuss this with the Hotel in the planning stage, so that you are aware (and can make presenters aware) of the charges involved.

Conference Office

The Conference Office serves many functions during the Conference:

- Registration Center
- Speaker Check In
- Vendor Check In
- Communications and Message Center
- Local Area Information
- Conference Shop
- AV Equipment Storage
- Conference Concierge
- Lost and Found

The Conference Office should be open and staffed any time the Conference is in session. It's where all attendees can go to receive messages, check their e-mail, and get information on the Association, Conference or local attractions (restaurants, shopping, etc.)

The Conference Office should have (at minimum) the following equipment:

- Phone
- Portable Computer (with email capability if at all possible)
- Printer
- Message Board

In addition, the following equipment is often of use:

- Fax
- Copier

The Conference office should be stocked with traditional office materials such as:

- Receipt Book
- Tape
- Staples
- Pens
- Pencils
- Paper
- Thumb Tacks
- Highlighters / Markers
- Scissors



Borrow Conference Office equipment and supplies from local agencies.

If you have to purchase items, check out your local Dollar Store.

The Conference Office is often used to secure the Conference AV equipment when not in use. To be used for this purpose, the Office must be lockable and the Conference Committee should have the only keys - Hotel personnel must *not* be able to access the room without a Conference Committee member unlocking it.



Publicity

There is no limit to the types of publicity the Conference Committee may wish to use to promote the Conference. The only restriction in this area will be the funds available in the Conference Budget for printing, mailing and advertisement costs. As always, the Conference Committee should make full use of free or inexpensive avenues to "get the word out."

The Conference Committee can contact the local Convention and Visitor's Bureau or Chamber of Commerce for brochures, maps and other information on area attractions. These organizations are usually able to give you (free) boxes of pamphlets, magazines and other local documentation. The Conference Committee may also want to directly contact the managers of any local attractions (such as National Parks, Historic Sites, Theme Parks, etc.) to get brochures / coupons.

Some standard types of publicity include:

Press Releases / Administrative Messages

If the Conference Committee is working with a Hosting Agency, the Agency may wish to generate a press release highlighting the Conference.

In addition, many agencies have the ability to send out administrative messages to regional (or national) law enforcement agencies through NLETS or NCIC. This may be used to send out a training notice about the Conference.

IALEP Website / Listserve

The Conference Committee should work with the Association Web Master and the Association Office to provide up to date Conference information to the IALEP website. Initially, this will consist of only the Conference location, theme/logo and hotel information. Subsequently, all Conference information should be placed on the web site (registration forms, schedule, speaker bio and topics, outing details, companion program, etc.). Be sure to include Conference Contact information for any questions.

Conference information and reminders can also be sent out through the Association List-serve. This is a quick and easy (and free) way to reach the majority of the IALEP membership.

Brochures / Mailers / Flyers

"Save the Date" cards mailed to all IALEP Members a year prior to the conference - this facilitates local agency scheduling and budgeting for the Conference.

Conference Brochures may be mailed to regional law enforcement agencies during the year prior to the Conference.

Provide Conference Brochures to various organizations to include in the registration packet of their conferences (e.g., CALEA, State Accreditation organizations, Chiefs of Police Conferences, Institute of Police Technology and Management, etc.).

Distribute Conference Brochures and other Conference information (or set up a booth) at the prior year's IALEP Conference.

Newsletters / Magazines / Conference Calendars

Include conference information in the IALEP Exchange Newsletter.

Send Conference information to other Associations or Organizations for inclusion in any type of Newsletters or Calendars of Events that they may publish.

Send Conference information to magazines and other publications for inclusion in any type of Calendar of Events that they may publish.

Purchase Conference ads in magazines or other publications.



Make use of the Host Agency (or other local agency volunteer) to print and mail Conference cards and brochures.

When designing the Conference brochure, use a format that allows them to be folded and self-mailed (saves having to buy envelopes and faster to process).

Contact your state POST for an address list of all agencies in the region / state.

"Make a Deal" with other Associations; we promote their conference (through web or member distributions) if they promote our Conference.

Make use of free Training Notice or Event Calendar listings available through organizations and publications.

Use email and /or the IALEP Listserve as much as possible to distribute conference information rather than snail mail (saves printing and postage costs).

If the Conference Committee is limited, the Association Office may be drafted to help with the processing of mail-out materials.



Finding Speakers:

- Use the Exchange or the Listserv to solicit member recommendations for topics and speakers.
- Avoid using the same speakers and topics as the previous conference.
- Review current publications for topic ideas and speaker contacts.
- Ask speakers "on board" to recommend others.

Speaker Documentation

Confirmation Letter - The Conference Committee should provide a confirmation letter to the speaker clearly stating the expectations of the Conference Committee and requesting a Speaker Biography and Topic Summary (see below).

This letter should also include the Speaker Data Sheet for the Speaker to fill out and return. This sheet should contain:

- AV or other Presentation Needs (Internet access, etc.)
- Travel Information
- Other Special Requests / Needs

Topic Title and Summary - Each Speaker should provide a brief summary of their presentation for inclusion in Publicity and Conference Materials.

Speaker Biography - Each Speaker should provide a brief biography for inclusion in the Conference Materials.

Presentation File - Speakers should provide an electronic copy of their presentation if possible. IALEP would like to develop a library of such presentations for its members. Be sure to get the Speakers permission to post the Presentation in the Members Only section of the IALEP Website.

Speaker Costs

IALEP will pay expenses for speakers (hotel, travel, per diem).

All speaker travel arrangements should be made in consultation with the Conference Committee

IALEP will not pay for first class airfare

Conference Committee should use comped hotel rooms for speaker lodging if possible.

Conference Committee will determine whether it is necessary to pay an honorarium to a speaker. As a general rule, IALEP does not approve of paying speakers, but this may be necessary to secure a "draw" (especially Keynote) speaker. Honorariums should be used sparingly if the conference budget will allow it.



Look for local area speakers that will not require travel or lodging.

Look for speakers from other organizations or agencies that will pay their own travel costs.

Speaker Appreciation

It is a nice gesture to offer speakers a "thank you" gift at the end of their presentation.

Historically, this has been a decorative object (vase, picture, brick-a-brack) or local craft item. Plaques can be used for this purpose but are rather cliché and trite. The most memorable items have been those that provided a local touch. In the past, such things as Indian pottery, wooden bowls, and framed local art have been used for this purpose.

When searching for these items, it is often handy to contact a local arts or crafts council. Often, local artists are happy to make discounts or donations when purchasing a large quantity of items.

If the conference budget does not allow for this level of gifting, additional conference materials such as shirts, folios, pen sets could be used for this purpose. If this is necessary, be sure to wrap or present the item(s) in such a way that makes them special.

It is also possible to have a vendor underwrite this by providing "thank you" gifts from their products.





Vendors

The IALEP Conference is the ideal place for vendors to build relationships with law enforcement planners. Vendors are encouraged to take advantage of the opportunities to promote their products, increase their visibility and build relationships.

Plan to invite international, national and local vendors to exhibit their products during the conference. The conference should provide a large exhibit area in an ideal location, immediately adjacent to the rooms in which the conference presentation will be given. Exhibitors typically set up on Sunday afternoon, open on Monday morning and close Wednesday at noon (breakdown Wednesday afternoon). If at all possible, the room assigned as the Vendor Room should be lockable to safeguard any equipment left in the room.

The Conference Committee should send Conference notices and vendor application information to previous conference vendors as well as new ones. The committee is also encouraged to secure vendor lists from other law enforcement conferences.

Creative vendor package plans have worked well previously. Below are samples of package plans:

Bronze Package

- 6' table top with 2 chairs
- Name listing in the conference program
- Name listed on conference website as an exhibitor

Silver Package

- 6' table top with 2 chairs
- Name listing in the conference program
- Name with company logo and a brief description displayed on the Official IALEP Conference website as an exhibitor

Gold Package

- 6' table top with 2 chairs
- Name listing in the conference program
- Name with company logo and a brief description displayed on the Official IALEP Conference website as an exhibitor as well as a link to company website
- ¼ page ad in the conference program
- Opportunity to place fliers, coupons or brochures about the company in all attendee packets

Platinum Package (limit to 5 or 6)

- 6' table top with 2 chairs
- Name listing in the conference program
- Name with company logo and a brief description displayed on the Official IALEP Conference website as an exhibitor as well as a link to company website
- ½ page ad in the conference program

- Opportunity to place fliers, coupons or brochures about the company in all attendee packets
- 15 minutes speaking time at the membership luncheon, Sunday Social Hour, Monday night outing, Tuesday Pin and Patch Trade or Wednesday Outing.

These packages are suggested as a sample of what has been offered in the past - they are not intended to be comprehensive. The Conference Committee should "think outside the box" to envision vendor opportunities available to their venue. Some other ideas:

- A company could provide a grant or donation to the conference in exchange for its materials being included in the conference documents (without having a physical presence at the conference).
- A company could sponsor an event for the conference (Monday night dinner, Wednesday outing, conference lunch, etc.)
- A local business could provide a grant or donation to the conference in exchange for ads in the conference documents or other publicity at the conference.

With a small conference like IALEP, it is especially necessary to "get creative" with ideas to solicit vendor input to the conference. We cannot offer vendors 20,000 attendees like many larger conferences, so the Conference Committee must think of other ways to interest vendors. The Conference Committee might want to look at less traditional vendors such as:

- Luggage Suppliers
- Pen and Stationery Suppliers
- PDA's, Blackberry's, Cell Phones and other Electronic Gadgetry
- Local Arts and Crafts Vendors

The Visitors / Convention Bureau may be able to assist by providing you with a list of local vendors / retailers for your consideration.



Social Events

Social Events

Usual Events:

- Sunday Reception
- Member or New Member Lunch (Monday or Tuesday)
- Monday Night Dinner
- Tuesday Board / Committee Dinner (coordinate with Board)
- Wednesday Outing / Dinner
- Thursday Reception and Banquet
- Friday Round Table Breakfast

Optional Events:

- Pin/Patch Trade
- Hospitality Suite
- Tournaments
- Optional Outings

Sunday Reception

The Sunday Reception is usually held in the Hotel near the Conference Reception area.

This is a general mixer for attendees held on Sunday late afternoon / evening. It is usually held from 5ish to 7ish and is designed to get everyone together for hors d' oeuvres before dinner.

The room or area is set up in small round tables with chairs with food set up on steam tables. The menu is usually a mixture of hot and cold hors d' oeuvres with a cash bar (free non-alcoholic beverages).

IALEP conference funds can be used to pay for the bartender services and for all non-alcoholic beverages. Attendees must pay for their own alcoholic beverages.

Member or New Member Lunch

It has become tradition to offer either a New Member or Member lunch as the conference budget allows. This function is usually held on Monday or Tuesday as an initial get together.

New Member Lunch

If you plan to offer a New Member Lunch, your Registration Form should include the question "Are you a new member or is this your first conference?" This will allow you to gauge the number of attendees for the New Member Lunch.

Less costly, this is a lunch for only new IALEP members or those that have never been to an IALEP conference before. The IALEP Executive Board is scattered throughout the group to facilitate discussion. Often, the Board Members will speak briefly about their experience with IALEP and about their position on the Board.

Held in the Hotel, this function requires a small room set with round tables and chairs for 8-10. The Hotel should offer several selections for a light lunch. This typically includes a salad, light entrée and dessert.

Member Lunch

More expensive because of the increase in number, this option provides a lunch for the entire conference attendance. The set up and menu are comparable to the New Member Lunch.

It is advised for this function as well to scatter the Executive Board throughout the room to "mingle" with attendees. This function may also include brief comments by Executive Board members, introductions of all attendees, and hot topic / round table discussions. This will depend on the budget and time allotted.

Monday Night Dinner

This event is designed to allow everyone to get to know one another and to provide "local flavor" to the conference. Usually held outside the Hotel, the dinner should allow the attendees to immerse themselves in local food, music and culture.



Choose a Monday Night Dinner location within walking distance from the Hotel - this will save on transportation costs.

Wednesday Outing / Dinner

Traditionally, Wednesday afternoon and evening is reserved for an outing of some kind. Depending on the Conference Budget, the desire of the membership, and the attractions offered by the venue, this can be anything from an extensive trip or tour of some kind followed by a dinner to simply a free afternoon and evening for everyone to explore on their own.



It is advisable to look to your local Convention and Visitor's Bureau and Chamber of Commerce to provide ideas for a unique experience for the conference attendees. They can also give you contacts and advice for dealing with Bus Services if this is needed for transport.

As an example, some past Wednesday excursions included:

- Chattanooga - Lunch and Afternoon Presentations on a Riverboat Cruise
- Jackson Hole - Afternoon of "attendee pre-selected and paid" trips (Rafting, Mountain Tour)
- San Antonio - Free Afternoon
- Everett - Seattle Harbor Tour and Dinner Show on Tillicum Island
- Long Beach - Trip to Universal Studios with Dinner
- Colorado Springs - Box Lunch and Pikes Peak Train Trip
- Chicago - Free Afternoon at the Navy Pier and Dinner Cruise

- Ft Worth – Train Trip to Dallas, Dinner at the Dallas PD, presentation of JFK assignation investigation, Bus tour through Dealey Plaza back to the Hotel

Thursday Reception and Banquet

The Reception usually begins an hour before the Banquet and is held adjacent to the Banquet Facility. Cash Bar is provided with free non-alcoholic beverages. Conference funds may be used for the Bartender Service, but not for the purchase of alcohol.

Light Hors d' oeuvres are served and standing tables and small tables with chairs are scattered sparsely throughout the space. Occasionally, a small combo has been used at the Reception and into the first part of the Dinner.

In the past, Dinner Speakers were used for the Banquet. But in the past few years this has been discontinued. Added to the standard Banquet agenda, a Dinner Speaker made for a very long evening.

For the Banquet, a large sized room (ballroom) is set with round tables for 8-10. Dinner is usually a sit-down, but buffets have been used in the past. Dinner consists of a salad, choice of entrée (usually beef, chicken or fish), and dessert. The Cash Bar is continued through the entrée.

Dinner Meeting Agenda:

- Recognition of Conference Committee
- Recognition of the Outgoing President
- Recognition of Other Outgoing Board Members
- Introduction of the Incoming Executive Board
- Award Planner Certifications
- Major Arthur Barnett Planner of the Year Award
- Chief Phillip E. Keith Project of the Year Award
- Agency Annual Report Competition Results

Have a Conference Committee member ready to take photos during the Banquet.

One idea that has been used in the past is to have a Committee member (and others) take pictures during the week and create a slide show to play in the background at the banquet.

Friday Round Table Breakfast

The newest addition to IALEP tradition, the Friday Round Table Breakfast has been very successful. This allows Attendees to have a good, hearty breakfast and finish up the conference networking with fellow planners.

This is also a good occasion for the Conference Committee and Board to receive feedback about the conference and suggestions for future Conferences and activities.

Traditionally, this has been attended by between half and three-quarters of the total attendees. Again, it is advisable to include the question "Will you attend the Friday Breakfast?" on the Registration Form. This will give you a fairly accurate number of attendees for the Hotel catering staff

Set the room up with round tables and chairs for 8-10. Again it is advisable to scatter the Executive Board and Conference Committee among the attendees to facilitate discussion.

Although it is possible to set this up as a breakfast buffet, a sit-down breakfast service is more conducive to the needs of the round table discussion.

Pin/Patch Trade

Many IALEP members are avid patch and pin traders - you may want to schedule a room for a short trading session after the presentations have ended (usually Tuesday). Be sure to include this in the Schedule for the Conference so attendees will know to bring items to trade.

Depending on the Conference Budget or other sponsorship, this can be anything from a presentation room set aside for this purpose to a Conference or sponsored mixer with food and beverages (usually just chips and dip - nothing fancy).

If you have negotiated a hospitality suite - this is an ideal place to hold this function. Another idea is to hold this in the living/dining room area of the President's suite.



If you are able to hold the Patch/Pin Trade in a "sleeping room," this will allow you to bring in food and beverages without going through the Hotel catering.

If you would like to offer food and beverages, but can't spare Conference funds, contact local IALEP chapters or agencies about providing some amenities for the Trade. Or perhaps see if the Hotel would host a short mixer.

As always, IALEP and Conference funds may NOT be used to provide alcoholic beverages.

Hospitality Suite

Conferences sometimes offer a Hospitality Suite for members to gather in the evenings -generally Tuesday or Thursday nights (after the Banquet). If you are not able to negotiate a hospitality suite, the living/dining room area of the President's suite might be offered on a specific night(s). Often, an IALEP Chapter, local agency or Vendor will offer a Hospitality Suite for the Conference - or fund some food / beverages for an existing suite.

As always, IALEP and IALEP Conference funds may NOT be used to provide alcoholic beverages.



Hold your Hospitality Suite in a "sleeping room," this will allow you to bring in food and beverages without going through the Hotel catering.

Tournaments

In the past, some Conferences have hosted golf or tennis tournaments. This is dependent on the amenities offered by the venue and the interest of the attendees.

Optional Outing

Some Conferences have offered optional social events that attendees may sign up for in advance. Special events such as these are highly dependent on the Conference area and the interest / enthusiasm of the Conference Committee. As examples:

Jackson Hole offered optional River Rafting and Yellowstone Park Tours. Both of these required reservations (and payment) made with the Conference Registration Form.

St. Louis offered a group trip to a Major League Baseball game. Attendees signed up at the Conference Office and paid their own way at the ballpark - mass transportation was arranged by the Conference.

Orlando offered discounted Theme Park tickets to attendees on site.



Check with the Hotel to see if they offer free shuttle service - this will save on transportation costs.

Make use of public transportation when available.

Companion Program

Conferences should offer some form of Companion Program for friends and family members of the attendees. This can be very minimal (optional tickets to Conference Social Events) to extensive (programs of special social events just for Companion Program). In recent years, the trend has been to provide a single rate for all Conference Social Events and also allow attendees to purchase extra tickets for a single event.

If you are interested in providing other events for the Companion Program, some ideas used in the past include:

- Shopping - many shopping centers will offer coupon books for a group
- Museums
- Theme Parks - many parks will offer discounts for a block of tickets
- Historical Tours

As with all other social events, the type of Companion Program offered is highly dependent on the events and attractions of the Conference area and the interest / enthusiasm of the Conference Committee. If your Committee wishes to offer an extensive Companion Program, it is often helpful to recruit a Conference Committee spouse or other volunteer that can act as "tour guide."



Check with the Hotel to see if they offer free shuttle service to any of the above destinations - this will save on transportation costs.

Make use of public transportation when available.

Many malls offer coupon books with discounts for mall stores.



Registration

The Conference Registration Form should include the following information:

Basic Information:

- Attendee Name
- Name for Badge
- Organization Name
- Mailing Address
- Phone Number
- Fax Number
- Email Address

Social Event Information:

- Are you a new IALEP member?
- Is this your first IALEP conference?
- Will you attend the Friday Breakfast?
- # of Guests
- Names of Guests (for Badge)

Optional - depending on Conference Needs:

- Shirt Size
- Topics for Roundtable Discussion
- Interest in / sign up for special events (golf, pro sports outing, special tours, etc.)

Registration Costs

- Current Member
- Nonmember (includes Dues for following year)
- Late Registration Cost for both of above
- Single Day Registration
- Guest Fee(s) or Companion Program Fee

Instruction Points to include:

- One Registrant per Form
- "Checks made payable to" information and other payment procedures
- IALEP unable to accept credit cards
- IALEP accepts US Currency only
- "Do not include Hotel Fees" and Hotel Reservation Information
- IALEP Taxpayer Identification Number
- Registration Form / Payment mailing instructions
- Due Date (late Registration Fee date)
- ADA statement and procedure
- Cancellation date and procedure

- Substitution procedure
- Contact information

The Registration Form can be placed on the IALEP Web Site for easy download. The Registration Form may also be included in Conference brochures or other publicity materials.

Late Registration Policy

The Late Registration policy should be prominently displayed on the Registration Form to encourage early registration. Registrations received after the deadline should incur a late fee - this fee will apply to both IALEP members and non-members. As a general rule of thumb, this deadline is approximately 1 month prior to the Conference.

Cancellation / Substitution Policy

The Conference Committee should set a policy for Registrant Cancellations and Substitutions. These policies also should be notated on the Registration Form.

IALEP has traditionally allowed substitutions from the same agency with notice (for Name Badge changes, etc.).

The Conference Committee should set a deadline for Registrant Cancellation (usually around the same time as the Late Registration deadline) and a fee charged for cancellation after this date. Traditionally, IALEP has been tolerant of cancellations because of the nature of police work. However, a minimum Cancellation fee should be charged to offset the funds and administrative effort already expended on this Registrant.

Companion Program or Guest Fee

The Conference Committee may opt to develop a Companion Program for Attendee family and friends. At a minimum, the Companion or Guest Fee should include the cost incurred (per person) for all social events included in the Program:

- Monday Night Dinner
- Wednesday Outing / Dinner
- Thursday Banquet
- Friday Breakfast

If a comprehensive Companion Program is attempted (see Social Events for discussion of Companion Program) the Fee may include other per person ticket or transportation costs.

Single Day Fee

The Conference Committee will also want to determine a single-day fee for Conference attendance. While used infrequently, this does give local planners the opportunity to attend specific training topics. The Single Day Fee usually does not include the Social Events, although they may be included if the fee is adjusted accordingly.

Registration Processing

All Registration Forms should be sent to a single location (or person). The Conference Committee member responsible should keep all registration information in a spreadsheet for easy reference. The spreadsheet should contain all information from the Registration Form as well as payment information (amount, date, form of payment, etc.).

For Registration Forms with payment attached, notate registration and payment information in spreadsheet and forward payment instrument to Conference Treasurer. The Attendee should be sent a confirmation letter and any other descriptive information (Hotel brochure, local area information, etc.).

Purchase Order Processing

For Registration Forms without payment or including an agency purchase order, notate registration information in spreadsheet (along with Purchase Order or other payment form number). Forward the Confirmation Letter and other information to the Registrant.

For these attendees, an invoice must be created. Each Conference Committee must determine who is responsible for developing, sending and keeping track of invoices (Conference Treasurer or Registration Coordinator). The Purchase Order Number must be referenced on all invoices.

The invoice should be mailed to the person / address specified in the Purchase Order. If this is the Registrant, the invoice can accompany the Confirmation Letter. It is more often the case that the invoice must be sent to a central finance/purchasing office - keep track of this contact information. Be aware that many agencies will not forward payment (even though an invoice is received) until after the Conference date.



Conference Materials

At registration, each attendee should be provided with the following:

- **Name Badge**
- **Event Tickets (if needed)**
- **Conference Documents**
- **Conference Giveaways**
- **Spouse Program Materials (if needed)**

Name Badge

Name badges should be of the lariat or clip style (the pin style have not proved popular).

Name badges should contain the IALEP logo and the Attendee's Name and Agency (the first name or nick name should be highlighted to be easily read).

Conference Committee member name badges should have something that distinguishes them (such as a different color background). Likewise, Executive Board member name badges should also be distinguishable.

If the Conference provides a Companion Program, you will need to provide name badges for these persons also. You may want to also distinguish this group by making the badge background a different color.

Notify Attendees that they are to wear the badges at all Conference events - including Social Events.

Event Tickets

If needed, the Conference Committee may develop Event Tickets for Social Events. This is often required by outside restaurants and other venues to positively identify persons authorized to enter / eat.

If multiple events require Event Tickets, color-code the tickets for easy identification.

In the past, tickets have been inserted into the back of the Name Badge (if it is secure) for easy access. This trick seems to aid Attendees in having the Event Tickets when they need them. While the Conference documents aren't required for Social Events, most Attendees will remember to bring their Name Badge with them (especially when reminded).

If tickets are included in the Conference Documents, announce emphatically and often that the ticket will be required for entry to an event and that attendees must keep track of them. You will need to have some extra in the office for those attendees that lose them.

Don't forget to provide Event Tickets for the Companion Program members, and/or have tickets for individual purchase in the Conference Office.

Conference Documents

Although each Conference's materials are different, there are some standards that should always be provided:

- Conference Schedule
- Membership Meeting Agenda
- Conference Topic Summaries
- Conference Speaker Bio's
- Conference Evaluation Form
- Attendee Listing (with agency and contact information)

In addition, other documents/information that may be provided to attendees includes:

- Vendor Information (brochures, catalogues, etc.)
- Presentation Handouts
- Presentation Reference Material
- Association Documents for review and vote during the week (e.g., next year's budget)
- Local Area Information (restaurants, shopping, etc.)
- Information on the following year's Conference

Conference Giveaways

Each Conference Committee may decide on other items that they wish to hand out to attendees. As with everything else, the Conference budget will determine what can be provided. Items from past Conferences included such things as:

- Portfolios
- Bags
- Pen Sets
- Mouse Pads
- Tee Shirts
- Sweat Shirts
- Luggage Tags
- Assorted Trinkets (key chains, fans, flash lights, rulers, etc.)

When ordering giveaway items for conference attendees, the Conference Committee should check with local vendors who may give a discount to the host agency and possibly save shipping costs.

Before an order is placed, the current IALEP promotional item supplier should be contacted to see if they can provide the item at the same or a lower cost. The relationship created with this longtime vendor often provides cost savings for special items such as these. Likewise, the quality of their product and service to the Association is already established.



Solicit Conference Vendors and local businesses to provide "giveaways" for inclusion in the Attendees handouts.

Contact the IALEP Office to get quotes for specific items from the IALEP promotional item supplier.



Conference Bookkeeping

Conference Treasurer

One Conference Committee member will be designated as the person responsible for Conference finances and reporting, or "Conference Treasurer." The Association Treasurer may assume this position, but this is not mandatory. If the IALEP Treasurer does not assume this position, the Conference Treasurer will work closely with and under the guidance of the IALEP Treasurer.

The Conference Treasurer must track all conference finances using an Excel spreadsheet. This spreadsheet will document all income and expenses for the conference. A sample conference budget sheet and copies of previous year's conference spreadsheets are available from the IALEP Treasurer for guidance.

Conference Bank Account

The IALEP Treasurer will send a letter (and a copy of the Association's W-9) authorizing the Conference Committee to open a conference account. These two items are needed in order for the Conference Treasurer to open a checking account to facilitate the conference. The IALEP Treasurer will also provide the Conference "seed money" as the initial deposit in the account.

If the IALEP Treasurer is also serving as the Conference Treasurer, these same procedures will be followed. A separate Conference account will be opened and all conference expenses and income will be tracked separately from Association funds.

Two Conference Committee members should be authorized writers for the conference account. (The account should NOT be set up needing two signatures on a check, but should have two people who are authorized to write checks on the account.)

Conference Budget

The Conference Committee may examine the conference budgets for previous conferences to estimate expected income for the conference. The main source of income is the Conference Registration, Vendor Fees and the Companion Program. This will give the Conference Committee an idea of the funding that will be available for Conference activities.

The main expenses for the conference will include:

- Hotel Catering and Audio Visual
- Speaker Travel Costs
- Outing Costs (transportation / admission / meals)

- Attendee Materials and give-aways

All of these topics are discussed in detail elsewhere in the Conference Guide along with cost saving tips. As a small conference, it is important for the Conference Committee, and the Conference Treasurer in particular, to strive to provide the most amenities to our attendees at the lowest cost possible. One of the goals of the IALEP Annual Conference is generate revenue to offset other Association expenses. Understanding that the state of the economy and members' agency budgets directly affect attendance (and, therefore, Conference income), the Conference Committee can be assured that as long as they are acting in good faith, the IALEP Executive Board and Membership understand this will not always be possible. Conference Committee and Host Agencies will not be held responsible for bills generated by an IALEP Annual Conference as long as the Conference Committee follows the procedures in this Conference Planning Guide.

The Conference Committee should provide input for the Conference Treasurer to develop a draft budget for the Conference. The Conference draft budget must be submitted to the Executive Board at the prior year's conference.

The Conference Treasurer will submit the final Conference budget for formal approval by the full IALEP Executive Board at the mid-year meeting just prior to the Conference. Once the Conference budget is approved, any changes to the budget in excess of \$500 (cumulative) must be immediately reported to the IALEP Treasurer and approved by the full board.

Conference Income

All income for the Conference (Attendee Registration, Vendor Fees, Companion Program Fees, etc.) should be turned over to the Conference Treasurer for deposit into the Conference account. The Conference Treasurer will keep a running account of all funds received by the Conference Committee. The Conference Treasurer should work closely with those Conference Committee Members responsible for receiving and processing Registrations, Companion Funds and Vendor Funds to ensure that proper documentation of receipt and transfer of funds is completed at all levels.

Conference Expenses

Those Conference Committee members responsible for negotiating with entities such as the Hotel, Transportation Firms, Restaurants, etc. should work closely with the Conference Treasurer and the IALEP President. Only the IALEP President (or designee) is authorized by the Association to be the signatory on any contracts necessary for the Conference. In every case, approval for such contracting should be received and documentation of monies spent (or encumbered) must be provided to the Conference Treasurer.

Closing the Conference Books

Upon conclusion of the Conference, the Conference Treasurer will ensure that all expected income has been accounted for and that all Conference Expenses have been paid from the account. The Conference Treasurer is usually expected to give an informal post conference notification to the Executive Board regarding the state of conference finances. On occasion, this is completed (schedule permitting) towards the end of the Conference week.

Following conclusion of account activity, The Conference Treasurer should close the Conference account and transmit any remaining funds in the account to the IALEP Treasurer. All records, receipts, unused checks and the accounting spreadsheets must be turned over to the IALEP Treasurer no later than December 1 immediately following the Conference.