



**APCO**  
International

Leaders in Public Safety Communications™

# Annual Conference and Expo Manual

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## Chapter 1: Introduction

- 1.1 There will be an Annual Conference and Expo to facilitate a meeting of the Membership Quorum to conduct the business of APCO International, Inc.
- 1.2 The Annual Conference and Expo is the technology, training and networking conference of public safety communications and serves as the venue for the annual business meeting of APCO International, Inc.
- 1.3 The mission of the Conference and Expo Committee is to assist in developing the overall strategy for the Annual Conference and Expo of APCO International. The CEC mission is to make recommendations and be an information conduit with their constituents and the Board of Directors of APCO International on site selection, event scheduling, and related matters, using quantitative and qualitative data to evaluate both previous and proposed future events.
- 1.4 The vision of the Conference and Expo Committee is that the committee will further APCO International's vision of strengthening communities by empowering and educating public safety communications professionals through the presentation of the premier international public safety conference and exposition.

## Chapter 2: Annual Conference and Expo Site Selection

- 2.1 The Annual Conference and Expo site shall be selected five or more years in advance.
- 2.2 The Annual Conference and Expo venue will be geographically dispersed throughout the continental United States to offer the best strategic advantage and value to the Association and its members.
- 2.3 The Events Department and the Corporate Outreach Department (herein after referred to as Staff) in conjunction with the Conference & Expo Committee (CEC) shall establish the site specifications for the Annual Conference and Expo using the latest industry standards and benchmarks.
  - 2.3.1 Only venues that meet the requirements listed in the site specifications will be considered (See Appendix A).
  - 2.3.2 Venues that are considered destination cities<sup>1</sup> and those offering multi-year proposals will be given highest consideration.

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<sup>1</sup> A destination city, for purposes of site selection, is one that is attractive to both the commercial and regular membership of APCO International. A destination city offers activities that are family friendly, or attracts visitors for both business and pleasure.

- 2.4 The Annual Conference and Expo site will be selected following a standard process.
- 2.4.1 No solicitations or presentations from Chapters or Convention and Visitors Bureaus shall be accepted nor considered during the site selection process.
  - 2.4.2 In 2015, in consultation with the CEC, the Board of Directors approved a four-city rotation plus a wild card city. The current rotation is as follows: Baltimore, Orlando, San Antonio and Anaheim.
  - 2.4.3 Staff will compile a comprehensive list of all the cities that are able to host an annual conference for the CEC to review for a recommendation of a wild card city.
  - 2.4.4 CEC reviews the list of possible cities and selects no more than six cities as possibilities. CEC sends those six selected cities to APCO staff for review.
  - 2.4.5 APCO staff will obtain additional information and a comparative analysis (to include any financial incentives offered) of all six cities and send to the CEC for a second review.
  - 2.4.6 The CEC will review the data and compile a ranked list (1, 2, 3) of potential wild card conference sites according to preference. Rankings shall be based on the best business interest of the Association.
  - 2.4.7 The CEC will present a recommendation and a summary of any discussion points regarding the recommendation, to APCO staff.
  - 2.4.8 APCO staff will send this recommendation to the Board of Directors for the selection of one site.

- 2.5 The Board of Directors shall review the recommendation and make a final selection.
- 2.6 Staff will notify the president of the applicable chapter in writing when a contract is signed with a future conference city.
- 2.7 Events may arise that require reconsideration of a previously selected site.
  - 2.7.1 The Executive Director shall immediately notify the Board of Directors of any conditions that have the potential to affect negatively the success of the Annual Conference and Expo. Such conditions may include, but are not limited to contractual issues, economic concerns, a natural disaster, or other extenuating circumstances regarding a previously selected site.
  - 2.7.2 If the Board of Directors directs the Executive Director to cancel a commitment, the selection of an alternate site will follow the same site selection process in this manual to the extent practical. Preference will be given to other recommended wild card conference sites.

### **Chapter 3: Annual Conference and Expo Management**

- 3.1 Authority for planning and executing the Annual Conference and Expo rests with the Board of Directors, except where otherwise indicated in this Manual.
- 3.2 The President is the official representative of the Annual Conference and Expo.
- 3.3 The Board of Directors delegates the planning, operational, legal and fiscal authority for the Annual Conference and Expo to the Executive Director.
  - 3.3.1 The Conference and Expo budget will be established by the Executive Director during the annual budget process and submitted to the Board of Directors for approval.
  - 3.3.2 The budget process will include setting fees for registration, sponsorship, exhibit spaces, advertising, and marketing.
  - 3.3.3 The Executive Director is expected to operate within the approved budget for conference activities. Budget changes will be made according to current budget deviation practices identified in the APCO Policy Manual.
  - 3.3.4 All contracts for the Annual Conference and Expo will be executed by the Executive Director or designated staff in accordance with the APCO Policy Manual.
  - 3.3.5 The Executive Director is further charged with keeping the Board of Directors informed of any major development or decision that significantly affects the overall Conference and Expo.

- 3.4 The Board of Directors delegates the responsibility for the development of event scheduling to the staff in conjunction with the CEC.
  - 3.4.1 The Staff, in consultation with the CEC, will make such recommendations in the form of a general event schedule no later than October 31 of each year to the Executive Director for approval.
  - 3.4.2 From such recommendations, Staff will develop an estimated budget and operational timelines and contingencies as may be needed.
- 3.5 There may be a Conference Host Committee made up of APCO members, who have no conflicting commercial interest, which will assist and support Staff in executing various aspects of the Annual Conference and Expo.
- 3.6 Staff will manage and direct all necessary actions to execute the event schedule and related plans as approved by the Board of Directors.

#### **Chapter 4: Conference & Expo Committee**

- 4.1 The CEC will provide recommendations on overall strategies pertinent to the Annual Conference and Expo, including event scheduling and site selection review. The committee year will be August through July beginning at the close of the Annual Conference and Expo.
- 4.2 Additional roles and responsibilities of the CEC include:
  - 4.2.1 Remaining familiar with current political and economic factors and industry trends affecting non-profit association conference planning.
  - 4.2.2 Participating every fall in a session held with Staff to evaluate the past conference and expo and plan for the next conference and expo.
  - 4.2.3 Participating in the Annual Conference site selection process as outlined in this manual.
  - 4.2.4 Providing recommendations on overall strategy regarding schedule, event, and location decisions.
  - 4.2.5 Reviewing candidate nominations and recommending candidates for Annual Conference Host Committee Chair.
  - 4.2.6 Participating (CEC Chair only) in Host Committee conference calls.
  - 4.2.7 Assisting the Annual Conference Host Committee during the conference as needed.

- 4.3 CEC members elected through the Executive Council regional caucus process are responsible for reviewing, discussing, and obtaining input from, and reporting to their region's Executive Council representatives during their scheduled regional calls.
  - 4.3.1 CEC members are cautioned that much of the information discussed during the Conference and Expo planning period may be embargoed. Members should obtain permission from the Chair of the CEC before releasing specific information.
- 4.4 The budget for the Conference and Expo Committee will be established by the Executive Committee of the Board of Directors following the normal committee budget process.
  - 4.4.1 The Chair of the CEC shall include, in each year's budget recommendation, any funds to be designated for marketing the two upcoming Annual Conference and Expos, as outlined in sections of this manual.

## Chapter 5: APCO Staff Responsibilities

- 5.1 Staff shall take necessary actions to execute the overall Annual Conference and Expo plan as approved by the Board of Directors.
- 5.2 Staff shall coordinate the site selection process including site inspections to potential cities. If necessary, Staff may contract for an independent evaluation of the potential cities based on the established site selection specifications.
- 5.3 Staff will meet with the Conference Host Committee Chair and the CEC Chair approximately one (1) year prior to their conference and expo to review the Conference Handbook and this Annual Conference and Expo Manual, and to delineate the Committee's responsibilities. In the event there is no Conference Host Committee, Staff will coordinate all functions normally executed by the Conference Host Committee.
- 5.4 Staff will manage the following Conference functions:
  - 5.4.1 Execution of all required contracts and speaker agreements;
  - 5.4.2 Marketing and promotional efforts, (other than those performed by Host Committees or the CEC for future cities marketing at other APCO events);
  - 5.4.3 Audio visual and event productions;
  - 5.4.4 Transportation between hotels, convention center, and special events;
  - 5.4.5 Registration functions and operations;

- 5.4.6 All press conferences and media events;
  - 5.4.7 Conference housing;
  - 5.4.8 Conference surveys;
  - 5.4.9 Editing, displaying, and distributing of program material, conference publications, and articles;
  - 5.4.10 Provision and coordination of conference and expo security;
  - 5.4.11 Production and placement of all conference and event signage; and,
  - 5.4.12 All food and beverage orders for official conference and expo events.
- 5.5 Staff will manage all Exhibition activities, including:
- 5.5.1 Establishment of Exhibitor Rules & Regulations;
  - 5.5.2 Scheduling of Expo activities;
  - 5.5.3 Design and layout of the exhibit floor and other display areas; and
  - 5.5.4 Contracting with exhibitors/vendors for exhibit rental space.
- 5.6 Staff will consult with the CAC regarding exhibitor needs.

## **Chapter 6: Annual Conference Host Committee**

- 6.1 The Annual Conference Host Committee (Host Committee) shall consist of APCO International members with no conflicting commercial interest, and shall be comprised of:
- 6.1.1 One Annual Conference Chair;
  - 6.1.2 Five Annual Conference Subcommittee Chairs.
- 6.2 The Conference Host Committee Chair will be recommended by the CEC with final selection and appointment being made by the Board of Directors.
- 6.2.1 Candidates interested in serving as the Conference Host Committee Chair shall nominate themselves, by submitting a nomination package to the CEC Chair, by December 1 two years prior to the start of the Annual Conference and Expo.
    - 6.2.1.1 Nominations must include a letter of interest from the candidate, a letter of support from the candidate's employer (If the candidate is retired, this item is not required.), and



letters of recommendation from the candidate's Executive Council Representative and Chapter President. If the candidate is the Executive Council Representative or the Chapter President, a letter from one of their regional Board of Director representatives shall be supplied.

6.2.1.2 Only APCO members in the "Full Member" category, who are in good standing, and who represent no commercial interest as defined in the membership policy, shall be eligible to serve as the Conference Host Committee Chair.

6.2.1.3 The CEC Chair will forward all nomination packets to the full CEC for review and evaluation. The CEC will then make a recommendation to the Board of Directors for appointment.

6.2.1.3.1 Preference will be given to applicants from the chapter in which the conference is being held.

6.2.1.3.2 If no qualified applicants are available from the local chapter, preference will be given to a member in good standing from the region in which the conference is being held.

6.2.1.3.3 Additional preference will be given to a member in good standing who has chaired or been actively involved in the execution of a previous national, regional, or state conference.

6.2.1.3.4 The CEC may, at its discretion and in consultation with Staff, conduct an interview with applicants to determine the suitability of the candidates.

6.2.1.3.5 If no qualified applications are received to fulfill the seat of Host Committee Chair it will be at the discretion of the CEC Committee along with the 2<sup>nd</sup> Vice President to appoint a member in good standing to fill the position of Host Committee Chair.

6.2.2 The CEC Chair, the Director of Events and the Director of Corporate Outreach are individually responsible for ensuring that the Executive Director is immediately notified of any conditions that threaten the success of the Conference and Expo, including performance issues involving the Conference Host Committee Chair or any Host Committee Member.

6.2.3 The Association reserves the right to remove the Conference Host Committee Chair or any Host Committee Member who is not fulfilling his or her duties after written notification of specific performance issues has been made.

- 6.2.3.1 Any issues of malfeasance, misfeasance, or nonfeasance of duty, or for committing an act that brings significant discredit to the Association shall be immediately reported to the Executive Director and dealt with in due haste in consultation with the Executive Committee of the Board of Directors.
- 6.2.3.2 Should the Host Committee Chair determine it is necessary to remove a Host Committee Member, the Host Committee Chair shall consult with the CEC Chair and/or the Executive Director. In removing a Member, the Host Committee Chair shall notify in writing, the Host Committee Member's Chapter President.
- 6.2.3.3 Should the CEC Chair determine that the Conference Host Committee Chair is unable or unwilling to fulfill his or her duties, the CEC Chair shall consult with the Executive Director on a plan to contact the Host Committee Chair in an attempt to rectify the performance issues. If the performance issues persist, the CEC Chair or Executive Director shall inform the Executive Committee of the Board of Directors, which may vote to initiate a "removal for cause" petition.
- 6.2.3.4 Upon receipt of the "removal for cause" petition, the Executive Director shall immediately notify the accused and the Board of Directors. The Executive Director shall also notify the remaining members of the CEC on a "for information only" basis.
- 6.2.3.5 The accused, at his/her option, has ten business days in which to issue a written rebuttal to the complaints in the petition, which the Executive Director shall immediately forward to the same parties listed in 6.2.3.4.
- 6.2.3.6 The President shall conduct a meeting of the Board of Directors to be scheduled within thirty days of receipt of the petition and based on at least ten days' notice to all parties. Such meeting can be conducted by teleconference or other means. It may be conducted by the next senior most member of the Executive Committee of the Board should the President not be available, or decline to conduct the meeting, or is judged by the Executive Committee to not be impartial.
- 6.2.3.7 The meeting in 6.2.3.6 shall culminate in a vote on the "removal for cause" issue. A petition that receives a two-thirds affirmative vote of the entire Board will result in the accused's removal as Host Committee Chair. If the petition

is not approved, a “removal for cause” petition may not be filed against the same individual in the same capacity for at least 180 days from the date of the vote.

- 6.3 The authority of the Conference Host Committee to execute certain actions is limited in order to reduce the possibility of conflicts with actions taken by Staff and to reduce any possible liability to the Conference Host Committee and the Chapter in which the Annual Conference and Expo is located.
  - 6.3.1 Neither the Conference Host Committee, the Chapter in which the Annual Conference site is located, nor any Conference volunteer shall be authorized to engage in any verbal, written, and/or implied commitments, or sign any contracts for products, services, entertainment or anything to be considered in the Annual Conference and Expo program including promises of complimentary or expense incurred reimbursements.
  - 6.3.2 The Conference Host Committee will work with Staff to identify sponsorship opportunities for consideration, however, neither the Conference Host Committee, nor the Chapter in which the Annual Conference and Expo site is located, nor any Conference volunteer, shall engage in any verbal, written, and/or implied commitments for any potential sponsorship opportunities.
- 6.4 The Annual Conference Host Committee Chair has a number of responsibilities including:
  - 6.4.1 Selecting the Conference Subcommittee Chairs, who will comprise the Conference Host Committee.
  - 6.4.2 Submitting the list of the Conference Host Committee member names and their contact information to Staff at least 14 months prior to the Annual Conference and Expo.
  - 6.4.3 Reviewing the Annual Conference and Expo Manual with Staff and the remainder of the Host Committee. The Conference Host Committee Chair will have one month from date of receipt to review, sign, and return the signature page to Staff.
  - 6.4.4 After consulting with the CEC Chair and/or Executive Director, removing a Conference Host Committee member from their position if that person is not fulfilling their duties. The Chair is responsible for keeping the Conference Host Committee, Staff, and the CEC Chair advised of any changes in appointments.
- 6.5 The Annual Conference Host Committee shall assist Staff, both before and after the annual conference, to provide local flavor information and recommendations on such items as special events, PSAP tours, invocation presenters, national anthem singers, and Honor Guards, as well as lessons learned.

- 6.5.1 The Annual Conference Host Committee shall work with Staff to seek support from leading officials of the host city prior to the Annual Conference and Expo.
  - 6.5.2 Work with Staff to identify marketing opportunities and launch outreach programs to the local area.
  - 6.5.3 Provide volunteers for 'future cities' marketing at Conferences prior to their Annual Conference and Expo.
  - 6.5.4 The Conference Chair and Subcommittee Chairs, in conjunction with Staff, shall determine the pre-conference logistics necessary for training the onsite volunteers.
  - 6.5.5 The Conference Host Committee will work with Staff to coordinate local PSAP tours. Logistical arrangements must be made prior to the publication of the official Annual Conference and Expo program. Transportation for PSAP tours is a financial consideration that must be identified in the conference budget.
  - 6.5.6 The Conference Host Committee will participate in a preconference and post conference wrap up session with Staff and the CEC to contribute lessons learned during their conference participation. Input from the host committee, will be utilized by the CEC and Staff for the strategic planning of future conferences.
  - 6.5.7 Within 30 days of the close of the conference the Subcommittee Chairs will report the volunteer data necessary to properly distribute the volunteer rewards.
- 6.6 Each Subcommittee Chair shall be responsible for a specific function during the conference and for managing volunteers assigned to help fulfill those specific duties for which the subcommittee is responsible.
- 6.6.1 Each Subcommittee Chair shall utilize a standardized method for tracking volunteer data for purposes of distributing the rewards.
  - 6.6.2 Each Subcommittee Chair shall be assigned responsibility for managing or coordinating one of the following specific functional areas:
    - 6.6.2.1 Volunteer Services: responsible for recruiting, training, assigning, and managing volunteers to help support other subcommittee chairs in the execution of their duties at the Annual Conference and Expo. Assigning volunteers to assist with attendee bag stuffing, ticket collection and crowd control at special events, such as the welcome event and closing dinner, and providing information to attendees regarding the

conference facility, events, locations, and directions. Other needs may be identified through lessons learned and specific duties will be outlined in the Conference Handbook, which is updated annually. Staff will work with the Subcommittee Chair to determine the number of volunteers needed for the Annual Conference and Expo.

6.6.2.2 Local Flavor: responsible for working with Staff to provide advice on event themes, decorations, and entertainment that will best represent the local community. They also assist with selecting and scheduling PSAP Tours and obtaining donations from local businesses that can be used as giveaways during events such as the New Attendee Orientation.

6.6.2.3 Communications Services: responsible for working with Staff to secure, install, and coordinate the Annual Conference and Expo communications system, providing onsite radio management, battery replacement, and other communications needs.

## 6.7 Pre-Conference Meetings

6.7.1 Staff may arrange periodic meetings with outside vendors, contractors and/or the Conference Host Committee to discuss the logistics of the Annual Conference and Expo. Conference Host Committee participation at any such meetings in the venue city will be at the discretion of Staff.

6.7.2 The Conference Host Chair may conduct meetings in accordance with APCO policies and within the approved Committee budget.

6.8. The budget for the Conference Host Committee shall be established and managed within the CEC budget, and approved through the normal committee process.

6.8.1 Allowable budget items include Annual Conference and Expo promotional items at the annual conference 'Future City' booths; committee initiated conference calls and/or meetings; and command center supplies;

6.8.2 All expenditures must be coordinated through the Chair of the CEC and pre-approved by the appropriate Group Leader.

6.8.3 All requests for expense reimbursement shall be made in accordance with the APCO Policy Manual and must be submitted on appropriate forms no later than 30 days after the close of the Annual Conference and Expo.<sup>2</sup>

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<sup>2</sup> Policy Manual of the Association of Public Safety Communications Officials, Article IX: Travel, Section 9.11: General Travel Policy.

- 6.9 Should the Conference Host Committee choose to withdraw after a conference site has been selected, the Chair shall notify the Executive Director in writing.
- 6.9.1 The Annual Conference and Expo will remain in the selected host city if the Conference Host Committee chooses to withdraw.
- 6.9.2 In the event of such withdrawal, the Conference Host Committee member(s) will not receive any of the benefits or incentives established for that position.
- 6.9.3 In the event the Conference Host Committee withdraws, Staff will execute the conference in accordance with this Annual Conference and Expo Manual.

## **Chapter 7: Conference Volunteers**

- 7.1 Conference volunteers are those members and associates of APCO that support the Subcommittee Chairs in the execution of the responsibilities identified in the functional areas outlined in section 6.6 of this manual.
- 7.2 Staff shall determine the number of on-site volunteers needed to adequately staff the conference throughout its duration.
- 7.3 Persons serving as volunteers are not required to be APCO members, however only members shall earn incentives for their home chapter, in accordance with section 9.2 of this manual.

## **Chapter 8: Conference Committee Incentives**

- 8.1 The Annual Conference Host Committee will be provided four (4) full complimentary registrations for the Annual Conference and Expo immediately preceding their own. No other expenses will be reimbursed for conference years other than their own. These are non-transferable and are intended for the Annual Conference Host Committee members only.
- 8.2 The Annual Conference Host Committee Chair and the five (5) Subcommittee Chairs will each receive a complimentary full registration, two (2) extra tickets to each special event, up to seven (7) nights lodging, conference apparel, and breakfast and lunch each conference day in the volunteer's room during the annual conference they host. These are non-transferable.
- 8.3 The Annual Conference Host Committee shall receive three (3) complimentary day passes (for the year in which they are hosting), to be distributed at the discretion of the Annual Conference Host Committee Chair.

- 8.4 Each volunteer will receive one (1) day pass for each four (4) hour block of volunteering during the conference. Volunteers may purchase a day pass for additional conference days at 50% discount. A conference shirt and breakfast and/or lunch for each day of volunteering will also be provided.

## **Chapter 9: Financial Incentives to Chapters**

- 9.1 The home chapter of the Annual Conference Host Committee Chair and each of the five Conference Host Subcommittee Chairs will receive \$1500. Should the Annual Conference Host Committee choose to add additional “co-chairs” for a particular subcommittee, financial incentives shall remain unchanged and credit shall only be given for a total of six members of the Annual Conference Host Committee.
- 9.2 The home chapter of each conference volunteer who is an APCO member will receive \$100 per volunteer who works a minimum of four hours at the conference. Twenty-five volunteer positions are reserved for the chapter in which the conference is located. The remaining positions will be filled on a first-come, first served basis from any chapter of APCO. The number of paid volunteers is limited to 200.
- 9.3 In order to encourage promotion and marketing of the annual conference by the various chapters of APCO, monetary incentives will be paid to the chapters that are most successful in recruiting attendees to the conference, as follows.
- 9.3.1 The top three (3) chapters with the most attendees (paid full registrations plus paid day passes) will receive \$3,000 for first place; \$2,000 for second place; and, \$1,000 for third place.
- 9.3.2 The top three (3) chapters with the highest percentage of its members (using membership numbers as of July 1 with a membership base of 75 or more members) will receive: \$3,000 for first place; \$2,000 for second place; and, \$1,000 for third place. A minimum of ten full registrations must be purchased to qualify.

## **Chapter 10: General Rules and Regulations for the Annual Conference Expo**

- 10.1 A chapter may not host a Regional Conference held during the same calendar year when the Annual Conference and Expo takes place in a city within said chapter.
- 10.2 Unless approved by the Executive Director, there shall be no training sessions, seminars, or other activities scheduled that would compete for attendance with any of the following events:



- 10.2.1 Meal functions;
- 10.2.2 Exclusive exhibit hours;
- 10.2.3 General Business Meetings of the Annual Quorum; and,
- 10.2.4 Other official Annual Conference and Expo programs.
- 10.3 All requests for expense reimbursement shall be made in accordance with the APCO Policy Manual and must be submitted on appropriate forms no later than 30 days after the close of the Annual Conference and Expo.
- 10.4 The policy, rules, and regulations regarding the use of the APCO logo are contained in the Logo Standards & Style Guide. The Executive Director has the final approval in the use of the APCO International logo.
- 10.5 The official Annual Conference and Expo program may not be printed in any other publication without prior consent from the Executive Director.
- 10.6 All Professional Development speakers must execute a speaker contract and adhere to the requirements therein.
- 10.7 All exhibiting companies must execute an exhibitor contract and adhere to the rules contained in the Exhibitors Rules and Regulations document.
- 10.8 Only exhibiting companies shall be eligible for sponsorship opportunities.
- 10.9 Future Annual Conference and Expo cities and Regional Conference cities shall be provided a complimentary standard 10x10 exhibit space up to two years preceding a particular Annual Conference and Expo.
  - 10.9.1 APCO International will provide electricity, pipe and drape, one table, one trashcan, and two chairs per each 10x10 exhibit space.
  - 10.9.2 Future Conferences and Regional Conferences are responsible for additional A/V needs, decorations, exhibit space cleaning, give-a-ways, and anything else needed to market the conference.
  - 10.9.3 Marketing may occur at such a booth for up to two years preceding a particular Annual Conference and Expo.
    - 10.9.3.1 Since Conference Host Committees are not formed until approximately 18 months before the beginning of a conference, funds, not to exceed \$1,000, may be appropriated to the CEC for the marketing at the Future Cities booths (\$500 will be allocated to one year out and \$500 to two years out). The CEC may, at its discretion, delegate marketing duties to the chapter in which the Annual



Conference and Expo is scheduled to take place. Should the chapter decide not to staff the booth and market the future city, the funds will remain in the CEC budget.

10.9.3.2 Future cities marketing occurring after the appointment of the Host Committee Chair will be funded in accordance with section 6.8. of this manual.

10.9.3.3 Any charges incurred for damage to, or excessive clean up at the future cities booth shall be the responsibility of that future Annual Conference Host Committee.

10.9.3.4 Annual Conference Host Committee Chairs are encouraged to coordinate with Staff to ensure that marketing materials are in accordance with the correct logo design and supplies are appropriate and acceptable under the contract with the venue.

10.10 Conference VIP status will be recommended by the Executive Director or members of the Executive Committee and approved by the whole Executive Committee.

10.10.1 A VIP is someone who has made significant efforts to further the aims of public safety communications in general and/or APCO specifically. Examples may include members of Congress, FCC Commissioners, or Executive Directors and Presidents of other public safety associations.

10.10.2 Those individuals identified as conference VIPs shall receive certain benefits based on the designation assigned by the Executive Director and approved by the Executive Committee.

10.10.2.1 Level 1 VIPs will receive complimentary travel, full registration, and lodging provided by APCO.

10.10.2.2 Level 2 VIPs will receive one complimentary full conference registration.

10.10.2.3 Level 3 VIPs will receive one complimentary day pass.

10.10.3 The Executive Committee shall notify the entire Board of Directors how many VIPs within each level have been invited to the conference. The Board of Directors will approve the number of VIPs for budgeting purposes.

10.11 Complimentary registrations to the Annual Conference and Expo shall be offered to certain dignitaries as follows:

- 10.11.1 Life Members and their significant other;
  - 10.11.2 Executive Committee and their significant other;
  - 10.11.3 Regional Representatives and CAC Representative on the Board of Directors;
  - 10.11.4 Director, supervisor, or employer of the President, either upon the initiation or the conclusion of the presidential year;
  - 10.11.5 Major award winners as designated in the Awards Policy;
  - 10.11.6 Level one (1) and level two (2) VIPs selected by the Executive Committee or Executive Director;
  - 10.11.7 Annual Conference Host Committee Chair and Subcommittee Chairs per Incentive Policy;
  - 10.11.8 Professional Development Speakers in accordance with the terms of the Speaker Contract;
  - 10.11.9 Exhibitors in accordance with the terms of the Exhibitor Contract; and,
  - 10.11.10 CEC Members.
- 10.12 The Executive Director must approve requests for complimentary registrations other than those defined in this manual.
- 10.13 Annual Conference and Expo lodging agreements shall be managed by Staff and shall follow all applicable policies of APCO International.
- 10.13.1 Lodging shall be allocated in host hotels as follows:
    - 10.13.1.1 Executive Committee and Executive Director;
    - 10.13.1.2 Regional and CAC Representatives on the Board of Directors;
    - 10.13.1.3 Executive Council;
    - 10.13.1.4 Designated Staff;
    - 10.13.1.5 Keynote speakers, FCC staff and other dignitaries to be approved by the Executive Director;
    - 10.13.1.6 Annual Conference Host Committee Chair;

- 10.13.1.7 CEC members
- 10.13.2 Based on availability, complimentary hotel suites or rooms will be allocated in contracted hotel room blocks according to the following priority:
  - 10.13.2.1 President;
  - 10.13.2.2 First Vice-President;
  - 10.13.2.3 Second Vice-President;
  - 10.13.2.4 Immediate Past President;
  - 10.13.2.5 Executive Director;
  - 10.13.2.6 Annual Conference Host Committee Chair;
  - 10.13.2.7 Regional and CAC Representatives on the Board of Directors; and,
  - 10.13.2.8 Level 1 VIPs.
- 10.13.3 Incidental charges will be the sole responsibility of the guest unless otherwise specified by APCO Policies and Procedures or with the specific approval of the Executive Director.

## **Chapter 11: Annual Conference and Expo Special Events**

- 11.1 Staff, in consultation with the Executive Director, will determine special events that occur at the Annual Conference and Expo. Staff will manage all finances and logistics for each event.
- 11.2 The Executive Director will determine the appropriate guest list for specific invitation-only events. These events may include but are not limited to:
  - 11.2.1 Past President and Life Members Luncheon: Invitations will be extended to all Life Members and their significant other, and event sponsor representatives.
  - 11.2.2 Executive Council Event: Invitations will be extended to the following:
    - 11.2.2.1 Each Executive Council member and their significant other;
    - 11.2.2.2 Each member of the Board of Directors and their significant other;

- 11.2.2.3 The Annual Conference Host Committee Chair(s) and their significant other;
- 11.2.2.4 The Executive Director and their significant other;
- 11.2.2.5 The Chief of Staff and their significant other;
- 11.2.2.6 APCO Staff; and,
- 11.2.2.7 Appropriate Sponsor representatives.

11.2.3 AFC Local Advisors Luncheon

11.2.4 President's Reception

11.2.5 PSAP Awards Breakfast

11.2.6 Keynote Speaker Meet and Greet

11.3 The Annual Conference and Expo Closing Dinner will be coordinated by Staff.

11.3.1 Based on the venue, Staff will determine closing dinner seating arrangements. These arrangements will be reviewed with the Executive Director prior to finalization.

11.3.2 Priority seating at the Closing Dinner will be provided in the following order:

- 11.3.2.1 Guests of the Executive Committee of the Board of Directors /VIPs;
- 11.3.2.2 Regional and CAC Representatives on the Board of Directors;
- 11.3.2.3 Past Presidents;
- 11.3.2.4 Life Members;
- 11.3.2.5 Major Individual Award Recipients (e.g. Art McDole, J. Rhett McMillian, Jack Daniel, Joe Blair, Telecommunicator of the Year, etc.);
- 11.3.2.6 Annual Conference Host Committee;
- 11.3.2.7 CEC;
- 11.3.2.8 CAC;

- 11.3.2.9 Appropriate Sponsors; and,
- 11.3.2.10 Current and Incoming Presidents' Chapters.

## Signature Page

As the Annual Conference Host Committee Chair, I have read and understand the information as outlined in this manual.

\_\_\_\_\_  
Annual Conference Host Committee Chair Signature      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Director of Events Signature      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Director of Corporate Outreach Signature      Date

\_\_\_\_\_  
Print Name

## Appendix A

### General Specifications

**Contracts:** Homeland Security Clause – The Association may reduce its room block or cancel or reschedule meeting with no penalty should the national alert status reach a point where attendees are required to stay at home to perform Homeland Security responsibilities. This decision will be based on whether a national alert status affects overall attendee travel or an alert that affects certain jurisdictions' ability to travel and registered attendance from these jurisdictions would have a material effect on ability to conduct a successful conference and expo.

**Discounts:** APCO requests a convention center discount, food and beverage discount, and exclusive in-house services discounts.

**Note:** APCO requests a convention center rental discount as a Public Safety Communications organization serving the public sector through its education, training, and support of 9-1-1 command center staff.

**Meeting Space:** A final space grid will be developed based on the previous year's conference use of meeting space.

**Special Events:** There are three large meal events and several smaller receptions throughout the conference. Food and beverage prices will be a special consideration in determining the location of the conference. Bidders will have access to the large events menu from the previous year's conference.

### Convention Center Specifications

**Exhibit space:** 900 -1,500 10x10-foot booths (350,000 gross sq. ft.-including a 3,500 sq. ft. Pavilion to showcase Association).

### Hotel Specifications

**Discounts:** APCO requests a discount on food and beverage and exclusive in-house services from the headquarters hotel.

**Hotel Rates:** The hotel guarantees the room rates quoted are the lowest group rates being offered during this rate period to any comparable group. 10% of the room block to be extended at the prevailing government per diem rate with proper government identification as available.

Hotel Rooms: 2,500 rooms within walking distance, preferably within one quarter mile, during peak nights 80% Single Occupancy, 20% Double Occupancy.

**Note:** APCO presently uses the services of a housing company (Passkey enabled) with a call center for housing reservations.

Hotel Room Block: Previous final conference room block will be used to analyze and develop the room block requirements. Additionally, a minimum of six (6) suites at the headquarters hotel is required for APCO VIPs.