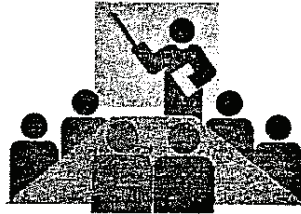


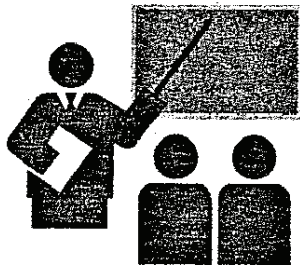
SO YA WANNA HOST A CONFERENCE?



- By what authority?
- Who will conduct the meeting?
- Define organizational benefit if any?
- Ecclesiastes 3:1-8
- Unanimous decision by membership?

2

MAYBE OR MAYBE NOT!



- Mandated by parent body I.A.B.P.F.F. constitution & by-laws to convene conferences
- Regional Director or his appointee to conduct meeting
- Oftentimes the primary object is to make \$\$ and the focus of organizational benefit is lost
- Date - Site - Theme is predetermined; *To everything there is a season,...*
- Faithful few to the rescue to pull it off

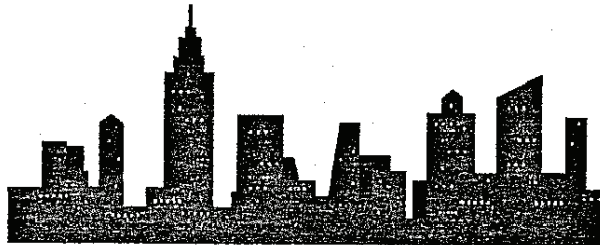
MEETING DATES

Yeas & Nays

- **Yeas**
 - Select dates that will be well attended by delegates
 - Avoid competition with larger organizations
 - Check with parent organization as to date conflicts
 - Pick at least two alternate dates
 - Contact other organizations as to your planned dates
 - Consider off-season rates
 - Avoid major dates that hinder participation
- **Nays**
 - *Dates close to parent body meeting dates*
 - *Dates close to major events*
 - *Plan meetings during winter months*
 - *Fail to plan follow-up dates to stay focused*

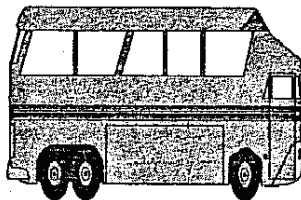
3

GREEN LIGHT!!



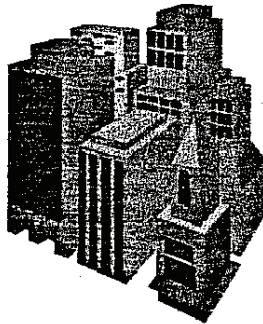
- Contact the conventions & tourism bureau if you haven't already
- Hotel site inspections
- Confirm hotel selection
- Sign hotel contract - Lead time is most important with our size conferences, several years out makes for good planning

CONVENTION & TOURISM BUREAU



4

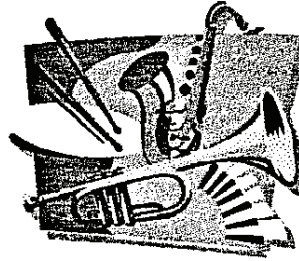
HOTELS



- CTB can send your conference profile to all area hotels
- Only the hotels with the dates you want will reply
- Hotel packets will contain valuable information about the property
- Site inspections are a must
- Dress for success
- Lead time is very important
- Lunch is usually included to showcase restaurant cuisine

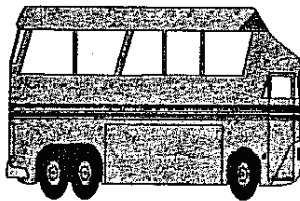
ENTERTAINMENT

- CTB can provide *calendar of events* that's most helpful
- CTB can oftentimes get good *additional discounted* group rates for delegates
- CTB can open doors that you can't alone do



5

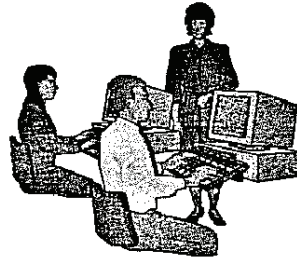
TRANSPORTATION



- CTB can also assist with ground transportation, taxi, bus, trolleys, etc., to help move delegates
- Again additional discounted rates may be available through CTB
- Most casinos provide free transportation to their facilities

CONFERENCE VOLUNTEERS

- CTB oftentimes have a network of para professionals and retired professionals who enjoy doing volunteer work
- These individuals can assist with conference registration, drivers for hotel/airport shuttles, cooks for picnic, etc.
- Organizations Auxiliary may be of good use (BANOFF still has the best auxiliary in my book)



6

NEGOTIATIONS HOTELS

- Wear *proper* attire - look *professional*
- Be *well groomed*
- Avoid *excessive* jewelry
- *Remember*, the hotel has responded to the CTB profile and have the primary /secondary dates available
- *Listen* to what the hotel has to offer and have questions prepared from the packet they have sent to you
- Benz Vs. VW site inspection
- **Sell, sell, sell**, the fact that WE ARE government employees (NFPA)
- Room rebates a must - It Can Be Done
- Complimentary rooms and hospitality suite(s)
- Guest rooms adequate?

NEGOTIATIONS HOTELS

- Meeting rooms adequate?
- Breakout rooms Vs. general session room
- Classroom seating Vs. theater seating
- Audio/visual equipment - complementary Vs. cost
- PA system, Flipcharts, podiums, easels, pencils/pads
- Refresh/cleanup rooms during breaks
- Water/coffee service/pastries - complementary Vs. cost
- Office functions i.e., copying & faxes- complementary Vs. cost
- Outside food service policy and ice service
- Meeting space Vs. function space turnaround consideration
- Other amenities i.e., exclusive pool parties, lounge parties, etc.

7

NEGOTIATIONS HOTELS

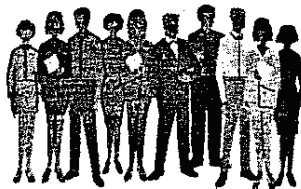
- Guest rooms and Suites
- Remember Benz Vs. VW, If you viewed the Natchez Suite (Benz) have it spelled out on contract, otherwise,....
- Block fifty (50) rooms initially (this gets their attention)
- Block additional rooms in groups of ten (10)
- Follow-up on computer generated room list (reservations office)
- Sell the idea that room rebate will offset food/alcohol master account
- Government rate (cheapest) Vs. rack rate, must be settled first, then room rebate discussion
- Parking fees, if applicable, waived or discounted
- Remember to take notes thorough, MANAGEMENT MAY CHANGE
- FOLLOW-UP, FOLLOW-UP, FOLLOW-UP

CONFERENCE PRICING

- Registration is dictated by planned conference activities
- Host organization members should pay registration also, too costly otherwise
- Complementary tickets should be kept at a minimum (dignitaries only)
- Registration can be offset by other fund raising activities, i.e., T-shirt sales, souvenir booklet, underwriting by sponsors
- Room rebates can offset conference budget
- Food functions get serious attention from hotel sales/catering departments
- Off-site activities can become a logistics/cost factor nightmare
- Entertainment i.e., live bands Vs. DJ
- Awards/presentations
- Hospitality room supplies

8

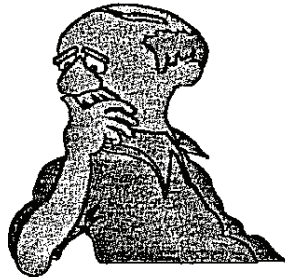
MEMBERSHIP NOTIFICATIONS



- Deadlines for membership should be thirty (30) days prior to hotel deadlines
- Encourage pre-registration payment to ensure good planning
- Avoid hidden cost to delegates which can be a turnoff
- Keep membership abreast of any/all schedule changes
- **FOLLOW-UP, FOCUS, FOLLOW-UP, FOCUS**

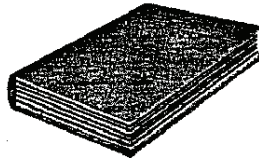
MORE TIPS

- Utilize speakers in your immediate area which will keep cost down
- Meet with your committee each day to discuss/avoid potential problems
- **Insist that all delegates report problems with hotel to you the host**
- **Close hospitality room during meeting times-cost effective**



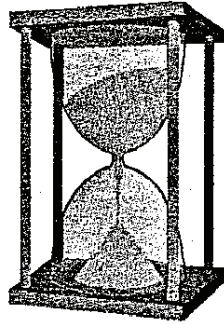
9

SOME DEFINITIONS



- Single room-one bed one (1) person
- Double- double bed, or queen/king for two (2) people
- Twin-two beds, for two (2) people
- Adjoining-two (2) rooms next to each other, but do not connect.
- Connecting-two (2) rooms where occupants pass from one room to another

TIME IS RUNNING OUT,..START PLANNING



10

ECCLESIASTES 3:1-8 KJV

To every thing there is a season, and a time to every purpose under the heaven;
2 A time to be born, and a time to die; a time to plant, and a time to pluck up that which is planted;
3 A time to kill, and a time to heal; a time to break down, and a time to build up;
4 A time to weep, and a time to laugh; a time to mourn, and a time to dance;
5 A time to cast away stones, and a time to gather stones together; a time to embrace, and a time to refrain from embracing;
6 A time to get, and a time to lose; a time to keep, and a time to cast away;
7 A time to rend, and a time to sew; a time to keep silence, and a time to speak;
8 A time to love, and a time to hate; a time of war, and a time of peace.