



**Ohio Identification Officers Association**  
(Ohio State Division of the I.A.I.)  
International Association for Identification



## **OIO Seminar Guidelines**

**The planning of the Annual Seminar (dates, venue and content) is the responsibility of the entire OIO Executive Board. The planning and organization of the seminar will be coordinated by the Conference Committee Chairperson. The Conference Committee will consist of no less than the Committee Chairperson, OIO Secretary, OIO Treasurer and any other OIO member appointed by the Committee Chairperson.**

### **Venue and Host**

**Regional Representatives will actively assist in choosing a venue and Host. The Host can be any individual, committee or agency in the chosen venue. Venue should be rotated through different areas within the State of Ohio (or membership area). The final decision of choosing the Venue and Host will be the responsibility of the Conference Committee and Executive Board.**

**Venues and Hosts should be chosen several years in advance if possible. Long range planning is the key at providing a successful event.**

### **Dates and Duration**

**The OIO holds one seminar each year. This seminar should be normally held in the fall of the year and will consist of three full days of education/training plus one evening prior for early registration and President's reception. The target dates need to be researched to insure that they do not conflict with other organizational meetings such as IAI, IACP and any of the larger IAI Divisional Meetings.**

### **Educational Content (Speakers/Presentation/Workshops)**

**The Content and Agenda for the annual seminar will be the responsibility of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Vice Presidents with direct assistance of the District Vice Presidents and seminar Host. The District Vice Presidents will be responsible for the introduction of speakers and reading of bios.**

**In striving to keep the annual seminar cost effective an effort will be made to utilize local experts and individuals. Every effort should be made to provide the best possible agenda at the least possible expense. However it is recognized that at times it is desirable and advisable to have a well known expert in a particular field. This information should be provided to the Committee as soon as possible so that an informed decision can be made. Approval for hiring and paying for speakers' fees and expenses must be obtained from the Seminar Committee prior to commitment.**

### **Facility**

**The local Host and district vice president is responsible for choosing a facility. When looking at a facility give consideration to**

**size, location and accessibility. The facility should have adequate meeting space to accommodate lectures and workshops.**

**Since vendors are very important to having a successful seminar every consideration should be made to have adequate vendor space either in or in close proximity to the general meeting room.**

**Preliminary facility expenses need to be determined and approved by the Seminar Committee prior to entering into a contract with the facility.**

### **Budget**

**All efforts to establish a budget prior to the annual seminar will be made by the Treasurer and Seminar Committee Chairperson (or designate).**

**It is imperative that all those involved in construction of the annual seminar understand that all expenses incurred are born by the association and that these costs are passed on to the attendees. The Seminar Committee is responsible for establishing the attendance fees.**

**Attendance fees will be established for OIO members and non-members. Members of other State divisions will be charged the member rate.**

**It is imperative that all costs for speakers (if applicable), room rental, coffee breaks, breakfasts and banquet are determined early so that the seminar cost can be accurately determined.**

**All expenses must have prior approval of the Treasurer and/or Seminar Committee Chairperson (or designate). Only the Treasurer and/or Conference Committee Chairperson (or designate) can approve additional expenses such as coffee, supplies etc...**

**The facility normally requests a specific number for the banquet prior to the start of the conference. This number is normally a preliminary number to allow them to have adequate food ordered. This number will be determined by the Treasurer and/or Conference Committee Chairperson. A final number will be determined after the end of registration on the first day of the conference. Since Banquet expenses are substantial, Only the Treasurer and/or Conference Committee Chairperson can determine this information and provide this number to the facility.**

### **Hospitality**

**It is the responsibility of the Sergeant at Arms to coordinate with the conference Host to provide for hospitality items. The costs for hospitality items should be kept to a reasonable amount. Often a vendor will sponsor the Hospitality room, however this does not mean a blank check. Any extraordinary expenses must be approved by the Treasurer and/or Seminar Committee Chairperson (or designate). The Treasurer will provide advance funds to the Host/Sergeant at Arms to keep out of pocket expenses to a minimum. Adequate receipts will be kept and provided to the Treasurer. The Treasurer will provide reimbursement for reasonable expenses accompanied by a receipt.**

### **Attendance Certificates**

**Certificates will be provided to all members and non-member who attend the conference. Certificates of attendance for specific workshops will also be provided. Certificates will be prepared from attendance lists and workshop sign-up lists. Members are encouraged to sign up for workshops at the appropriate time. Certificates will be**

issued for those individuals who have placed their name on the appropriate list. It is not the responsibility of the OIO to provide certificates to individuals without adequate and appropriate documentation that they attended the seminar/workshop.

The 2<sup>nd</sup>, 3<sup>rd</sup> ~~and District~~ vice Presidents, and any other designated Board member, are responsible for the issuance of the appropriate certificates.

### Vendors

Vendor participation is a very important aspect of our annual seminars. Vendor participation is a good draw as well as important financial support for the organization. Vendor fees and donations often can offset some of the normal expenses such as coffee breaks and hospitality expenses. Vendor donations can also be used to cover the expenses of 'hired' speakers.

The seminar Host should canvass the appropriate vendors in that particular venue for invitations to attend the conference. This information should be passed on to the Committee Chairperson.

It is the responsibility of the Seminar Committee to ensure that the various vendors are contacted. Contact and notifications can be handled by either the Seminar Committee Chairperson, or designate. Initial contact and notification to the various vendors needs to include the date and location of the annual conference as early as possible. Initial notification can be made by postal mail, email or personal contact.

Fees are charged to each vendor attending the conference. These fees cover the cost of the vendor space and include one ticket to the banquet. The fees are established by the Seminar Committee.

**Once the vendor fee is set follow-up informational letters and registration forms need to be mailed (via postal or electronic means) to them as soon as possible. It is important to know that vendors schedule attendance at several organizational meetings during the year and they need sufficient lead time to do so.**

**It is the responsibility of the Seminar Host to coordinate all issues and needs between the vendors and the conference facility.**

**Updated 8/2008**