



# *Ohio Identification Officers Association*

(State of Ohio Division of the IAI)  
International Association for Identification



## OIO Conference Guidelines

The planning of the Annual Conference (dates, venue, and content) is the responsibility of the entire OIO Executive Board. The planning and organization of the conference 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 President upon recommendation from the Committee Chairperson.

### Venue

The conference venue should be rotated through different areas within the State of Ohio (or membership area) when practical and cost effective. The final decision of selecting the venue will be the responsibility of the Conference Committee and Executive Board. Venues should be chosen several years in advance, if possible. Long range planning can help ensure a successful event.

### Dates and Duration

The OIO holds one conference each year. This conference has historically been held in the Fall and will consist of three full days of education/training plus one evening prior for early registration and a President's reception (when included and feasible at the chosen venue). The target dates should be researched to ensure that they do not conflict with other professional organizational meetings such as the IAI or other large law enforcement or forensic associations.

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

The content and agenda for the Annual Conference will be the responsibility of the Conference Committee. Input from other Executive Board members and/or OIO members is encouraged. The President will be or will appoint a member of the board to be responsible for the introduction of speakers.

Every effort is made to ensure the agenda is a mix of relevant topics, consisting of lectures, in-depth workshops and practical exercises. To assist in keeping the Annual Conference cost-effective an effort will be made to utilize local presenters. However, at times it is desirable and advisable to have a well-known presenter/expert in a particular field. This

information should be provided to the Conference Committee as soon as possible so that an informed decision can be made. Approval for hiring and paying presenters' fees and expenses must be obtained from the Conference Committee prior to commitment.

## Facility and Contract

The Conference Committee Chairperson is responsible for choosing facilities and presenting the options and reasoning to the Executive Board when requested. When looking at a facility, consideration is given to size, location, and accessibility. The facility should have adequate meeting space to accommodate lectures and workshops. All attempts are made to secure a single facility for meeting spaces and attendee rooms. However, it may be necessary to consider separate hotel and meeting spaces based on cost, capacity, and availability.

Vendors are very important to having a successful conference. 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 Conference Committee prior to entering into a contract with the facility. Expenses and factors to consider may include, but are not limited to the following:

- Meeting room rental, setup, and/or flip fees
- Audio visual equipment rental fees
- Service charges
- Room rate (attempt to guarantee government rate; whether this will include breakfast, parking, etc.)
- Room block minimums and attrition rate requirement
- Food and beverage minimums
- Food and beverage costs (e.g. coffee service, banquet)
- Penalties if room and/or food/beverage minimums are not met
- Availability of hospitality space/suite with outside food and beverage allowed
- Any complimentary room nights or upgrades offered

The contract should clearly designate the specific individuals authorized to approve hotel expenses.

All efforts will be made by the Treasurer and Conference Committee Chairperson (or designee), to establish budget guidelines prior to the annual conference. It is imperative that all those involved in planning the annual conference understand that all expenses incurred are borne by the association and that these costs are passed on to the attendees. All costs for presenters (if applicable), room rental, coffee breaks, breakfasts, and banquet should be determined early so that the conference cost can be accurately determined.

The Conference Committee is responsible for establishing the attendance fees based on the estimated expenses. Attendance fees will be established for OIO member and non-members. Members of other IAI State divisions will be charged the member rate.

All expenses must have prior approval from the Treasurer and/or Conference Committee Chairperson (or designee). Only individuals named on the contract, such as the Treasurer and/or the Conference Committee Chairperson (or designee), can approve additional on-site expenses such as coffee, supplies, etc.

### Provided Meals and Services

The conference will include one evening banquet dinner whenever feasible. Coffee service during the morning sessions is also standard at the conference. Inclusion of other meals, snacks, etc. is to be determined by the Conference Committee based on venue amenities, food costs, and the conference budget.

The facility normally requests a preliminary head count for the banquet or other food service prior to the start of the conference to allow them to have adequate food ordered. This number will be determined by the Treasurer and/or Conference Committee Chairperson based on registrations received to that date. Whether the head count can be adjusted on-site depends on the facility and contract. Therefore, the Conference Committee should attempt to negotiate a date as close as possible to the start of the conference to provide the head count for any food orders. Since banquet expenses are substantial, it is important that an accurate count is provided and extreme over-estimates are avoided. Options for attendees with dietary restrictions should be accommodated when possible.

### Hospitality

It is the responsibility of the Sergeant at Arms to coordinate hospitality items; when a hospitality room is feasible at the chosen venue. The costs for hospitality items should be kept to a reasonable amount, even if costs are sponsored in whole or in part by a vendor. Any expenses must be approved by the Treasurer and/or Conference Committee Chairperson (or designee). The Treasurer can provide advance funds to the Sergeant at Arms to keep out-of-pocket expenses to a minimum. The Treasurer will provide reimbursement for approved out-of-pocket expenses accompanied by a receipt. Options for attendees with dietary restrictions should be provided as needed.

### Attendance Certificates

Certificates will be provided to all conference attendees. Certificates of attendance for specific workshops will also be provided. Workshop certificates will be prepared from workshop attendance lists (sign-in sheets). It is not the responsibility of the OIO to provide certificates to individuals without adequate and appropriate documentation of attendance at the

conference or a workshop. The 2nd Vice President, and any other designated Executive Board member, is responsible for the issuance of certificates.

## Vendors

It is the responsibility of the Conference Committee to ensure that various vendors are contacted. Contact and notifications can be handled by the Conference Committee Chairperson (or designee). Initial contact and notification to the vendors shall 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. These fees can also offset expenses such as hospitality, coffee breaks, or speaker travel. The fees are established by the Conference Committee. Vendors/sponsors may also choose to donate an additional amount to cover a specific meal or event.

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

It is the responsibility of the Conference Committee Chairperson (or designee) to coordinate all issues and needs between the vendors and the conference facility. Vendors should be recognized for their contributions through signage, inclusion in the conference brochure, website, newsletter, or other appropriate means. This will include additional recognition for any contribution to specific meals or events.

The attendee list may be provided to vendors upon request after the conference; if they were a paid sponsor who also attended. Student information and any personal emails will not be provided unless those individuals request to be included.

## Conference Advertising/Promotion

Options for Promotion may include the following:

- Postcards/mailers (OIO membership and relevant agencies)
- Emails (OIO and/or paid distribution lists)
- Newsletter
- Attendance at other events (e.g. OTOA)
- Social Media
- IAI membership lists for surrounding states
- IAI and other division websites, Ident News

## Additional Responsibilities

The Historian will photograph all aspects of the conference, including presentations, workshops and social activities, or designate another individual to do so. They will collect a copy of the conference brochure and promotional materials for historical reference. They may set up a historical display at the conference at their discretion.

The IAI Representative will reach out to the current IAI President for a welcome message, or to invite the IAI to send a representative. They will speak to the attendees and membership about the benefits of the IAI and provide a report to the membership on the past IAI Conference at the Annual General Membership Meeting.