



## FBINAA Annual Training Conference

### **Conference Co-Hosting Selection Application Form**

**EO** – FBINAA Executive Office

**CHC** – Co-Hosting Chapter

Pursuant to Policy No. 17 of the FBI National Academy Associates Inc, the process for submitting a proposal to be considered for conference co-hosting selection of a future annual training conference is as follows:

1. Review the full text of Policy No. 17 and the application packet for complete details on the proposal process, timeline, conference functions and requirements (including conference guide, program schedule template, budget template and meeting space standards)
2. Complete the application form below (contact the EO anytime for assistance with this application)
3. Attach to the application form the following documents:
  - Letter of endorsement verifying the support of the Chapter's Executive Board
  - Letter of endorsement verifying the support of the appropriate FBI SAC(s)
  - Letter of endorsement verifying the support of the local police Chief and/or Sheriff
  - Letter of endorsement from community organizations (Mayor, Chamber of Commerce, Visitor's Bureau)
  - Preliminary budget (use template provided) – consult with the conference planners for assistance with preparation
  - Preliminary program schedule (use template provided)
  - Statement that the Chapter officers have read and intend to comply with the Association's co-hosting agreement
  - Letter of commitment signed by a representative of every Chapter's Board in that Section supporting the submitting Chapter's bid (this applies if only one application is submitted by a chapter within the Section)
  - Additional information which the applicant desires to include in the application (i.e. value to chapter and Association organization, ability to attract attendees, quality of educational programs, location highlights, etc)
4. Submit the attached application form to the FBINAA Executive Office, attention **Stephen Tidwell**, FBINAA Executive Director at **FBINAA, 422 Garrisonville Road, Suite 103, Stafford, VA 22554**.

#### Co-Hosting Chapter Selection Timeline

December 20, 2012 -	Applications <u>due</u> to EO from submitting Chapters
January, 2013 -	Preliminary application review by EO staff
February, 2013 -	Executive Director submits preliminary report to Executive Board of Directors (recommends any need for applicant site visits)
March-April, 2013 -	Site search discovery conducted (if necessary)
May, 2013 -	EO site search report complete and applicant interviews scheduled
July, 2013 -	Applicant interview presentations to Executive Board of Directors and award of 2017 Conference site (at national conference)

## Applicant Contact Information

### **Chapter President** (Person submitting proposal):

Name:	
Position:	
Agency:	
Address:	
Office phone:	Cell phone:
Email:	

### **Lead Person who will make the presentation to the Executive Board:**

Name:	
Position:	
Agency:	
Address:	
Office phone:	Cell phone:
Email:	
Special presentation needs:	
List others (name and agency) who are key in the application process and/or will participate in the presentation:	

## Confirmation of Application Documents and Commitments

Confirm that this application includes all documents, endorsements and commitments as required for consideration of this application. Please check each box to confirm completion.

- \_\_\_\_\_ All sections of this application are complete (including proposed program schedule and budget)
- \_\_\_\_\_ Application is signed by the chapter president
- \_\_\_\_\_ Applicant has reviewed the National Policy No. 17, co-hosting agreement, sample conference materials and budget
- \_\_\_\_\_ Applicant has conferred with the EO on the conference profile and proposed budget
- \_\_\_\_\_ Application includes a proposed program schedule (attachment – see conference planners)
- \_\_\_\_\_ Application includes a proposed budget (attachment – see conference planners)
- \_\_\_\_\_ Application includes a letter of endorsement of the chapter executive board
- \_\_\_\_\_ Application includes a letter of endorsement of the appropriate FBI SAC
- \_\_\_\_\_ Application includes a letter of endorsement of the local police chief and/or sheriff
- \_\_\_\_\_ Application includes a letter(s) of endorsement of community leaders
- \_\_\_\_\_ Application includes a letter of commitment signed by a representative of every chapter's board in the section supporting the submitting chapter's bid (applies in the event that a section is supporting only a single application)
- \_\_\_\_\_ Application includes a statement that the chapter officers have read and intend to comply with the co-hosting agreement
- \_\_\_\_\_ Application includes a written description of details not included in the application which supports the conference site selection (including value to chapter and Association, ability to attract attendees, quality of educational programs, location highlights, etc)

## Conference Functions and Events – Mandatory and Optional

The FBINAA Executive Board have declared specific events and functions for the annual conference as mandatory or optional. Those indicated below as “mandatory” must be included in the planning for all conferences. Those indicated as “optional” may be at the discretion of the co-host chapter.

### Mandatory Functions and Events

**Training – 30+ Hours**  
**Opening Ceremonies**  
**Annual General Meeting**  
**Inspirational Breakfast**  
**President's Reception** (ticket required)

**Family Night** (ticket required)  
**Gala Banquet/Closing Ceremonies** (ticket required)  
**After Hours Receptions** (4 – future conf hosts)

### Optional Functions and Events

**Welcome Reception** (Ice Breaker)  
**Women's Graduate Breakfast**  
**Guest Program** (activities for spouses/families)  
**Youth Leadership Program Breakfast**  
**Golf Tournament** (ticket required)

**5K Race** (ticket required)  
**Pistol Match** (ticket required)  
**Motorcycle Ride** (ticket required)  
**Session Night**  
**Silent Auction**

## Proposed Conference Profile

This section of the application provides general information about the conference location, destination, and value that the chapter can bring to the conference.

Dates:																				
City:																				
<u>Estimated attendance</u> (estimated for this proposal): Delegates - Guests - Children - Exhibitors (booths) - Sponsors - Exhibit day pass -																				
<u>Airport(s) serving city:</u>																				
<u>Special event proposed sites</u> (these are suggestions only for the application):  Welcome Reception – President’s Reception – Family Night – 5K Race – Golf Tournament – Motorcycle Ride – Pistol Match –																				
Additional events proposed for this conference (if any):																				
Budget estimates (from the proposed budget attached to this application):  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="2" style="padding: 5px;">Income</th> <th colspan="2" style="padding: 5px;">Expenses</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">Tier One – Fees &amp; Sales</td> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">Tier One</td> </tr> <tr> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">Tier Two – Sponsorship</td> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">Tier Two</td> </tr> <tr> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">Tier Three - Other</td> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">Tier Three</td> </tr> <tr> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">Total – All Income</td> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">Total – All Expenses</td> </tr> </tbody> </table>	Income		Expenses		\$	Tier One – Fees & Sales	\$	Tier One	\$	Tier Two – Sponsorship	\$	Tier Two	\$	Tier Three - Other	\$	Tier Three	\$	Total – All Income	\$	Total – All Expenses
Income		Expenses																		
\$	Tier One – Fees & Sales	\$	Tier One																	
\$	Tier Two – Sponsorship	\$	Tier Two																	
\$	Tier Three - Other	\$	Tier Three																	
\$	Total – All Income	\$	Total – All Expenses																	
Projected Profit (total expenses less total income) - \$ _____																				
Chapter reserve funds available as capital to support conference expenses (i.e. chapter donations to other conferences, promotional items, gifts, special event deposits, and other co-hosting committee funded expenses):																				
Special highlights for this location:																				

### Conference Center/Hotel Overview

The prospective co-hosting chapter may suggest best option(s) for the conference location/hotel(s). **The co-hosting applicant does not need to engage local hotels and/or the CVB as initial inquiry and contract negotiation is assigned to the EO staff and contractors. Contact with the local CVB and hotels will be made after the application is submitted and during the application review process.**

**Conference center or hotel to be considered for the conference (meeting space):**

Conference center:
Address:
Explain why this facility is suitable for the FBINAA Conference:

**Hotel(s) suggested for housing of conference attendees:**

Hotel #1:
Address:
Explain why this hotel is suitable for the FBINAA Conference:

Hotel #2:
Address:
Explain why this hotel is suitable for the FBINAA Conference:

Hotel #3:
Address:
Explain why this hotel is suitable for the FBINAA Conference:

### Off-Site Venues for Special Events

The prospective co-hosting chapter shall submit information about the best option(s) for the conference special events. The co-hosting applicant should not attempt to negotiate venue rate(s), benefits or contracts at this point in the selection process, but may indicate potential location incentives in the application.

**Off-Site venues to be considered for special events** (president's reception, family night, welcome reception, golf tournament, 5K race, motorcycle ride, pistol match, and others as proposed):

Venue #1:
Special event(s) considered for this location:
Address:
Special features:

Venue #2:
Special event(s) considered for this location:
Address:
Special features:

Venue #3:
Special event(s) considered for this location:
Address:
Special features:

Venue #4:
Special event(s) considered for this location:
Address:
Special features:

## Conference Program Template

The agenda schedule below is to be used as a template for the conference schedule and shall be included in the application as an attachment.

### **Saturday, July XX**

12:00 pm – 6:00 pm	Conference Registration
12:00 pm – 6:00 pm	FBINAA Store – Open
6:00 pm – 9:30 pm	<b>Welcome Reception</b>
9:30 pm - midnight	<b>Social Event – After Hours Reception</b> (at conference hotel)

### **Sunday, July XX**

6:00 am – 1:30 pm	<b>FBINAA Golf Tournament</b>
8:00 am - 6:00 pm	Conference Registration
8:00 am – 12:00 pm	<b>FBINAA Pistol Match</b>
8:00 am – 10:00 am	<b>5K Road Race</b>
8:00 am – 11:30 pm	<b>Youth Activity Center</b>
9:00 am - 6:00 pm	FBINAA Store – Open
9:30 am – 11:00 am	<i>Training Session(s)</i>
11:00 am – 1:00 pm	<b>Law Enforcement Exhibition &amp; Lunch</b> (Prize giveaways)
3:00 pm – 4:30 pm	<b>Opening Ceremonies</b>
5:00 pm – 6:00 pm	<b>Law Enforcement Exhibition &amp; Reception</b> (Prize giveaways)
6:30 pm – 9:30 pm	<i>Social Family Event - President's Reception</i>
9:30 pm - midnight	<b>Social Event – After Hours Reception</b> (at conference hotel)

### **Monday, July XX**

8:00 am - 6:00 pm	Conference Registration
8:00 am – 11:30 pm	<b>Youth Activity Center</b>
8:00 am – 9:30 am	<b>Training Session &amp; Breakfast</b> (plenary with featured speaker)
9:00 am - 6:00 pm	FBINAA Store – Open
9:30 am – 11:30 am	<i>Training Session(s) – TBD</i> (concurrent topics)
11:30 am – 1:30 pm	<b>Law Enforcement Exhibition &amp; Lunch</b> (Prize giveaways)
1:30 pm – 3:00 pm	<i>Training Session(s) – TBD</i> (concurrent topics)
3:00 pm – 3:15 pm	Session Break
3:15 pm – 4:45 pm	<i>Training Session(s) – TBD</i> (concurrent topics)
6:30 pm – 9:30 pm	<i>Social Family Event - Family Night</i>
9:30 pm - midnight	<b>Social Event – After Hours Reception</b> (at conference hotel)

### **Tuesday, July XX**

7:00 am – 9:00 am	<b>Election – Section ____ Representative</b> Only current dues paid members of Section ____ Chapters may vote
8:00 am - 6:00 pm	Conference Registration
8:00 am – 11:30 pm	<b>Youth Activity Center</b>
8:00 am – 9:30 am	<b>Inspirational Breakfast</b> (plenary with featured speaker)
9:00 am - 1:00 pm	FBINAA Store – Open
9:30 am – 10:00 am	Session Break
10:00 am – 11:30 am	<i>Training Session(s) – TBD</i> (concurrent topics)
10:30 am – 12:00 pm	<b>Potential Run Off Election – Second Ballot</b> Only registered members can vote from Section ____ Chapters.
12:00 pm – 1:30 pm	<b>Annual General Meeting &amp; Luncheon</b> (include featured speaker) (Prize giveaways)
1:30 pm – 3:00 pm	<i>Training Session – TBD</i> (plenary with featured speaker)
3:00 pm – 3:15 pm	Session Break

3:15 pm – 4:45 pm	Training Session(s) – TBD (concurrent topics)
5:00 pm - midnight	Youth Activity Center – Special Event
6:30 pm – 9:30 pm	Social Family Event – Conference Gala Banquet & Closing Ceremonies
9:30 pm - midnight	Social Event – After Hours Reception (at conference hotel)

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**Wednesday, July XX**

All Day Attendee Departure

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**Budget Standards**

The budget template attached to this application is an essential part of the selection process. It intends to project realistic income and allocate funds for expenses based on conference history and estimated local destination costs. In addition, the budget indicates which funds are received and expended by the Association and which funds are received and expended by the co-hosting chapter. Please consult with the EO when providing data for the budget. The budget template is to be included in the application as an attachment.

**Tier One Income (Fees & Sales).** Income paid directly to the Association from the following sources:

- Registration fees
- Exhibit booth rental
- Conference rebates (hotel, conference center, others)

**Tier Two Income (Sponsor Funds).** Income paid directly to the Association from the following sources:

- Strategic and Corporate Sponsorships (Association contracts for sponsorships which partly include the conference)
- Conference Sponsorship funds (sponsors contracted only for conference as solicited by the co-hosting chapter/committee and the Association staff)

**Tier Three Income (Other).** Income paid directly to the co-hosting chapter/committee from the following sources:

- Donations from other chapters for the conference
- Ticket sales for special events and activities not covered by the registration fees (i.e. golf tournament, pistol match, 5K race, motorcycle ride, optional off-site family activities)
- Funds required by the host chapter to compensate for pre-agreed supplemental expenses (by MOU)

**Tier One Expenses.** Expenses paid directly by the Association with Fees and Sales Income for the following expenses:

- General conference service expenses (i.e. registration, AV, shipping, transportation, printing, promotion, staff rooms and travel, credit card processing, registration, shipping, photography, insurance, decorations, signs, exhibition expenses, etc)
- Food and beverage for conference meetings and events
- Special events for which the registration fee covers (limited funds are earmarked for each special event but may need to be supplemented by additional tier two sponsor funds or tier three other funds)

**Tier Two Expenses.** Expenses paid directly by the Association with Sponsorship Funds for the following expenses:

- Special events for which the registration fee does not cover (considered necessary to supplement the tier one funds and which are generated by event sponsorships)
- Food and beverage not covered by tier one fees and sales income
- Gifts and giveaways
- Entertainment

**Tier Three Expenses.** Expenses paid directly by the co-hosting chapter/committee for the following expenses:

- Committee expenses
- Conference donations and promotional expenses
- Conference uniform, shirts and other items at the discretion of the committee
- Co-hosting committee operations center
- Events and activities not covered by the registration fee (i.e. golf tournament, pistol match, 5K race, off-site family activities, excursions)



## Meeting Space Standards

The following meeting space template may be used to determine the space needed to accommodate the conference program functions.

Space - Location	IN	OUT	Function(s)
Ballroom 40,000+ sf (banquet for 2,000 + large stage)	Friday 7/XX – 06:00 24 hour hold	Wednesday 7/XX – 12:00	Plenary Sessions, Ceremonies, Gala Dinner
Meeting Room 5,000+ sq ft (seating for 500 w/stage)	Saturday 7/XX – 06:00 24 hour hold	Tuesday 7/XX – 23:59	Break-Out Sessions
Meeting Room 5,000+ sq ft (seating for 500 w/stage)	Saturday 7/XX – 06:00 24 hour hold	Tuesday 7/XX – 23:59	Break-Out Sessions
Meeting Room 5,000+ sq ft (seating for 500 w/stage)	Saturday 7/XX – 06:00 24 hour hold	Tuesday 7/XX – 23:59	Break-Out Sessions
Exhibit Hall 60,000+ sf (+vehicle access)	Friday 7/XX – 06:00 24 hour hold	Tuesday 7/XX – 23:59	Exhibition
Meeting Room 2,500+ sf	Friday 7/XX – 07:00 24 hour hold	Wednesday 7/XX – 12:00	Registration
Meeting Room 2,500+ sf	Friday 7/XX – 07:00 24 hour hold	Wednesday 7/XX – 12:00	Store
Meeting Room 1,000+ sf	Thursday 7/XX – 07:00 24 hour hold	Wednesday 7/XX – 12:00	Exec Board Meetings
Meeting Room 1,000+ sf	Thursday 7/XX – 07:00 24 hour hold	Wednesday 7/XX – 23:59	NA Staff Office
Meeting Room 1,000+ sf	Thursday 7/XX – 07:00 24 hour hold	Wednesday 7/XX – 23:59	Command Center
Meeting Room 1,000+ sf	Thursday 7/XX – 07:00 24 hour hold	Wednesday 7/XX – 23:59	Conference & Volunteer Center
Meeting Room 700+ sq ft (banquet for 40)	Friday 7/XX – 07:00 24 hour hold	Wednesday 7/XX – 12:00	Exec Board Breakfasts & Lunches
Board Room	Saturday 7/XX – 07:00 24 hour hold	Tuesday 7/XX – 23:59	Executive Meetings
Meeting Room 2,000+ sf	Saturday 7/XX – 07:00 24 hour hold	Tuesday 7/XX – 23:59	Youth Center
Special Event Venue/Meeting Room (banquet for 100)	Saturday 7/XX – 07:00 24 hour hold	Tuesday 7/XX – 23:59	Other Special Events (i.e. Women's Graduate Breakfast, YLP Breakfast)
Special Event Venue/Ballroom (special area with view)	Tuesday 7/XX – 02:00	Tuesday 7/XX – 08:00	Ring Ceremony Reception

## Conference Protocols

The following protocols are specific to the conference and provide clarification for planning purposes.

<b>Registration Fees</b>	Conference registration fees will be determined by the executive office in consultation with the host committee.
<b>Registration Process</b>	The conference registration, to include pre-conference on-line/by mail registration, in-person conference registration, all related payments and badging at the conference will be awarded to a company, selected by the Association, which specializes in these services. Funds for payment of these services will come from the conference registration fees. Conference registration fees collected by the company doing conference registration will be submitted to the Association's Executive Office.
<b>Insurance</b>	<p>The Association and the co-hosting chapter will provide general liability insurance coverage required by venues and to support conference services. The Association and co-hosting chapter shall each acquire insurance coverage for any contract to which each is a party. The co-hosting chapter will name the Association as an additional insured on all coverage the co-hosting chapter acquires.</p> <p>The Association carries basic insurance coverage to include a general liability policy. Some events and or locations may require additional coverage. The Association will only provide its current coverage. All additional insurance purchased by the co-hosting chapter will be copied to the Association Executive Board (AEB) for reference for future conferences.</p>
<b>Exhibition Management</b>	The Association will be responsible for managing exhibitors and presenters in the exhibitor area. The Association will be responsible for managing the exhibit area and the set-up and assignment of presentation areas or booths. The Association will coordinate with the co-hosting chapter to ensure there is sufficient vendor/exhibitor time in the conference schedule. The exhibit schedule will contain at least one, three-hour block, when the vendors will be the only scheduled event at the conference, and a total of seven hours during the conference when the vendors are the sole activity. Historically, training break times have been scheduled in the vendor area as well as continental breakfast on two mornings during the conference. Other opportunities to enhance this activity are encouraged.
<b>Strategic and Corporate Alliances Support at the Conference</b>	<p>The Association will coordinate all recognition for strategic and corporate alliances as set out in the contract between the Association and the corporate partner. This will include but not limited to the conference guide book, program booklet, web site or other approved electronic or printed mediums.</p> <p>The Association will reserve and coordinate any and all rooms required for strategic and corporate alliances. The Association will advise the co-hosting chapter in writing of the acquired rooms. The Association has, as part of the contract with our strategic and corporate alliances, guaranteed them a specific number and type of meeting rooms for the conference. All costs associated with these meeting rooms or the participation of the strategic partners in the conference will be born by either the strategic ally or the Association.</p>
<b>Meeting Space Management</b>	The Association will manage all meeting space for the conference.
<b>Hotel Rooming List Management</b>	<p>The Association will manage the hotel rooming lists and confirm any and all room comps and upgrades, per contract and availability, upon approval of the Association and the co-hosting chapter.</p> <p>The Association will manage the room block/rooming list and reserve a block of rooms under the FBINAA for dignitaries and special guests. The Association will be responsible for releasing any unused rooms within the time frame required by hotel contract.</p>

<b>Memory Table</b>	The Association has as part of the Executive Board, a Chaplain. The Chaplain is instrumental in the memorial table service, prayer breakfast and the closing ceremony. The Chaplain will advise the co-hosting chapter of the requirements of the memorial table and prayer breakfast and the protocol for that portion of the ceremony.
<b>FBINAA Store</b>	The Association store adds value to the conference experience and also generates significant funds for the Association. Therefore the Association store shall be provided prominent and adequate space for the display and selling of Association merchandise. It is the intent of the AEB to have the Association store work jointly with the co-hosting chapter to maximize sales of Conference products and Association products. The co-hosting chapter may sell chapter items within this arrangement.
<b>Co-hosting chapter participation at preceding annual conferences</b>	The co-hosting chapter at a minimum, shall attend the two conferences preceding their conference, and staff a complimentary promotional booth in the vendor/trade show, as well as provide prepared conference materials to promote their conference. The co-hosting chapter may host a hospitality night at the preceding three conferences at a reasonable cost to be determined by the Association and the co-hosting chapter chair.
<b>Co-hosting chapter participation at annual president's meetings</b>	The co-hosting chapter shall attend two annual presidents meetings held at the FBINAA Executive Office or at an approved location to promote the conference. The presenters can be determined by the co-hosting chapter to defray costs.
<b>Net profit determination</b>	<p>The Executive Board must determine the complete process for determining the net profit of the annual conference. This will eliminate confusion, disagreement and offer standard accounting practices maintaining consistency year over year. This will be achieved through the qualified planner.</p> <p>The position of the Executive Board is that in-kind donations will not be considered as part of the net profit but should be referenced as a financial figure. This assists future conferences to determine overall income and costs.</p> <p>In-kind donations can be delegate gifts or items and services that would be necessary or they could be unbudgeted items that would not have been purchased had they not been donated. In-kind donations may help to reduce the amount of money that must be raised by the co-hosting chapter or they may help keep the amount of cash needed to operate the Annual Conference down. In-kind donations are not cash and cannot be divided as cash. Therefore any referenced in-kind dollar figure for income should be deducted from the overall cost side leaving actual dollars as the calculation for profit loss.</p>