

IAWP CONFERENCE POLICY

1. Purpose:

The Board of Directors of the IAWP acknowledges that the annual conferences are vital to the Association. Each conference provides a forum for our members to assemble, share in the latest training and techniques and learn about new products, services and career opportunities in all areas of law enforcement. It is also important to note that the surplus funds of the annual conferences are vital to sustaining the official publication of the IAWP and other organizational activities.

2. Objectives:

The responsibility for management of the annual conference is very important; therefore, the Board of Directors of the IAWP hereby establishes this conference policy to delineate responsibilities, set guidelines and minimum IAWP conference requirements, and to provide procedures to ensure successful conferences.

3. Parties:

The conference policy will refer to the parties as:

- 3.1. The Board of Directors of the IAWP as the IAWP
- 3.2. The Conference Program committee or other law enforcement organizations as the COMMITTEE
- 3.3. The policy will be considered a contract between the IAWP and the COMMITTEE when the following three steps have been completed:
 - 3.3.1. Upon acceptance of the conference bid;
 - 3.3.2. Following a successful vote of the general membership; and
 - 3.3.3. Upon signature of the policy by all parties.

4. Responsibilities of the IAWP:

- 4.1. Will ensure that both the IAWP and the COMMITTEE follow the guidelines established in this policy through periodic contact throughout the bidding process, after acceptance and winning of the conference bid, and during the conference planning stage.
- 4.2. Will approve the COMMITTEE training theme and outline as being relevant and appropriate to the bid presentation.
- 4.3. Will establish a Conference Liaison Committee consisting of (1) an Appointed Conference Liaison, (2) a Vice President to whom the function is allocated by the President, and (3) a past Conference Director/Co-Director identified by the Board. The Conference Liaison Committee will liaise with the President and ensure that all requirements of the Policy are met. This appointment will be made within 1 month after the COMMITTEE wins the bid.
- 4.4. Will provide a minimum of US \$2,500 and a maximum of US \$20,000 to the COMMITTEE within six months of winning the conference bid to cover start-up costs. However, the COMMITTEE shall motivate the need for

amounts above the minimum based on the size of the conference, circumstances and/or availability of facilities/resources. Any amounts above the minimum (US\$2,500) shall be considered an interest-free loan.

- 4.5. Will provide free advertising in the official publication of the IAWP *Women Police Magazine*, as requested by the COMMITTEE, including the four issues preceding the Conference.
 - 4.5.1. It is the responsibility of the COMMITTEE to provide the appropriate and proper format for the conference advertisement to the Editor by the scheduled deadline dates.
 - 4.5.2. The Editor shall provide the COMMITTEE with issue deadline dates upon winning the conference bid.
- 4.6. Will provide the IAWP Federal Employees Identification Number (FE#) for tax exemption purposes under IRS Code Sec 501 (c) (6) for IAWP Conference Registration use only.
- 4.7. Will provide the IAWP Federal Employee Identification Number for tax-exempt purposes under IRS Code Sec 501(c) (3) for donations to the IAWP Foundation for training, awards, scholarships, etc.
- 4.8. All monetary donations shall be made out to the IAWP Foundation.
- 4.9. All other donations shall be delivered to the IAWP Foundation under the direction of the Treasurer, with appropriate documentation.
- 4.10. All donations shall be made through the IAWP Foundation Treasurer for recording, deposit, and dispersal to the COMMITTEE for the purpose(s) authorized and intended.
- 4.11. All donations received under the 501(c)(3) shall go to the Foundation and not become a portion of the conference proceeds and shall be accounted for separately from all other conference funds.
- 4.12. All physical resources donated to the IAWP Foundation for use during a conference shall remain the property of the Foundation.
- 4.13. In conjunction with the COMMITTEE, the IAWP Fund Raising Chair will make every possible effort to secure additional outside funding.
- 4.14. Will provide membership Email addresses and printed mailing labels via mail (or via Email upon COMMITTEE request).
 - 4.14.1. The labels shall include membership names, addresses and phone numbers, affiliate contact information, corporate sponsors, exhibitor lists, and other contact resources, at no cost to the COMMITTEE, within four months of winning the conference bid and/or upon request.
 - 4.14.2. Any subsequent printed mailing labels will be at the expense of the COMMITTEE. This information is to remain the sole property of the IAWP and may not be sold or shared with other non-approved outside entities.
- 4.15. Will be financially responsible for Pre-conference IAWP luncheons, coffee, and snacks, etc., prior to opening ceremonies, with prior notification to the COMMITTEE and Conference Liaison by the IAWP President and/or Treasurer.

The IAWP Recording Secretary shall be responsible for ensuring that the COMMITTEE provides for audio/visual equipment, including projectors,

screens, poster boards, or other materials required for all Board of Directors and Annual General Membership meetings. The IAWP shall be responsible for the costs of this equipment, unless the COMMITTEE is able to secure these services for no cost from local sources.

- 4.16. The IAWP Recording Secretary shall be responsible for ensuring that all CDs or other visual media that will be shown at the AGM are collected and given to the audio/visual person prior to the meeting and will provide instructions for when they will be shown. The President and Recording Secretary should ensure that no videos are shown at the meeting unless they are approved and provided in advance of the meeting pursuant to the IAWP Standing Orders and are on the formal agenda.
- 4.17. The IAWP Board of Directors shall appoint an Awards Liaison Person for each conference to work with and assist the COMMITTEE.
- 4.18. Board Members shall come prepared for the IAWP Board of Directors meeting with sufficient copies, materials, etc., to conduct the meeting. Board and Committee members shall not cause undue burden to the COMMITTEE or its volunteers by asking for ~~secretarial~~ services. Copies and other materials should be purchased at the expense of the Board member at local printers, through the hotel business or convention bureau offices.

5. Responsibilities of the COMMITTEE:

- 5.1. Will develop the theme and training outlines for the conference and be prepared to submit this information at the time of the bid and before a vote at the next Annual General Membership meeting.
- 5.2. Will coordinate with the IAWP to finalize the conference dates. The annual conference shall not start prior to the 20th of August or end later than the 15th of November. The IAWP Board of Directors must approve dates outside this range on a case-by-case basis.
- 5.3. Will be responsible for the following administrative and logistical functions pertaining to the hotel selection, negotiation, and conference venue:
 - 5.3.1. Room rates (*single/double*), effective 3 days prior to and following the scheduled conference dates.
 - 5.3.2. Provide three (3) rooms/suites, at no cost to the IAWP, for the President, Executive Director and Treasurer, to be used at their discretion. The three rooms/suites will be provided for 3 days in addition to the scheduled conference dates (*i.e., 3 days before; or 2 days before, 1 day after, etc.*). The extra days shall be for legitimate purposes of preparing for and/or conducting the business of the IAWP.
 - 5.3.3. Provide meeting room(s), if requested, for the Board of Trustees and Committee meetings prior to and /or during the conference.
 - 5.3.4. Provide meeting rooms for the IAWP Board of Directors meeting prior to the conference. The Board meeting will require a minimum time period of 2 days and space for up to 45 persons.
 - 5.3.5. Provide meeting rooms for the IAWP Regional Coordinator meetings during the conference and prior to the Annual General

- Membership Meeting. The COMMITTEE may receive permission from the President to combine some regions with others when no regional coordinator will be available to meet with their region members.
- 5.3.6. Provide a meeting room with full audio-visual capability for the IAWP Annual General Membership meeting. **The Annual General Membership Meeting will require a minimum of three (3) hours to conduct its business.** The President or Recording Secretary shall notify the COMMITTEE at least 6 months prior to the meeting of the estimated duration of the meeting.
 - 5.3.7. During election years, provide a meeting room for a meeting of the newly elected Board. The Board meeting will require a minimum time of one (1) hour immediately following the Annual General Membership meeting.
 - 5.3.8. The IAWP maintains the right to hire/utilize a professional conference coordinator/company to work in conjunction with the COMMITTEE to negotiate/re negotiate the hotel selection, conference venue, room and other venue rates.
 - 5.3.9. Only the President of the IAWP has the final authority to sign or enter into a contract with any hotel or conference venue. Neither the COMMITTEE nor the professional conference coordinator/company shall possess sole authority to sign any hotel or conference venue contract(s) on behalf of the IAWP, unless given that prior authority by the President in writing. Hotel contracts may require the signature of both the President and the COMMITTEE.
 - 5.3.10. *The provision of these administrative and logistical functions will be regarded as conference expenses.*
- 5.4. Will be responsible for the following administrative and logistical functions pertaining to training format.
 - 5.4.1. Provide meeting rooms for training seminars.
 - 5.4.2. Coordinating on site IAWP meetings, luncheons, coffee breaks, etc., as requested by the President. Provide pre-registration for IAWP Board Members and Committee Chairs/members prior to or during the Board meeting.
 - 5.4.3. Provide space and tables for the IAWP Membership Committee in the registration area during the first full day of registration. The COMMITTEE may be asked to provide assistance in operation of the Membership desk.
 - 5.4.4. Plan and execute program format, including training courses, speaker selection, printed programs, etc.
 - 5.4.5. The COMMITTEE shall provide a Certificate of Training+to all registered delegates and have them available prior to the last day of the conference.

5.4.6. *The provision of these administrative and logistical functions will be regarded as conference expenses.*

- 5.5. Will be responsible for the following administrative and logistical functions pertaining to the minimum required IAWP events during the conference.
- 5.5.1. Opening Ceremonies. This is the usual time for announcement of the Dr. Lois Higgins-Grote Heritage Award Winner. The Heritage Award is to be presented by the IAWP President and/or her designee.
 - 5.5.2. Officers of the Year Awards Luncheon (*or other meal venue*). The Chairperson of the Officers of the Year Awards Committee shall be the speaker/presenter at this event. Masters of ceremonies may be utilized to introduce speakers and facilitate the event. However, keynote speakers shall not be utilized during this IAWP event because of time constraints, unless otherwise approved by the President. A minimum of no less than two hours is required for the meal and presentation of awards.
 - 5.5.3. President's Recognition Award for Outstanding Contributions for Women in Policing. The President may present these awards at a pre-approved COMMITTEE scheduled venue. This shall not include the Officer of the Year Luncheon.
 - 5.5.4. International Scholarship and Recognition Award. To be presented at a venue agreed upon between the IAWP President and the COMMITTEE. The Chairperson of the International Scholarship and Recognition Award Committee shall be the speaker/presenter at this event.
 - 5.5.5. Final Banquet (*or other venue*). The President or her designee may present other awards or recognition at this event. Brief keynote remarks are permitted at this IAWP event. The COMMITTEE shall be cognizant of the varying differences in lifestyles, ethnic and religious backgrounds, etc., when employing/inviting individuals to entertain at this function so as not to cause offense to any group or entity.
 - 5.5.6. The COMMITTEE will coordinate with the President, the dates, times, and events at which she requests or may be required to speak. These events usually include the Opening Ceremonies, Awards Luncheon, and Final Banquet.
 - 5.5.7. One copy of all photographs and videos taken by the COMMITTEE's official photographer or designee shall be provided to the IAWP Historian. A selection of the best photographs shall be sent to the Editor of *WomenPolice*. The COMMITTEE shall endeavor to ensure that all intellectual property rights are retained by the IAWP. Use of photographs and videos after the conference must be with the expressed or written permission of the IAWP.
 - 5.5.8. The COMMITTEE shall endeavor to determine those delegates who may desire special dietary requirements. Availability of these

meals shall be announced prior to meal service so that delegates are ensured to receive the special meals requested.

5.5.9. *The provision of these administrative and logistical functions will be regarded as conference expenses.*

5.6. Will be responsible for the following administrative and logistical functions pertaining to conference exhibit sales and management of vendor exhibition venues.

5.6.1. Provide exhibit sales and management of vendor exhibition venues, which includes vendor space to conference committees of following year(s), bidding committees for future conferences, and any other organizations designated by the IAWP.

5.6.2. Provide complimentary vendor space, large enough to accommodate the IAWP Ways & Means and Membership Committees, at a booth nearest to the front entrance of the vendor exhibit hall.

5.6.3. For the purpose of planning vendor space and income, vendor space shall only be provided for Conference Committees three (3) years out.

5.6.4. The COMMITTEE may allow IAWP members in good standing a 10% discount on vendor booth space for sales of personal goods and services.

5.6.5. Provide the IAWP Business Manager with a complete listing of the sponsors, vendors and/or exhibitors, to include business name, contact person's name, address, phone and fax numbers, and email address. This information shall be completed within sixty (60) days of the conference and is meant to ensure IAWP archival and sharing of the information for future conferences committees.

5.6.6. *The provision of these administrative and logistical functions will be regarded as conference expenses.*

5.7 Will be responsible for the following administrative and logistical functions, pertaining to conference financial management, registration of attendees, and conference records keeping:

5.7.1. Provide financial management of the conference.

5.7.2. Actively seek and solicit donations and/or sponsorship of events, and other conference expenses and activities, to supplement conference registration fees.

5.7.3. The IAWP Treasurer will be notified immediately upon the opening of all COMMITTEE bank accounts and may have signing authority on COMMITTEE accounts, if requested.

5.7.4. The COMMITTEE maintains the right to hire/utilize a professional conference coordinator/company to work in conjunction with the IAWP to perform financial management, registration of attendees, and conference records keeping functions.

- 5.7.5. *The provision of these administrative and logistical functions will be regarded as conference expenses.*
- 5.8. Will be responsible for the following administrative and logistical functions pertaining to conference registration of attendees.
- 5.8.1. Set conference registration and daily registration fees, including discounted fees for IAWP members, which will be agreed upon by the IAWP and the COMMITTEE. Anticipated registration fees shall be presented in the formal bid prior to acceptance.
- 5.8.2. Provide the lowest published registration fee to all currently serving Board of Directors Officers, Committee Chairs, Board of Trustees and contributing Committee members.
- 5.8.3. Provide the lowest published registration fee to all incoming elected/appointed Board of Directors.
- 5.8.4. Provide the lowest published registration fee to all confirmed future Conference Directors and Co-Directors, so long as conference fees are paid. The immediate past Conference Director and Co-Director may pay the lowest fare for the next year's conference under the same conditions.
- 5.8.5. Registration fees shall be at least \$50 (US) less for all IAWP members in good standing. Non-members and IAWP members not in good standing shall not be afforded a discount on registration fees.
- 5.8.6. Award recipient registration fees shall be assessed at the lowest rate offered or equivalent to the Board of Directors rate.
- 5.8.7. Recipients of the President's Award for Outstanding Contributions to Women in Policing and the Certificate of Merit Honorees of the International Scholarship Award are not entitled to receive complimentary registrations.
- 5.8.8. Provide the lowest published registration fee, regardless of when registration fees are submitted, to all conference registrants who are citizens of countries defined by the World Bank listing of economies as other than high income+in accordance with IAWP Standing Rules.
- 5.8.9. Companion registration fees and rules regarding companion events. A companion shall be defined as:
- 5.8.9.1. An individual(s) who accompanies a full paying registrant to the conference (i.e., spouse, significant other, family member, friend, etc.) **or**
- 5.8.9.2. A fully retired law enforcement officer and IAWP member in good standing.
- 5.8.9.3. Companion fees shall include admittance to the Opening Ceremonies, Award functions, Hospitality Events and the Final Banquet. In addition, the rate set may include other activities not included in the program (i.e., sightseeing ventures, etc.)

- 5.8.9.4. Companion fees shall not include attendance at any training sessions, Board of Directors meetings, or Board luncheons, unless the individual is an elected or appointed Board member.
- 5.8.9.5. IAWP or other Conference registrants who choose to take part in the off-site companion activities may be required to pay a separate fee for the event.
- 5.8.10. If a companion qualifies and wishes to attend a particular training session, they will be required to pay the daily rate for that training.
- 5.8.11. The COMMITTEE will be responsible for a system of delineation to identify companions for each event.
- 5.8.12. Shall be responsible for the timely preparation and mailing of all official letters of invitation requested by/for international delegates, embassies, police agencies, etc. for the purpose of obtaining necessary documentation for attendance.
- 5.8.13. The COMMITTEE should, if feasible, ensure that the delegate has submitted a registration form or letter of intent to attend the conference prior to issuance of the invitation.
- 5.9. Will be responsible for the following administrative and logistical functions pertaining to conference records keeping.
 - 5.9.1. Maintain accurate and up-to-date records of all conference registrants. Provide this information to the IAWP Membership Chairperson upon request.
 - 5.9.2. Ensure conference registrants, who claim IAWP membership, are members in good standing at the time of registration. All members found not to be in good standing at the time of registration, shall be identified and informed of their membership status by the COMMITTEE and/or IAWP Membership Chairperson or IAWP Business Manager.
 - 5.9.3. Members not in good standing at the time of the conference shall not receive their registration packets until they have brought their dues up to date, or have paid the extra \$50 (US) non-member registration fee.
 - 5.9.4. Ensure that membership dues which are paid jointly with conference registration fees, are mailed immediately upon receipt, along with a copy of the registration/application form, to the IAWP Treasurer.
 - 5.9.5. Actively promote the conference and identify new delegates. The COMMITTEE should try to identify Award recipients and new delegates through the use of colored or special ribbons on conference nametags.
 - 5.9.6. Supply each conference registrant with an evaluation form to submit following the conference to rate the performance of the

- COMMITTEE, IAWP, training, events, etc. A synopsis of the feedback will be included in the final conference report.
- 5.9.7. Provide the IAWP Membership Chairperson and Historian with a complete list of the conference registrations and roster of attendees at the end of the conference, including, but not limited to, attendee names, agency, title, mailing addresses, phone and fax numbers, email addresses, and membership status.
 - 5.9.8. In compliance with the host country's laws, provide in writing or on disk, a complete list of all conference attendees and their contact information, with their approval, to all conference attendees prior to the end of the conference.
 - 5.9.9. Ensure that registrations paid by agency purchase orders (PO numbers) are billed to the agency immediately.
- 5.10. Will be responsible for timely, periodic and final conference progress reports to the Board of Directors:
 - 5.10.1. Conference Director or Coordinator shall be required to appear and report in person at the Board of Directors meeting in the spring of the conference year.
 - 5.10.2. The COMMITTEE shall provide written bi-annual board meeting reports/conference updates for every board meeting prior to and up to one year following the conference.
 - 5.10.3. Will maintain monthly contact with the Conference Liaison Committee during the last 12 months prior to the conference and quarterly contact prior to that.
 - 5.10.4. Will complete and submit a preliminary post conference report at the following spring Board meeting.
 - 5.10.5. Will complete and submit a full financial report, in person, at the late Board of Directors meeting (LBM) of the following year. This shall include:
 - 5.10.5.1. A complete accounting of all sources of conference income, including but not limited to, start-up money, conference registration fees, donations, sponsorship, vendor and exhibit sales, product sales, and all other forms of revenue.
 - 5.10.5.2. A complete accounting of all conference expenditures and invoices, including but not limited to, start-up costs, hotel rooms, meeting and training rooms, trainer/speaker fees, vendor exhibit hall, travel, special events, printing, banquets and meals, conference registration refunds, and all other forms of expenditures related to the conference.
 - 5.10.5.3. Submission of a cashier's check or money order for surplus and an accounting of all deficits.
 - 5.11. Will be responsible for the safety and security of the conference by ensuring that:
 - 5.11.1. A detailed security plan is developed with clearly identified risks and mitigating steps.
 - 5.11.2. A comprehensive insurance is purchased to cover loss, injury

and/or any occurrence that might lead to cancellation of the conference.

6. Division of Conference Proceeds:

- 6.1. The Conference Director will set aside 10% of each full conference registration fee received, which will be accumulated in a separate account, and is not to be used for the payment of conference expenses.
 - 6.1.1. The funds derived from the 10% shall be paid directly to the IAWP Treasurer quarterly or upon one-month advance written request. These funds are to be considered a conference expense and will not be factored into the surplus or deficit of the conference.
 - 6.1.2. The 10% requirement will be strictly adhered to and will not be waived without approval of the Board of Directors. It is the responsibility of the IAWP Treasurer and Conference Director to ensure COMMITTEE compliance.
- 6.2. The IAWP will realize 100% of the surplus from the conference. If available and at a reasonable cost, the COMMITTEE may purchase conference insurance to cover any deficit as a result of the conference. This will be considered as a conference expense.
- 6.3. In the event that the COMMITTEE consists of an IAWP Affiliate in good standing, and is so indicated on the IAWP Bid Outline, the IAWP will share 40% of any surplus with the Affiliate organization. (*Surplus does not include the 10% of registration fees*). This 40% share will be donated to the Affiliate organization after all of the conference fiscal affairs are completed; that is, after all revenues are collected and all expenses and refunds are paid.
- 6.4. In emergent or serious situations, should the IAWP subsequently need to employ a paid manager or management company prior to a COMMITTEE entering its final 12 months, all financial and real control will immediately be turned over to the IAWP and the COMMITTEE's donation, based on surplus, will be reduced from 40% to 20%.
- 6.5. Should the IAWP subsequently employ an office manager after a COMMITTEE has entered its final 12 months, financial control will be immediately turned over to the IAWP. The COMMITTEE will remain in real control and will continue in the process of organizing the conference while the new office manager of the IAWP gets the affairs of the IAWP in order. The COMMITTEE's donation, based on surplus, shall remain the same. Should the COMMITTEE choose to relinquish real control and assist the IAWP, the COMMITTEE's surplus would be reduced from 40% to 20%.
- 6.6. In the event the IAWP would seek to embark upon a joint conference with one or more law enforcement organizations, the President, Executive Director, and Treasurer shall be permitted to draft a bid agreement for presentation to the Board of Directors.
- 6.7. Upon approval of the Board, the President, Executive Director and Treasurer shall be permitted to enter into an agreement for sharing of any surplus outside of the confines of this bid policy, as it pertains to surplus sharing. (*Other organizations include, but are not limited to, the National*

Center for Women in Policing, Women in Federal Law Enforcement, National Organization for Black Law Enforcement Executives, and European Network of Policewomen).

7. Conflicts:

- 7.1. In the event of a conflict with regard to the function of the conference, the Conference Liaison Committee shall notify the IAWP President and may serve as the arbitrator. The Conference Liaison Committee will attempt to resolve all conflicts in the best interests of the IAWP. If a conflict occurs which remains unresolved or threatens the success of the conference as a whole (i.e. cancellation or fiscal failure), the Conference Liaison Committee shall immediately advise the President.
- 7.2. Upon notification of an unresolved conflict, each member of the Board of Directors shall be advised in writing by the IAWP President, citing both sides of the conflict and outlining her reasons, opinions, and recommendations. If the conflict remains unresolved and cancellation of the conference is the only alternative, the IAWP President shall, if feasible, take the bid back to the Annual General Membership meeting and request cancellation.
- 7.3. If time does not permit, the IAWP President will take a vote by phone, email or in writing from the Board of Directors, document the results, and act upon the results immediately. In a subsequent issue of the *WomenPolice*, the President shall report the results. All documentation will be forwarded to the Recording Secretary for inclusion in the IAWP minutes and to the Historian for archival purposes. This information shall also be posted on the IAWP website.

8. Procedure for Submitting A Conference Bid:

- 8.1. Bidding for a conference site shall be done no less than two (2) years in advance, unless otherwise agreed by the Board of Directors. The Bid Presentation will be made during the Annual General Membership meeting of the IAWP. Selection of the conference site will be accomplished by majority vote of the voting members present at that meeting.
- 8.2. The IAWP will put out a ~~%~~Call for Bids+for the conference(s) open and not yet selected in *WomenPolice* at least one year prior to the year for which bids are being solicited.
- 8.3. IAWP will not accept bids for conferences further than 5 years into the future. If an unsuccessful bidder wishes to bid immediately on the next available year, they may do so, with Board of Directors approval:
 - 8.3.1. As long as the year bid for is not more than 5 years into the future.
 - 8.3.2. If it is more than five years out, the entity must re-submit in the next available bidding year.
- 8.4. There are three(3) steps to presenting a bid. The consist of the Notice of Intent to Bid, The Bid Outline, and The Bid Presentation. The steps are outlined as follows:

8.4.1. Notice of Intent to Bid:

- 841.1. A notice of intent to bid on a conference site shall be presented to the President at least three (3) months prior to the Late Board Meeting and the Annual General Membership meeting associated with the Annual Training Conference) and shall contain the following:
 - 841.2. The year and location of the bid.
 - 841.3. Information on the Director and Co-Director/Coordinator is required as follows:
 - 8.4.1.4.1. Name, title, contact address, phone and fax numbers, and e-mail address.
 - 8.4.1.4.2. Department or agency and years of service. A minimum of five years of service with the department or agency is required to act as a Conference Director, unless otherwise approved by the Board of Directors.
 - 8.4.1.4.3. Number of years as an active member of IAWP. (All Conference Directors must be IAWP members in good standing before the bid, and maintain active membership while serving as Conference Director.)
 - 8.4.1.4.4. Number of past conferences attended, including International, Affiliate and/or Regional. A minimum attendance at four previous IAWP or Affiliate conferences is required to act as the Conference Director, and at least two must have been an IAWP international conference.
 - 8.4.1.4.5. Previous conference planning experience.
 - 841.4. If the Conference COMMITTEE will consist of an Affiliate in good standing, the bid outline must include the Affiliate name, Affiliate President's name, and all pertinent contact information. The intended Conference COMMITTEE must be an affiliate in good standing from the time of the bid acceptance until the actual completion of the conference to be eligible for surplus funds.
- 8.4.2. **Bid Outline:**
- 8421. The bid outline shall be submitted to the IAWP President at least 45 days prior to the IAWP Annual General Membership meeting. The President shall review the bid outline to ensure that the following requirements are met:
 - 8422. List at least two physical sites, date(s) available, and projected room rates of hotel(s) in the area where the conference would be held.

8423. The Bidder should try to avoid conflicts with national, international, provincial, and religious holidays, whenever possible; and to avoid setting a conference date that is in conflict with other professional police organizations conferences dates.
8424. Brief outline of the theme of the training to be presented.
8425. If there is an Affiliate organization named in the Notice of Intent to Bid, a letter of cooperation shall be enclosed from the President of that Affiliate organization. It shall delineate the amount and type of cooperation they will extend to the Conference COMMITTEE. It is recommended that the Conference Director be a member of that Affiliate organization.
8426. The Chief Law Enforcement Administrator(s) for the department(s) or agencies where the conference is to be held shall issue a written invitation to the IAWP agreeing to host the conference. The written invitation(s) shall be enclosed in the Bid Outline. If the Conference Director works for another Chief Law Enforcement Administrator, this administrator shall also issue a written invitation.
8427. List the resources the hosting department will supply to the Conference Directors.
8428. Include a written commitment from the superiors of the Conference Directors that duty time of at least one year preceding the conference and sufficient time following the conference, will be devoted to both the Conference Director and Co-Director to conduct the day to day business of the conference.
8429. Name the contacts that have been made with the local Chamber of Commerce, Convention and Visitors Bureau, or Political figures, (*i.e., Mayor, Governor, Premier, Prime Minister, etc.*) and enclose their letters of welcome.
84210. The Bid Outline shall be concluded with the following statement:
- “The undersigned Conference Director agrees to abide by all guidelines issued by the Board of Directors of the IAWP with regard to the Conference Policy.”**
84211. If all bid requirements have been met in the Notice of Intent to Bid and the Bid Outline, the President shall advise the bidder of final acceptance at least three weeks prior to the Annual General Membership meeting at which the Bid Presentation will be made.

- 84212 Copies of the Bid Outline will be available for review by each member of the IAWP Board of Directors and final approval will be given at the Late Board of Directors meeting.
- 84213 Once the final review is completed, the bid will be included on the Agendas of the Late Board of Directors meeting and the Annual General Membership meeting for a vote.

8.4.3. Bid Presentation:

- 8431. The following guidelines govern the Bid Presentation for the conference site:
 - 8.4.3.1.1. The bid presentation shall be included on the Agenda of the Annual General Membership meeting. Each bidder will be allowed no more than 15 minutes for their presentation.
 - 8.4.3.1.2. The presentation should contain tentative dates, tentative training outline, tentative costs, special events, special advantages of the site, and any other appropriate information.

9. No Conference Bid Situation:

- 9.1. The President, upon approval of the Board of Directors, may enter into an agreement with any related law enforcement organization, to conduct a joint conference, at any time prior to the next available conference date(s). The President shall then appoint a Conference Director and COMMITTEE to work with the organization(s) to plan and coordinate the Conference.
- 9.2. In the event of a no conference bid situation within the two (2) year requirement, the President may put the issue on the agenda for discussion at the next Annual General Membership meeting.
- 9.3. If a bid comes from the floor, the submitting officer(s) shall have three (3) months to gather the necessary documents. They shall submit a proposal in writing to the President and Executive Director, who shall then submit the proposal to the Board of Directors for prompt consideration. In the event that no conference bid comes from the floor or the proposal has not been received within three (3) months, then:
 - 9.4. The President and a COMMITTEE of at least three (3) members of the Board of Directors and/or Board of Trustees shall select a Conference Director and conference site. This may be accomplished through contact with local Conventions or Visitors Bureaus, IACP members in the area, or local law enforcement agencies or organizations.
 - 9.5. The site of the annual Conference shall then be announced by the President in the next issue of the official publication of the IAWP and at the next Board of Directors and Annual General Membership meeting. It shall also be posted on the IAWP website.

- 9.6. Members of the Board of Directors, Board of Trustees, Committees, and other IAWP members at large, may assist in the coordination, planning, and execution of the conference, as requested by the Conference Director and/or IAWP President.

10. Conference Refund Procedures:

- 10.1. In the event a conference or companion registrant is unable to attend the conference, they may transfer their registration fee to another conference or companion registrant. The registrant shall provide written notification to the COMMITTEE stating the name of the registrant who will utilize the previously paid registration fee. The COMMITTEE shall make the appropriate changes in the registration records.
- 10.2. Registration fees shall NOT be transferable for use by a registrant at a subsequent conference site.
- 10.3. Cancellation 120 days before the conference . full refund
- 10.4. Cancellation 90 days before the conference . 75%refund
- 10.5. Cancellation 60 days before the conference . 50%refund
- 10.6. Cancellation 30 days before the conference . 25%refund
- 10.7. Cancellation less than 30 days before the conference . no refund.
- 10.8. The COMMITTEE shall make all requested and appropriate refunds in a timely manner. Refunds should be completed within 90 days of the close of the conference.
- 10.9 Depending upon a conference registrant's circumstances, (e.g., death in the family, work related, etc.), a full refund may be given if proper documentation is presented (*less any nominal administrative fees and less processing fees if payment is made by credit or debit card*).
- 10.10. The conference or companion registrant is responsible to forward, in writing, any contested refunds to the IAWP Board of Directors for final determination.

Policy 10 Amendment dates:

Amended September 1997

Amended September 22, 2001

Amended April 13, 2003

Amended April 2, 2004

Amended May 6, 2005

Amended September 10, 2005

Amended April 28, 2006

Amended April 27, 2007 (changes approved up to Section B.3.)

Amended April 26, 2008(changes approved from Section B.4 to end of document.)

Amended October 26, 2008 (as to format only)

Amended September 18, 2009 – (as to format only)

Amended March 6, 2019

Amended September 22, 2019

11. **Acknowledgments.**

I, _____,
(Print name)

(Title)

Have received a copy of the IAWP Conference Policy, *Policy Number 10*, on this _____ day of _____.

The IAWP President (or her designee) _____
(Print name)

has reviewed the Policy with me. I fully understand the terms, responsibilities, and minimum requirements for submitting a Conference Bid and for Coordinating an IAWP International Training Conference.

Upon approval, this signed bid policy shall become the ~~%Contract/Agreement+~~ between the COMMITTEE and IAWP. I propose to submit a bid for the _____ Annual IAWP Training Conference, for the year of

_____, in the city of _____,

in the state/province/country of _____.

Signature of Bidder

Date

Signature of IAWP President or designee

Date