



***I.A.A.I. SEMINAR SITE SELECTION
&
PLANNING COMMITTEE***

STANDARD OPERATING PROCEDURES

(Revised & Adopted 05/19/2018)

SEMINAR SITE SELECTION AND PLANNING COMMITTEE

STANDARD OPERATING PROCEDURE

INDEX

Seminar Site Selection and Planning Committee	3
Duties and Responsibilities of Committee Members	4
Budget	6
Program and Advertisement for Annual Training Conference	6
Office Facility	6
Meeting Rooms Requirements	7
Information and Communications Center for Conference Attendees	7

Appendixes

Appendix A Opening Ceremonies of the Annual Training Conference	8
Appendix B Annual Banquet and Officer Installation Ceremony Outline Of Procedure	9
Appendix C Annual Banquet and Officer Installation Ceremony Oath of Office	10
Appendix D Banquet diagram Banquet seating assignments (chart)	11

SEMINAR SITE SELECTION AND PLANNING COMMITTEE

The President of the I.A.A.I. will appoint all members of the Seminar Site Selection and Planning Committee. The Committee should consist of the following:

- Chairperson
- Co-Chairperson
- Executive Liaison (First Vice President)
- The ITC Coordinator
- Executive Director or representative
- Financial Advisor of the I.A.A.I.
- Legal Council of the I.A.A.I
- Other members of the IAAI
- Representative of the Training and Education Committee

The duties and functions of this Committee include the following:

To represent the I.A.A.I. in all negotiations related to the hosting and production of the I.A.A.I. International Training Conference.

To review all documentation and contracts dealing with the host facility and support groups pertaining to the I.A.A.I. Annual Meeting and Seminar.

Support Groups are defined as any outside organization, agency, chapter or group which contracts with the IAAI to assist with specific functions as part of the ATC

To consider and evaluate selected venues in various geographical locations throughout the world for consideration to host the Annual Training Conference. Select members of this committee shall visit the proposed seminar site to examine and evaluate the educational facilities, negotiate hotel accommodations, meet with any support group, and acquire an insight into all aspects of the proposed site.

The Chairperson of the Seminar Site Selection and Planning Committee will visit all sites. If not available, these duties will be the responsibility of the Co-Chair of the Committee. The Chairperson and the ATC Coordinator will negotiate all contracts.

Following the review of all proposed facilities and/or documentation, the Seminar Site Selection and Planning Committee will provide a detailed presentation regarding potential host sites with recommendation to the Board of Directors. The Board of Directors shall make the final selection of the ITC site for the Annual Training Conference.

The Chairperson of this Committee will make the proper arrangements for the signing of all contracts with the host venue, hotel, any support group, and/or other necessary facilities.

All contracts will be reviewed and approved by the I.A.A.I. Legal Counsel prior to execution.

All contracts shall be signed by the appropriate representatives.

All budgets and financial analysis shall be reviewed and reported to the I.A.A.I. Officers and Board of Directors.

The Committee Chair will work in concert with the Executive Director and Financial Advisor in preparing the budget and making recommendations for the registration fee for the IAAI Annual Training Conference.

The committee is responsible for coordinating and planning assistance with any support groups, meeting facilities, and/or hotel(s). Classrooms, meeting and function rooms usage and set up

At the discretion of the President of the I.A.A.I., the Chairperson of this committee (or designee) will act as the liaison between the I.A.A.I. and any other support groups.

RESPONSIBILITIES OF COMMITTEE MEMBERS

Chairperson

The Chairperson of this Committee shall be an Officer, Past-President, Member of the Board of Directors or Past Board of Director of the I.A.A.I. and shall direct the operation of this Committee in the performance of its duties as outlined in Paragraph 2 - A through H.) The Chairperson of this Committee shall report to the Executive Officers and Board of Directors of the I.A.A.I.

Co-Chairperson

The Co-Chairperson of this Committee shall be a member in good standing of the organization who has been actively involved in the committee process and has distinguished himself/herself by their proven leadership abilities during IAAI committee service. The Co-Chairperson will perform the normal duties of a committee member and will be informed of all communications, verbal and written, concerning the business of the Committee. The Co-Chairperson will assist the Chairman in the completion of their duties pertaining to this Committee and will immediately, at the direction of the President, assume control of the Committee, in the event of sickness or non-performance of the Chairperson.

The ITC Coordinator

The ITC Coordinator shall supervise the daily activities of the ITC. The coordinator shall assist the chairman of the T&E Committee in the facilitation of appropriate space for all class presentations. The

coordinator along with the chair of the Committee shall manage the daily operations and outside activities of the ITC to insure the success of the ITC.

Executive Liaison

By mandate of the Board of Directors of the I.A.A.I., the First Vice President of the I.A.A.I. will serve as the executive liaison to this Committee.

Executive Director

The Executive Director shall assist the Chairpersons, Executive Liaison, Legal Counsel and Financial Director in any matters concerning this committee, their duties and functions. The Executive Director or appointee will be involved in all dealings relating to any support group.

Legal Counsel

Legal Counsel will review all contracts prior to their signing and will assist the Chairpersons of this committee when dealing with matters pertaining to legal questions.

Financial Director

The Financial Director will assist the Chairpersons dealing with financial matters concerning this committee and oversee the review of all seminar master accounts that involve this committee. In addition, the Financial Director will assist the Chairperson in compiling all seminar financial reports.

Committee Members

Additional members of the IAAI with proven seminar experience will assist in carrying out of the duties and functions of the committee. These individuals shall report directly to the Committee Chair.

BUDGET

The chairperson of the Seminar Site Selection and Planning Committee shall submit a proposed annual budget to the Budget and Finance Committee for review. The budget should include all items and projected cost by the committee to fulfill their required duties. These may include site visitation expenses, among other expenses associated with the committee.

PROGRAM AND ADVERTISEMENT FOR ANNUAL TRAINING CONFERENCE.

The Executive Director will furnish a Registration Form to Editor of "The Fire and Arson Investigator" and a copy of the tentative program, listing subjects and speakers/instructors for the Seminar. This information will be sent to the Editor for inclusion in all Fire & Arson Investigators Journal publications preceding the

Conference. In addition to the program, other pertinent data pertaining to the Conference should be included.

In addition, it is agreed that three (3) pages, one of which will be the application for attendance, will be included in the "The Fire and Arson Investigator Journal" beginning with the July issue for advertising the upcoming Annual Training Conference, at no charge to the I.A.A.I.

IAAI OFFICE FACILITY

The Seminar Site Selection and Planning Committee shall reserve sufficient space to facilitate the operations of the IAAI office and staff during the ITC. This office location shall be selected to facilitate the needs of the ITC. The office will be clearly identified and designated for the benefit of the ITC attendees.

The Executive Director will arrange for the necessary office equipment. Should the specific equipment requested by the Executive Director be unavailable at no cost, this equipment may be rented and will then become a Conference expense.

The office facility will be so designed to ensure a secure location at all times. The office will be equipped with a telephone, with long distance capabilities. When available, electronic message boards will be provided and located adjacent to the I.A.A.I. office.

ADDITIONAL MEETING ROOM REQUIREMENTS

In addition to the room(s) reserved to meet the training and educational needs and the Board of Directors' requirements, the following additional meeting rooms shall be provided:

I.A.A.I. Board of Directors meeting room - This room will be available on the Saturday, prior to the Annual Training Conference. This room will be reserved until 5:00 p.m. on the day of the closing of the seminar. When not in use by the Board of Directors or Officers, the room may be utilized for other meeting conference use.

Break out meeting rooms for various committee meetings shall be secured and made available to facilitate the needs of committees or other necessary meetings.

It is the responsibility of the Seminar Site Selection and Planning Committee to assure the availability of sufficient space to accommodate other meeting-event room requirements. These include the following:

President's Reception
Chapter's Presidents Meeting

Annual General Meeting
Banquet

I.A.A.I. Merchandising – The I.A.A.I. shall be provided space in either the exhibitor/vendor area or similar high traffic area to display and/or sell I.A.A.I. products.

INFORMATION AND COMMUNICATIONS CENTER FOR

A communications and information center will be provided for the attendees of the I.A.A.I. Annual Seminar. The information and communications center will be occupied during the business hours of the conference, beginning with the opening of the registration booth and concluding with the closing of the conference.

This information and communications center will be occupied by representatives who are knowledgeable about the surrounding area, modes of transportation, restaurants, shopping areas, etc.

APPENDIX A

OPENING CEREMONIES

Opening Ceremonies shall not exceed 90 minutes.

Opening Ceremonies will include:

Welcome and call to attention by Emcee. The Emcee for the Opening Ceremonies shall be designated by the Seminar Site Selection & Planning Committee.

Seating of dignitaries Executive Officers, Board of Directors, Past-President and I.A.A.I. Staff.

Presentation and posting of colors. The national flags that are presented during the opening ceremonies shall reflect those countries that have hosted the I.A.A.I. Annual Training Conference.

Anthem. (Host Country)

Invocation.

Introduction of the President of the I.A.A.I. Welcome remarks

Introduction of head table, Officers, Board of Directors,

Past Presidents and staff by the current President of the I.A.A.I.

Welcoming remarks by dignitaries.

Introduction of the Chaplain for the Memorial Service.

- Opening Prayer
- Words of Inspiration (Scripture Reading)
- Memorial Panorama
- Invocation

Keynote address. (Optional)

Emcee makes closing comments and announcements:
(The I.A.A.I. Office Staff will maintain and provide the national flags, poles and bases required for the presentation and posting.)

APPENDIX B

ANNUAL BANQUET AND OFFICER INSTALLATION CEREMONY

Seating of members and guests

(Note: Seating Charts are to be coordinated with the host hotel to ensure proper numbering of tables. Officers, Directors, Past Presidents, and Office Staff/Sgt. at Arms are assigned tables. The above parties shall be made aware of the sign up sheet. The seating chart shall be posted for all attendees at registration.)

Welcome and call to order by Emcee

(The Emcee for the Banquet shall be designated by the Seminar Site Selection & Planning Committee.)

Seating of Officers, guests and dignitaries of the head table

Introduction of Chaplain for Invocation

Brief Comments by the Emcee as needed
(Housekeeping items, silent auction, photos etc)

Invitation to dine

Dinner

Introduction of persons at head table and/or guests.

Introduction of Past Presidents, the Current Board, Staff, Chapters

Awards Presentation (Awards Comm. Chair)

Outgoing I.A.A.I. President's message

Installation of New President

Presentation of Gavel to New President

Installation Ceremony for New Officers and Directors

Presentation to Past President

Incoming I.A.A.I. President's Message

Conclusion

APPENDIX C

SWEARING IN CEREMONY OF NEWLY ELECTED OFFICERS AND DIRECTORS

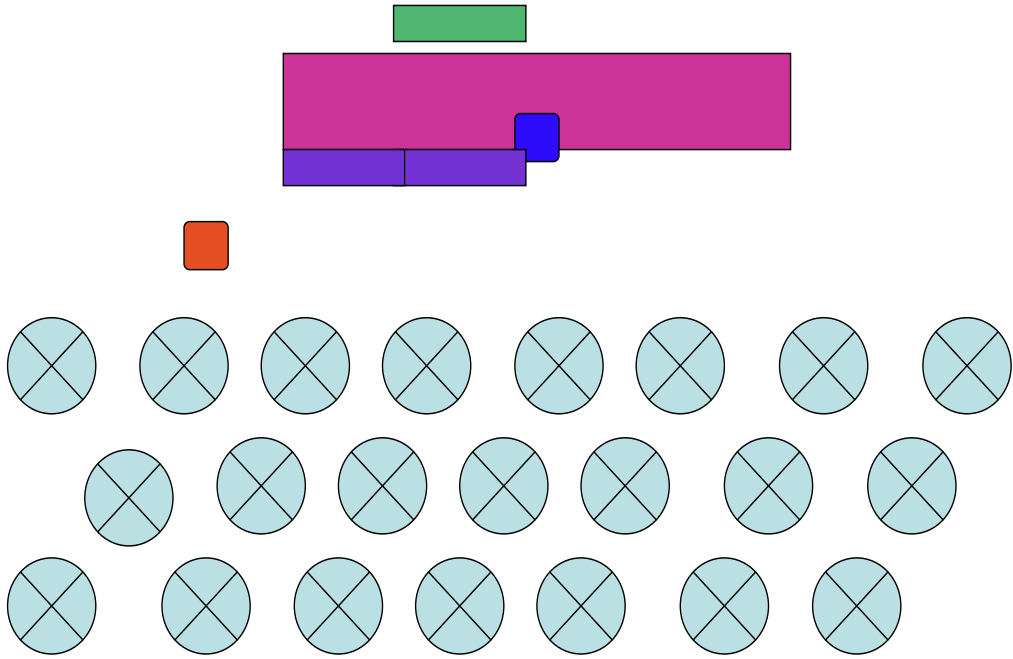
The Committee shall acquire the services of a member of the Judiciary if possible for the Banquet Ceremony to swear or affirm the newly elected Officers and Directors. In the alternative, the most senior Past President of the IAAI that is present at the Banquet may be chosen to fulfill this duty. If that person is not willing to perform this function, the next most senior Past Presidents, in progressive order will be offered the opportunity to fulfill this responsibility.

An example of the oath to be used is shown below:

Oath of Office

I, _____, do solemnly swear, that I will uphold the Constitution and By-Laws, of the International Association of Arson Investigators and to faithfully execute the duties of my office, in accordance with the rules and regulations of this association, so help me God.

BANQUET SEATING



Banquet Set Up - Legend - Floor Podium with Microphone, Stage Podium on table with microphone, 2 - 3 x 8 tables on floor for awards, 18" table behind for President's presentations at Head Table , Head table for up to 16 people, Audience and Banquet seating.