

## **Annual IAI Educational Conference**

**Co-Host of Annual IAI International Educational Conference.** To be considered a co-host, a Charter Division (Division) must contact the IAI Conference Planner to learn the specific details and considerations for determining if there would be a fit for the location that the Division would propose. If the location proposed and the support of the Division are amenable to an IAI Annual Educational Conference, a proposal will be made to the Board of Directors by the Conference Planner.

**Annual IAI International Educational Conference.** If there is a Charter Division (Division) co-host, the Division will receive \$10,000 for prescribed assistance provided in advance of and during the conference. If there is a loss, the loss shall be born entirely by the International Association for Identification.

**Point of Contact.** The Division must provide one individual who will be a single point of contact responsible for coordination with Conference Planner.

**Division Mailing List.** The Division must provide a complete mailing list for the Division's membership in order to market the conference directly to those individuals.

**Additional Duty of Point of Contact.** The individual serving as single-point-of-contact will also be responsible for coordinating the volunteers from the Division.

**Provide Volunteers.** The Division must provide volunteers to be assigned as needed (e.g. registration, runners, etc.) during IAI's Annual Educational Conference.

**Provide Contacts for Local Dignitaries.** The Division must provide local dignitary contact information for Opening Ceremonies and provide ideas for an acceptable key-note speaker.

**Group Photograph.** The Division must provide a photographer and means of developing photographs for the Conference Group Photograph (revenues received from the sale of the photographs to attendees would go to the Division to offset paper and reproduction costs and hopefully to provide a profit).

**Photographic Support.** The Division must provide a photographer to photograph dignitaries, general public relations photography, to photograph events of historical value to the association, and any other photographs as deemed necessary by a representative of IAI throughout the conference week and provide the film to IAI.

**Meeting Rooms for Division Functions.** The Division must advise IAI's Conference Planner of all meeting room requirements (including those for food functions) needed by the Division during the conference week.

**Pre-conference Meetings.** The individual serving as single point-of-contact will also be available for all pre-conference meetings called by the Conference Planner prior to the conference (typically two such meetings).

**Provide Additional Volunteers.** The Division must provide additional volunteers to be assigned as needed (e.g. educational program runners, etc.) during IAI's Annual Educational Conference.

**Outside Workshop.** The Division must assist in providing information for an off-site location where a workshop could be coordinated if the IAI decides to offer one. If this event is to occur, the Division must assist with the recommendation for transportation, and any additional requirements for the outside event.

For additional information contact Conference Planner Candy Murray at [iaiconferenceplanner@gmail.com](mailto:iaiconferenceplanner@gmail.com)