

Division Interactions and Affairs Committee

Local Division Combination and Collaboration for Joint Conferences

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The information in this document was collected and compiled from the Tri-Division Educational Conferences which was formed by the Utah Division, the Nevada State Division (no longer a chartered division), and the Arizona Division (Arizona Identification Council) of the International Association for Identification.

How it started.

The Utah Division, the Nevada Division, and the Arizona Identification Council were all chartered divisions of the IAI. Each was a small division and would hold or attempt to hold a conference at least yearly. The Utah Division would hold a simple one-day conference that was usually attended by approximately 30-40 attendees. Vendors rarely attended the conference. The Utah Division had limited funds in their account – approximately \$1500. Nevada was similar until hosting the IAI Annual Conference in 2002. Arizona was a stronger division and was hosting multiple day conferences but still struggled to attract vendors to their conference.

In 2004/2005 the three divisions began communicating with each other and made plans to combine for a multiple day conference. The divisions decided this would be a minimum three-year commitment. Below is listed some of the division commitments for the conference each year.

Conference Location

The first Tri-Division (Utah, Nevada, and Arizona) Educational Conference was held in 2006 in Las Vegas Nevada. The following year it would be held in Salt Lake City, Utah, and the third year it was held in Phoenix, Arizona.

There was a scheduled rotation for the conference location each year and the rotation would remain the same – Nevada, Utah, and then Arizona. The location of the conference (Nevada, Utah, or Arizona) would act as the hosting division.

Responsibilities

Hosting Division

- Secure a location to hold the conference and sign the contract. Pay close attention to contract details before signing. Most conferences were held at a hotel with sufficient room space for a vendor/exhibit hall and multiple classrooms.
***Utah frequently used universities and training facilities, at no cost.*
- Secure a hotel with a block of rooms at an agreed upon rate (preferably the federal lodging reimbursement rate).
- Invite and secure Vendors/Exhibitors to attend the conference.
- Coordinate and invite Instructors/Presenters for the conference.
- Plan and coordinate a banquet dinner, vendor reception, and/or other events at the discretion of the division.

Supporting Divisions

- Purchasing and sending (or delivering if attending the conference) instructor gifts. The supporting division coordinated with the hosting division regarding instructor numbers.
- Purchasing and sending (or delivering) Door Prizes. The supporting division coordinated with the hosting division on attending vendors, gifts, and sponsorships. Door Prizes consisted of gift baskets with approximately five to ten items from the supporting division state and forensic related gifts.

Finances

The hosting division was responsible for the costs of the facility and instructor travel expenses.

The supporting divisions would pay the upfront costs for the instructor gifts and gift basket door prizes. The supporting divisions would submit a request for reimbursement to the hosting division.

The hosting division kept a separate expense sheet that contained all expenses and all incoming payment. At the conclusion of the conference, the conference ledger would be reviewed by all three divisions and all profits would be split evenly between the divisions. In case of a loss, each division would split the costs of the loss.

Additional

After a couple of years, we learned that it was best to have one person as the vendor coordinator. This one person would work with the hosting division (who also had someone assigned to help with vendors). We found it was better to have one person who worked with the vendors all the time as this familiarity and consistency helped with vendor communication. Consistency within the conference planners was also important, assisting with the conference in whichever location.

The model we used above helped with maintaining great attendance and vendor participation at the annual conferences. It allowed three divisions to successfully plan conferences and gain experience, while making a profit. Although this may not be applicable to all divisions, it worked well for our three small divisions. Consider joining with surrounding divisions in your area to boost your numbers and increase your division's bank accounts. If you have any questions at all, feel free to reach out the Division Interactions and Affairs Committee.