

APCO International



EXECUTIVE COUNCIL MEETING

August 7 & 8, 1999

Minneapolis, MN

Hilton Hotel

Hilton Ballroom, Salon G

APCO International

Executive Council Meeting
Saturday, August 7, 1999
Hilton Hotel, Minneapolis, MN
Hilton Ballroom, Salon G
8:30 a.m.

on time

Agenda:

1. Welcoming Remarks
2. Introduction of New Members
3. Roll Call
4. Recognition of Guests
5. President's Remarks
6. Minnesota Chapter Remarks
7. Parliamentary Procedures Review
8. State of the Association/ Budget FY 99-00
9. Building Update
10. Long Range Strategic Plan
11. Regional Conference Review Report
12. APCO Annual Conference Manual
13. Quorum Resolutions
14. Local Number Portability
15. Project Updates
 - Project 25
 - Project 31
 - Project 35
 - Historical
16. CAC Report
17. Open discussion concerning the needs, interests, opportunities, etc. of the membership as seen by the Executive Council

A continental breakfast will be served prior to the meeting. Lunch will be provided.

APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 1

SUBJECT: Welcoming Remarks

ACTION _____ INFORMATION X _____

PRESENTED BY: Nancy Pollock, MN Chapter, Facilitator

BACKGROUND:

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

CALL TO ORDER: 0830

APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 2

SUBJECT: Introduction of New Members

ACTION _____ INFORMATION _____X_____

PRESENTED BY: Nancy Pollock, MN Chapter, Facilitator

BACKGROUND: New Council members are:
Graham Curry, BAPCO
Steve Tracy, Kentucky Chapter
Homer Young, Montana Chapter
Mike Jeffres, Nebraska Chapter
Frank Thomason, North Carolina Chapter

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 3

SUBJECT: Roll Call

ACTION INFORMATION

PRESENTED BY: Nancy Pollock, MN Chapter, Facilitator

BACKGROUND:

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

EXECUTIVE COUNCIL ROLL CALL

MINNEAPOLIS
August 7 & 8, 1999

| Chapter | | Represented by | ALTERNATE |
|---------|---|----------------|--------------------------------------|
| A | P | | |
| | ✓ | Alabama | Patricia Hall (Richard Roley) Prox y |
| | ✓ | Alaska | Douglas Robinson |
| | ✓ | Arizona | Don Pfohl |
| | ✓ | Arkansas | Ron Gatewood |
| | ✓ | Atlantic | Michael Mangini |
| | ✓ | Aust/N Z | James G. J. Allen |
| | ✓ | Canada | James D. Fraser |
| | ✓ | Colorado | Brent Finster |
| | ✓ | Commercial | Joe Gallelli |
| | ✓ | CPRA | Garrett Mayer |
| | ✓ | Florida | Barry Luke |
| | ✓ | Georgia | Richard Roley |
| | ✓ | Great Britain | Graham Curry* |
| | ✓ | Idaho | Stan Passey |
| | ✓ | Illinois | Gregg Riddle |
| | ✓ | Indiana | Don Kottlowski |
| | ✓ | Iowa | Gary Stevens |
| | ✓ | Kansas | Mary Messamore |
| | ✓ | Kentucky | Richard Payne - STEVE TRACY |
| | ✓ | Louisiana | Willis Carter |
| | ✓ | Michigan | Rebecca Shatney |
| | ✓ | Mid-Eastern | Richard Reynolds - AL SASINES |

| A | P | ALTERNATE | |
|---|---|----------------|--------------------------------|
| | ✓ | Minnesota | Nancy Pollock |
| | ✓ | Mississippi | David Wilson D |
| | ✓ | Missouri | John Hart DEAN HART |
| | ✓ | Montana | Homer Young* |
| | ✓ | Nebraska | Mike Jeffres* |
| | ✓ | Nevada | Sandy Waide |
| | ✓ | New Mexico | Elijia Robinson |
| | ✓ | North Carolina | Frank Thomason* |
| | ✓ | North Dakota | Rick Hessinger |
| | ✓ | Northern Calif | Ron Allison |
| | ✓ | Ohio | Lynne Feller |
| | ✓ | Oklahoma | Lex Rutter |
| | ✓ | Oregon | Roxann Brown |
| | ✓ | Pacific | Melvin Morris |
| | ✓ | Pennsylvania | Jay Groce |
| | ✓ | South Carolina | Fred Thompson |
| ✓ | | South Dakota | Mark Mills |
| | ✓ | Tennessee | David Wolfe |
| | ✓ | Texas | Wanda McCarley |
| | ✓ | Utah | Carol Groustra |
| | ✓ | Virginia | Steve Souder |
| | ✓ | Washington | Mildred Tirapelle |
| | ✓ | West Virginia | David Saffel |
| | ✓ | Wisconsin | Kent Kruger |
| | ✓ | Wyoming | Bill Smith |

| A | P | | |
|---|---|--------------------------------|----------------|
| | ✓ | President | Jack Keating |
| | ✓ | President-elect | Joe Hanna |
| | ✓ | 1st Vice President | Lyle Gallagher |
| | ✓ | 2 nd Vice President | Glen Nash |
| | ✓ | Past President | Joe McNeil |
| | ✓ | | Marilyn Ward |
| | ✓ | Ex Officio | John Ramsey |

*Indicates **New Members** of the Executive Council

APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 4 3

SUBJECT: Recognition of Guests

ACTION _____ INFORMATION X _____

PRESENTED BY: Nancy Pollock, MN Chapter, Facilitator

BACKGROUND:

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 5

SUBJECT: President's Remarks

ACTION _____ INFORMATION X _____

PRESENTED BY: Jack Keating, APCO President

BACKGROUND:

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 6

SUBJECT: Minnesota Chapter Remarks

ACTION _____ INFORMATION _____ X _____

PRESENTED BY: Diana Borash, 1999 Conference Chair
Michelle Young, Minnesota Chapter President

BACKGROUND:

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 7

SUBJECT: Parliamentary Procedures Review

ACTION _____ INFORMATION _____ X _____

PRESENTED BY: Gregg Riddle, Illinois Chapter

BACKGROUND:

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 8

SUBJECT: State of the Association/ Budget FY 99-00

ACTION _____ INFORMATION X _____

PRESENTED BY: Joe Hanna, APCO President Elect
John Ramsey, APCO Executive Director
Tim Ryan, APCO CFO

BACKGROUND: Proposed budget for FY 99-00 is enclosed as a separate document.

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

STAFF GOALS/OBJECT - John Ramsey

LRP Implementation

AFC Program Development

APCO 2000 Membership Drive

Relocation of HQ to a new building

TAP Technical & Operational Assistance Program

Technical & Operations Symposiums

Development of Focus Groups

FINANCIAL / Budget Report. Tim Ryan

The money for the pension fund (reserve) is separate from the current budget. -

Recommendation is not to backfund and hold the money in reserve.

APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 9

SUBJECT: Building Update

ACTION _____ INFORMATION _____ X _____

PRESENTED BY: Tim Ryan, APCO CFO

BACKGROUND:

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

Building Committee has reviewed a floor plan.
Moving from a leased parcel to purchasing
another piece of property.

13K^{sq}, single story - offices on the exterior w/ modular
furniture on the inside.

Site survey's have come back clean.

Contract is pending on the land purchase.

Time line - 6-9 months

Spinkles?

Resolution - grant authority to ED under authority
of the BofO to fully execute the construction

- Resolved language was change. -

APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 10

SUBJECT: Long Range Strategic Plan

ACTION _____ INFORMATION X

PRESENTED BY: Jack Keating, APCO President
John Ramsey, APCO Executive Director

BACKGROUND: The final report of the Long Range Strategic Plan will be sent at a later date.

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

*Methodology -
Selection of LRP committee members*

APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 11

SUBJECT: Regional Conference Review Report

ACTION _____ INFORMATION _____ X _____

PRESENTED BY: ~~Jay Croce~~, Pennsylvania Chapter
NATE MC CLURE

BACKGROUND: The report of the Regional Conference Review committee is attached.

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

Conf.
Review
Committee

APCO AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 12

SUBJECT: APCO Annual Conference Manual

ACTION _____ INFORMATION X _____

PRESENTED BY: Ann Hashagen, APCO Conference and Expositions Director

BACKGROUND: The APCO Annual Conference Manual is enclosed as a separate document.

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

Memorandum

DATE: June 29, 1999
TO: Ann Hashagen, Director of Operations & Administration
FROM: Gregory T. Riddle, Executive Council Representative – Illinois Chapter
RE: **APCO INTERNATIONAL CONFERENCE & EXPOSITION MANUAL**

Here are some questions and concerns that I wanted to offer while you prepare the revisions to the manual. Some of these are purely informational and don't require any changes to the document.

Section III, subsection B, item 2: What are the costs for this service? What items will be scripted? How often will this need to be rewritten and at what cost?

The cost was going to be upwards of 60,000 for scripting and brings a producer to conference site – this did not include production (expanded lighting, A/V, decorations, etc.). I let that producer go and now have another who is charging \$5000 for scripting. If it is determined that he needs to be on conference site to “call” the show, it will be an additional \$5000. We changed the conference budget in the Fall to take care of updating the conference look – which was needed, but I we were reluctant to spend the money – but the time has come for change! I have scaled back on costs however, I believe we can find that new look, but at a lower cost. If it goes over well, we'll add a few more things for next year if we feel our revenue will continue to increase.

Events being scripted this year are: Opening Session, Opening Luncheon, Regulatory Panel, both Business Sessions and Closing Banquet.

Our present script has been only updated since the 70's and is in bad need of something new and timely. I was embarrassed for our officers during the banquet last year that their speeches were not correctly timed or written. The Board seems very pleased to have a professional assisting them with speeches this year.

I have changed the manual in this section to read “may” have a script written rather than “will.”

Section III, subsection E, item 11: What complimentary meals and other items are given to corporate entities?

This was a mistake I made in the manual and have deleted the word “corporate entities.” Thanks for catching this – I have corporate membership on the brain for some reason, but they don't get complimentary meals, only complimentary seating at the banquet.

Section III, subsection I, item 4c: What happens to the remaining 15% of the funds earmarked for MANAPCO?

The 15% that may remain, after all MANAPCO expenses are satisfied, goes into an interest bearing account in the name of the CAC, but remains under the APCO umbrella. The committee can write checks on the account and they do. This year they are underwriting the expenses of the four APCO award winners and some of the production costs for the opening session – they have given us \$10,000. They also purchased the revolving sign that is over the APCO pavilion each year - \$5000. This reserve began as a financial back-up if MANAPCO costs run over budget in any given year. MANAPCO almost bankrupt the association in the 80's and this formula has been in place since then.

Section III, subsection I, item 4l: What is the basis for this item? Was there ever a time when the CAC didn't host a MANAPCO event?

Yes, years ago there was no MANAPCO - vendors had their own hospitality parties. The big companies gave lavish parties – the smaller companies resented the fact that they either could not compete or could not afford such parties - so, MANAPCO was formed. Recently there has been rather strong discussion among staff and the Board to the effect that perhaps we should either remove the CAC from any responsibility, rename the event and put it on ourselves or discontinue the event altogether (it is a beast that gets more complicated each year and it can be very expensive since every local chair want his/her party better than the previous year) and let the vendors do their own thing. I realized another error in the manual draft. I say that the remaining 15% would be returned to the exhibitors – this would not be done in any case – and I have made the correction.

Appendage 2 – APCO Bidding Cities Selections (proposed form): I would like to see two items added to the criteria; number of rooms in the host hotel; and available exhibit space (square feet).

We have revised the form to show the strongest possibility of a host hotel (any having 450 or more rooms and adequate meeting room space). However, much changes in the four/five year out from a conference and we may decide a newer or remodeled property would better suit our needs. Our final selection of the host hotel also rests on final room rate negotiation 18 months out from a conference.

pg 22 - Manages -

what is the basis for item "L"?

Proposed City Selection form -

Add -

Number of rooms in host hotel

Available Exhibit space - []

Section II (pg. 6)

- D. Will the Council only select from the top 3? YES.

When do the cities make presentations?
What type of presentation/hospitality are they limited to?

- J. What does the first sentence mean?

Section III Subsection B (pg. 8)

2. A professional scripting production company will write "official" conference script.

Why? and at what cost -
how often is it updated and at what cost?

Subsection C - General Conf. Finance

1. What happened to the old formula we approved?

See other notes

General Question -

1) Complimentary items ie meals, passes, etc. p. 15 item 11

11. Complimentary meals - Corporate ??

2) Name of APCO Magazine - throughout.
p. 15 F

3) APCO Public Safety Communications
F. Magazine

p. 20-21

3 General Business Functions Meeting/
breakfast.

a) How and when are the election results announced?

How are ballots handled?

4 Managers

c) Formula - what is done with other 15% of the Manager's assessment?

Conference & Exposition Manual
Review

Part A

Management Guidelines

Pg. 6 – B 2e. What control does the Executive Council (EC) have over changes?

Pg. 8 – II J. Reply (sp.) rely
Duplicate wording – last sentence with IIE

Pg. 9 – A 7. What control does the Executive Council (EC) have over changes?
A 9. Change “last day” to “day following the close of the conference”.
A 10. Duplicate wording – pg. 14; #3 – wording varies. Also see Pg. 74.

Pg. 11 – Tuesday Voting – 2nd VP & Resolutions violates Bylaws Article V Section 3 – Elections subsection 3.1 part 3.1.2 Distribution & Return of Absentee Ballots and subsection 3.2 part 3.2.3 Voting Status Verified and part 3.2.5 Runoff Election and Bylaws Article XVIII Section 1 subsection 1.1 and Section 5 subsection 5.1.

Pg. 14 – Duplicate wording – pg. 74; 14 months – same wording.

Pg. 17 – D 3. Change (currently .31) to “current IRS rate”. This number is only good for an unknown period.
D 3. Duplicate wording – pg. 21; C2.

Pg. 18 – D 4. Duplicate wording – pg. 21; E1 – wording varies.

Pg. 21 – E 2b. Does the exhibitors ability to arrange sub-blocks of rooms in the host hotel depend on their membership status?

Pg.23 – E 7. “Local military personnel in uniform are admitted on a complimentary basis.” Where did this come from?
E 10. How does the complimentary banquet seating equate with the number of vendor passes purchased for the vendor’s booth.

Pg. 24 and 25 – F 1,2,3,4,5,and 6. APCO Bulletin is incorrectly referenced i.e. Bylaws Article XIII Section 2, subsection 2.1.

Pg. 26 – F 8. Should have some wording identifying who would approve the inserts.
Should there be a deadline for the submission of 2nd VP campaign materials?
F 11. Duplicate wording – pg. 28; F20

Pg. 27 – F 15. APCO Bulletin is incorrectly referenced i.e. Bylaws Article XIII Section 2, subsection 2.1.

Pg. 28 – F 20. APCO Bulletin is incorrectly referenced i.e. Bylaws Article XIII Section 2, subsection 2.1.

Pg. 29 – G 2. The word “council” in the second paragraph should be capitalized.

Pg. 32 – G 12. Remove reference to the number of computers. This number is only good for an unknown period.

Pg. 37 – I 3a. Violates Bylaws Article V Section 3 – Elections subsection 3.1 part 3.1.2 Distribution & Return of Absentee Ballots and subsection 3.2 part 3.2.3 Voting Status Verified and part 3.2.5 Runoff Election.

I 3b. There is no wording for this item.

Pg. 40 – I 5i. There is no wording for this item.

Pg. 41 – I 5j. The words “contractual requirements same as above” aren’t clear in their meaning. This item is also the same wording as the wording that was stricken out.

I 5k. This item is the same wording as the wording that was stricken out.

Pg. 46 – L 4. APCO Bulletin is incorrectly referenced i.e. Bylaws Article XIII Section 2, subsection 2.1.

Pg. 49 – L 19. APCO Bulletin is incorrectly referenced i.e. Bylaws Article XIII Section 2, subsection 2.1.

Pg. 54 – R 2. Sentence is not clear in its meaning.

Pg. 55 – R 5. First paragraph. Duplicate wording – pg. 17; D 3.

R 5. Second paragraph. Duplicate wording – pg. 17; D 3.

R 5. Third paragraph. Duplicate wording – pg. 17; D 3.

R 5. Fourth paragraph. Duplicate wording – pg. 18; D 4.

R 5. Fifth paragraph. Duplicate wording – pg. 18; D 4.

R 5. Sixth paragraph. Duplicate wording – pg. 18; D 4.

Part B

The Local Chapter Conference Chairperson & Representatives

Pg. 61 – I C. The word “Chairperson” should be inserted between Conference and serves.

Pg. 63 – I J. Duplicate wording – pg. 65; H3 – same wording.

I K. Duplicate wording – pg. 65; H4 - similar wording.

I L. Duplicate wording – pg. 65; H6 – same wording.

Pg. 67 – II B 1b. APCO Bulletin is incorrectly referenced i.e. Bylaws Article XIII Section 2, subsection 2.1.

Pg. 69 – II B 1e 2. Change the word “member” to “number”.

Pg. 70 – The paragraph beginning with “Registration” is significant in nature and should be identified as part of the outline format. The current punctuation is also incomplete.

Pg. 72 - II B 1g 5. Are these representatives above and beyond those assigned for the Exhibits activity.

Pg. 73 - II B 1g 7. Change the word “yea” to “year”.

Pg. 75 – III 13 Months Out. There is a reference to supplying information “14 months before the conference” which doesn’t seem to coincide with this period of time.

Pg. 76 – III 13 Months Out. Duplicate title could be removed.
III 12 Months Out. Duplicate title could be removed.

Pg. 77 – Six Months Out. Duplicate wording – pg. 46 & 47; L4 & L5 - similar wording.
III 6 Months Out. Duplicate title could be removed.

Pg. 78 - III 3 Months Out. Duplicate title could be removed.

Appendix 1a

Site Stipulation

Pg. 1. First paragraph – reference to “two or three of the most eligible cities” should be a list of three.

First paragraph – the word “council” should be capitalized.

Second paragraph - Sentence is not clear in its meaning.

Pg. 2. Why does every page have a number and the appendix reference also changes?

Pg. 3. Functions – should the listing for Sunday also include a breakfast and lunch in place of the dinner (for the Executive Council)?

Pg. 5. Items C, D, and E don’t seem to be properly formatted.

Items D and E are repeated.

Item G should have the word “Have” changed to “Has”.

Airfare Comparison Chart – what is the significance of the cities listed?

Conference & Exposition Manual
Review

Part A

Management Guidelines

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THE APCO, INC. CONFERENCE & EXPOSITION MANUAL

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Executive Council 8/99

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PART A

Management Guideline

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Preface

This document, Part A, is one of two parts of the APCO, Inc. Conference Manual. Its purpose is to place the major responsibilities of a Conference in a stand-alone document which allows a more transparent view of the criteria of a Conference wherever its site. It considers all facets of the Association in its Conferences formulations.

Conversely, those matters more particularly directed to the Conference site application of such planning throughout the extended preparation and final execution of a Conference is separately contained in a smaller companion document titled Part B: ~~THE CONFERENCE HOST CHAPTER~~, *THE LOCAL CHAPTER CONFERENCE CHAIRPERSON AND REPRESENTATIVES*. Part A rules Part B in matters requiring definition. By design, some duplication exists between the two documents.

This Management Guideline document and the Conference Host chapter document together comprise a new version of the Conference Manual which is required in 1.3 of the APCO Bylaws Article X, Section 1.

It should be noted in final analysis that the ultimate purpose of these documents is the staging of successful meetings and expositions.

In this regard, experience has shown that each of these documents has its own place and value according to need.

MANAGEMENT GUIDELINE

I Conference Management

“The APCO Annual Conference and Exposition is the technology, training, and networking Conference of public safety communications and serves as the venue for the annual business meeting of the Association.”

A. Authority

1. All authority for an APCO, Inc. Conference rests with the Board of Officers of APCO, Inc. with the President of the Association as the official representative of the Conference.
2. The APCO, Inc. Board of Officers may alter or amend Conference Arrangements.

~~A.B.~~ Delegation

1. The Board of Officers has delegated its authority to the Executive Director of APCO, Inc.
- ~~1.2. The Executive Director may delegate Conference authority and responsibility to staff sections or individuals within APCO, Inc. and its subsidiaries and to the Host Chapter Conference Committee. He may also rescind or redirect such authority and responsibility at any time.~~ Delegation of authority and responsibility, under guidance and supervision of the Office of the Executive Director, is as follows:
 - a.) The general authority and responsibility for management and coordination of APCO, Inc. Conferences and those Conferences contracted to APCO, Inc. rests with the Office of the Association Director of Conferences & Expositions of APCO, Inc.
 - ~~a.)~~b.) The general authority and responsibility for development of the program for an APCO, Inc. Conference and those Conferences whose contracts to APCO, Inc. include programs rest with the President and Executive Director as designated for management by the Office of the Conference & Exposition Director.

a.)c.) The Conference effort will be supported by other staff offices within APCO, Inc. or its subsidiaries as assigned by the Executive Director.

a.)d.) The Conference Committee is an APCO, Inc. Committee and a volunteer extension of the APCO, Inc. staff. It is assigned the authority and responsibilities as outlined in Section B of this document.

a.)e.) Any changes to this manual made by the Board of Officers and/or the Executive Director shall be in writing and supplied to the Association of Conference & Exposition Director and the Local Chapter Conference Chairperson.

3. Specifically exempt from delegation by the Executive Director are the following:

a.) The selection of the keynote speaker rests exclusively with the Executive Director.

b.) The Executive Director will retain personal approval authority for activities of the closing banquet, including all discourse from the Head Table podium.

II Conference Site Section (Approved by Executive Council 3/14/99)

A. A proposed future APCO Conference & Exposition site will be considered only when the convention center and/or host hotel and back-up hotels are guaranteed to be in use, or if completion of construction is guaranteed in writing by the city/state/county/owner prior to one year from Conference start-up date.

B. The APCO Conferences & Exposition site may be selected 5 years in advance of the year in which said Conference is to be held within the proper United States and Canada rotation schedule. Canada may enter eligible cities for consideration as an APCO Conference & Exposition site during the Association's East Coast, North Central and West Coast rotation schedule. Eligible Canadian sites are directly north of the United States region in consideration that year.

The following rotation schedule is in place: 2001 Salt Lake City, UT; 2002 Nashville, TN; 2003 Indianapolis, IN; 2004 East Coast city determined in 1999.

C. Cities interested in hosting future APCO Conferences & Expositions must meet all requirements specified in the Conferences & Expositions Site Selection Stipulations or submit proof that future funding and planning will guarantee that APCO's Conference requirements will be reality one year prior to the Conference start-up date. A copy of current site selection stipulations is included in this manual as Appendix 1.

D. The APCO Headquarters Conferences & Expositions Department will work with Chambers of Commerce, Convention and Visitors Bureaus and others in convention management in order to

What control
does EC have
over changes?

stimulate interest that may result in competitive bidding by several cities. The Conferences & Expositions Department will accumulate a list of eligible sites in those regions of the Association due to hold a Conference & Exposition in a given year. A site inspection of the convention facilities, area hotels, etc., will be made by the Director of Conferences & Expositions and /or the Deputy Conferences & Expositions Director. The Conferences & Expositions Department will use its professional knowledge and experience to review information from all cities submitting answers to the Association's concise site stipulations. This document ensures that the Association's meeting parameters are stated clearly to those cities whose meeting and hotel facilities will be reviewed. The Department will review all cities in the eligible regions and make site inspections. The Department will present to the Executive Director an evaluation rating a maximum of three cities that are determined to best fit the site stipulations. The evaluation will clearly indicate the city that has been rated highest. The Department will recommend the highest rated city to the Executive Director and the Executive Council in report form (Appendix 2). The Council will then vote to either endorse the Department's recommendation or choose one of the other two cities.

- E. If a city in a chapter's chartered area is determined to be one of the three to be rated, the Department will notify chapter officials. At that time, chapter officials may want to make a site inspection of the city with a convention and visitors bureau representative. Department staff can arrange such site inspection for the chapter with the bureau upon request from the chapter or the chapter may make its own arrangements. A chapter's decision not to participate or to be involved in the consideration of a city as a possible Conference site will not determine the city to be ineligible for inspection or recommendation. If a city is recommended by the Department and voted on by the Council and there is no indication of Chapter support, the Department will pursue the Chapter's participation.
- F. Because exhibitors attend Conferences other than APCO's in many of the cities the Department may investigate in future years, it is to the association's benefit to have their input. A member of the APCO Corporate Advisory Committee's Exhibits/MANAPCO Ad-hoc Committee will accompany Conferences & Expositions staff on the site inspections of proposed future Conference cities for the purpose of assessing exhibit floor space and MANAPCO sites. The Corporate Advisory Committee's Exhibits/MANAPCO Ad-hoc Committee member is responsible for his/her site inspection expenses unless complimentary hotel rooms and airline costs are provided by the interested city.
- G. The APCO professional housing contractor will accompany Conferences & Expositions Department staff on initial site inspections of eligible cities and act as an advisory to the staff. Because the contractor is involved in many Conferences other than APCO's, its staff lends expertise on hotel room blocks needed, condition of hotels, room rates negotiations and general city eligibility. The professional housing contractor is responsible for its site inspection expenses unless complimentary hotel rooms and airline costs are provided by the interested city.
- H. The Executive Director of the Association has the primary responsibility for reviewing the site inspection reports and recommendations from the Conference & Expositions Department and to forward copies of them to the Board of Officers for review and approval. Sample copy of current report form and proposed form are included in this manual as Appendix 3.

- I. The Board of Officers makes recommendations on future Conferences site inspection reports to the Executive Council for review prior to its final decision. The Conferences & Expositions Department site inspection report and recommendation will be sent to the Executive Council 30 days prior to site selection.
- J. There will be no presentations or solicitations by chapters or convention and visitor bureaus to the Executive Council by mail or on site before the council site selection. They will **reply** upon the professional and experienced determinations of the Conference & Exposition Department staff and contractors. Chapters will be notified as soon as it is determined that a city within their districts is eligible to be involved in evaluation and Council vote. ^{SP} **RECY** A chapter's decision not to participate or be involved in a Conference should not determine the city to be ineligible for consideration. If a city is recommended by the Department and voted on by the Council and there is no indication of Chapter support, the Department will pursue the Chapter's participation.] Duplicate wording - "E"
- K. The Director of Conferences & Expositions will solicit a close relationship with the Convention and Visitors Bureaus of the cities selected as Conference sites. The APCO Conferences & Expositions Department may visit the selected future Conference sites annually for planning purposes and review venues.
- L. A regional Conference will not be held when an APCO Conferences & Expositions takes place in a state comprising part of said region. For example, when the Conference takes place in Salt Lake City 2001 there will be no Western Regional Conference that year.

III Association Conference Responsibilities

A. General:

1. The President of the Association is the official representative of the APCO Conferences & Expositions.
2. After consultation with the Board of Officers, the Executive Director may alter or amend the governing arrangements of the Conference by way of instruction to the Director of Conferences & Expositions and headquarters staff involved in Conference duties.
3. The APCO Conferences & Expositions shall not be held in conjunction with other associations and their meetings without the express permission of the Board of Officers.
4. The Executive Director represents the President in the coordination and management of the APCO Conferences & Expositions.
5. The Director of Conferences & Expositions represents the Executive Director in all matters pertaining to the management and coordination of the Conference.

6. The Executive Director, upon review and recommendation by the Director or Deputy Director of Conferences & Expositions, shall sign all contracts involving *hotels and convention centers*. *The Director of Conferences & Expositions shall sign all other contracts for Conference services, i.e., housing, entertainment, drayage, decorating, etc.*
7. The Association Conferences & Expositions Director shall update and maintain the Conferences & Expositions Manual as dictated by the Board of Officers and the Executive Director and provide those changes to *the immediate future Local Chapter Conference Chairperson*.
8. The Director of Conferences & Expositions will call a pre-Conference meeting several days before the Conference. *In attendance will be all APCO Headquarters staff participating in the Conference, all present local chapter Conference representatives, all representatives from hotels and convention center, and all contractors.*
9. The Director of Conferences & Expositions will call a post-Conference meeting on the **last day** of the Conference. Its purpose is to review Conference performance for the benefit of future planning and implementation. *In attendance will be all APCO Headquarters staff participating in the Conference, all present and immediate future local chapter Conference representatives, all representatives from hotels and convention center, and all contractors.*
10. *It is the responsibility of the APCO Conferences & Expositions staff to market/promote all future Conferences with guidance from the APCO Membership/Marketing Department staff. If chapters hosting future Conferences desire to promote that Conference during an on-going Conference, they must do so in coordination with the APCO Conferences & Expositions staff and their city's local convention and visitors bureau. A chapter desiring to spend its own money on promotion must understand it is responsible for the cost. Chapters may arrange with the Conferences & Expositions Department to have such promotional cost come out of its bottom-line Conference revenue within reason. Such arrangement must be agreed to in writing. Convention and visitors bureaus in future Conference cities can assist in promotion, i.e., backdrops, flyers, stickers, etc., without charge.*

What control does the EC have over changes?

Day following the close of the Conference

Varies from language in #3 pg. 14 also see pg. 74

Conference Seminar/Program – (See Part A III L)

B. General Conference Schedule

1. *Timing of general Conference scheduling is the responsibility of The Executive Director to the extent required to meet association policies. The President and the Executive Director will issue scheduling requests and details to the APCO Conferences & Expositions Department. The Conferences & Expositions Department will communicate details, changes, deletions, etc., to the Local Chapter Conference Chairperson.*

~~Timing of the general Conference schedule is the responsibility of the Executive Director to the extent required to meet Association policies. Scheduling requests and details will be issued to the APCO Conference Department from the President and the Executive Director. The Conference Department will work with the Host Chapter Program Chairperson to finalize such schedule.~~

- 2. A professional scripting production company may be contracted to write or update the official Conference script that will be used as a production guideline for the entire Conference. The Conferences & Expositions Department will maintain the script. The script will be reviewed with a professional scriptwriter with input from the Executive Director, Board of Officers, Conference Department staff and other headquarters staff on a yearly basis. The script will be provided to the APCO Board of Officers, Local Chapter Conference Chairperson and others involved in events for study and rehearsal purposes at least one month before the Conference.*

~~A Conference Script will be written by the Executive Director. The Association Conference & Exposition Administrator will provide the Script to the designated Host Chapter Chairperson at least 10 working days prior to the Conference for review and comment. The Script will be closely adhered to by all concerned. The Conference Administrator will notify those concerned of a final review of the Script.~~

- 3. A present general schedule is shown below:*

~~A general conference schedule example is shown below:~~

| | | |
|----------|-----------|------------------------------------------------|
| Thursday | | |
| 9:00am | – 5:00pm | AFC Adcom Meeting |
| 9:00am | – 5:00pm | APCO Institute Adcom Meeting |
| Friday | | |
| 8:00am | – 5:00pm | Communications Center Supervisor Course 3 days |
| 8:00am | – 5:00pm | Communications Training Officer Course 3 days |
| 8:00am | – 5:00pm | Liability Issues in the Public Safety 1 day |
| | | Communications Center Course 1 day |
| 8:00am | – 5:00pm | Customer Service in Public Safety 1 day |
| | | Communications and Team Building Course 1 day |
| 9:00am | – 5:00pm | Board of Officers Meeting |
| 6:00pm | – 7:30pm | New Executive Council Orientation |
| Saturday | | |
| 8:00am | – 5:00pm | Communications Center Supervisor Course |
| 8:00am | – 5:00pm | Communications Training Officer Course |
| 8:00am | – 5:00pm | Fire Dispatch Course 2 days |
| 8:00am | – 5:00pm | EMD Manager Course 1 day |
| 8:30am | – 5:00pm | Executive Council Meeting |
| 9:00am | – 10:30am | Pre-Conference Committee & Staff Meeting |
| 1:00pm | – 6:00pm | Registration Open |

| | | |
|-----------|-----------|---------------------------------------------------------------------------------------------------|
| Sunday | | |
| 8:00am | – 5:00pm | Communications Center Supervisor Course 1 day |
| 8:00am | – 5:00pm | Communications Training Officer Course 1 day |
| 8:00am | – 5:00pm | Fire Dispatch Course |
| 8:00am | – 5:00pm | Liability Issues in the Public Safety |
| | | Communications Center Course 1 day |
| 8:00am | – Noon | Radio Technician Certification Test 1 day |
| 8:30am | – 5:00pm | Executive Council Meeting |
| Noon | – 6:00pm | Registration Open |
| 6:00pm | – 9:30pm | Executive Council Dinner (by invitation only) |
| 8:00am | – 5:00pm | Attendee Welcome Party |
| Monday | | |
| 7:00am | – 6:00pm | Registration Open |
| 10:00am | – 5:00pm | Opening Gen. Session/Special Speaker/Awards |
| Noon | - 1:30pm | Opening Luncheon/Keynote Address |
| 1:45pm | – 3:00pm | FCC Regulatory Panel |
| 1:45pm | – | 2:45pm Concurrent Sessions |
| 3:00pm | – 4:00pm | Concurrent Sessions |
| 4:15pm | – 5:15pm | Concurrent Sessions |
| Tuesday | | |
| 7:00am | – 6:00pm | Registration Open |
| 10:00am | – 11:30am | General Business Meeting/Breakfast |
| 10:00am | | Grand Opening of Exhibits |
| 10:30am | – 1:30pm | Exclusive Exhibit Hours |
| 10:30am | – 5:30pm | Exhibits Open |
| 10:30am | – 5:15pm | Voting – Second VP & Resolutions (Exhibit Hall) |
| 1:45pm | - 2:45pm | Concurrent Sessions |
| 3:00pm | - 4:00pm | Concurrent Sessions |
| 4:15pm | - 5:15pm | Second General Business Session |
| 6:00pm | - 12:00am | MANAPCO Night |
| Wednesday | | |
| 7:00am | – 5:00pm | Registration Open |
| 8:00am | – 9:00am | Concurrent Sessions |
| 9:15am | – 10:15am | Concurrent Sessions |
| 10:30am | – 1:30pm | Exclusive Exhibit Hours |
| 10:30am | – 5:30pm | Exhibits Open |
| 10:30am | – 1:30pm | Voting – Second VP & Resolutions (Exhibit Hall) |
| 1:45pm | - 2:45pm | Concurrent Sessions |
| 3:00pm | - 4:00pm | Concurrent Sessions |
| 4:00pm | - 5:30pm | Exhibit Hall Activities: 2 nd VP Announcement & Reception/Exhibitor, Prize Drawings |
| Thursday | | |
| 7:00am | – 1:00pm | Registration Open |
| Time TBD | | Board of Officers Meeting |
| 8:00am | – 9:00am | Concurrent Sessions |
| 9:15am | – 10:15am | Concurrent Sessions |

| | |
|-------------------|---------------------------------------------|
| 10:30am – 11:30am | Concurrent Sessions |
| 1:00pm - 2:00pm | Concurrent Sessions |
| 2:15pm – 3:15pm | Concurrent Sessions |
| 6:30pm – 7:30pm | Closing Reception |
| 7:30pm – 9:30pm | Closing Banquet/Awards |
| 10:00pm – 12:00am | Closing Attendee Party |
| Friday | |
| 7:00am – 3:00pm | 2 nd Annual APCO Golf Tournament |
| 10:00am – 11:30am | Post-Conference Committee & Staff Meeting |

~~(Conference Day {CD})~~

- ~~CD-5~~ Arrival of Association conference & Exposition Administrator and APCO, Inc. Office Staff involved in set up and program;
- ~~CD-4~~ Registration set up, classes and meetings with Host Chapter chairperson and representatives;
- ~~CD-3~~ Possible subsidiary meetings, possible Board of Officers meetings, registration classes, Pre Conference meeting with Host Chapter chairperson, representatives, APCO, Inc. Office staff, representatives from convention center and hotels, catering managers, etc.;
- ~~CD-2~~ Board of Officers and Subsidiary meetings (these are sometimes held mid-week); registration;
- ~~CD-1~~ Executive council meeting, registration, set up of larger exhibits through private arrangement with Association Conference & Exposition Administrator and contracted decorator/exposition service;
- Conference Day 1— Registration, Opening Meal Function(Official Opening of Conference) General Session (1st Business Session, Special Session, Awards, Official Presentations, etc.) Regulatory Panel Seminars/Meetings, exhibits set up;
- Conference Day 2— Registration, Continental Breakfast, Seminars/Meetings, Exhibits and Grand Opening, MANAPCO Event;
- Conference Day 3— Registration, Continental Breakfast, General Session (2nd Business Session, Election of Officers, etc.), Seminars/Meetings, Exhibits Exhibits tear-down after 5 p.m.;
- Conference Day 4— Registration, Meetings/Seminars, Exhibits tear-down, Closing Reception, Banquet;
- ~~CD-6~~ Post-Conference meeting, Board of Directors meeting, possible subsidiary meetings.

4. The following scheduling rules are strictly enforced:

- a.) *No presentations during meal functions unless approved by the Executive director as part of the event scripting.*
~~No presentations during meal functions~~
- b.) *No presentations during exhibits hours (10 a.m.–1 p.m., or 10:30 a.m.-1:00 p.m.)*

VOTING

2nd V.P. VIOLATES BYLAWS

ARTICLE V

SECTION 3 - ELECTION

Sub SECTION 3.1

PART 3.1.2 DISTRIBUTION & RETURN
OF ABSENTEE BALLOTS

VOTING - Continued

Sub SECTION 3.2 Procedures at
the ANNUAL APCO Conference

PART 3.2.3 Voting STATUS Verified

PART 3.2.5 Runoff election

RESOLUTIONS

VIOLATES BYLAWS ARTICLE XVIII

AMMENDMENTS

SEC. 1 LIMITATIONS

SEC. 5 REVISIONS

PART 5.1

~~No presentations during peak exhibit hours (10 a.m. – 1 p.m., or 10:30 a.m. – 1:30 p.m.)~~

c.) *No presentations during General Sessions unless approved by the Executive Director as part of the event scripting.*

~~No presentations during General Sessions~~

The Board of Officers and/or the Executive Director may impose other rules as may be judged necessary.

C. General Conference Finances

Revenue is derived from three basic sources: attendee and exhibitor registrations, exhibit floor space sales, and other sales such as banners on the Conference Department's web page, advertising in the conference pocket guide, sales of conference materials to chapters for meetings/regional conferences, (badge holders, badge stock, badge ribbons, etc.).

Chapter Commission (as approved by the Executive Council 3/14/99). After all Conference expenses are satisfied, a local conference chapter shall be entitled to a flat fee in the amount of \$25,000. In addition, the chapter will receive \$10 per person bonus for all paid full registrations (full registrations include attendee, exhibitor and spouse; day passes are not considered full registrations) that are over and above the average attendance of the last three conferences. For example, if attendance for the last three years were 1400, 1475 and 1575 respectively and the attendance for the conference for which a commission is to be paid is 1625 then the bonus to the chapter is \$1420.

Example:

$1400 + 1475 + 1575 / 3 = 1483$ average attendance.

Conference attendance for calculated year = 1625 less 1483 average attendance = 142 attendees over average.

$\$142 \times \10 each attendee over average = \$1420 bonus.

$\$25,000$ flat fee + \$1420 bonus = \$26,420 to chapter.

1. *Awarding the flat fee and additional attendance revenue is contingent upon the following requirements:*

a.) *Chapter committee should follow the Conference Management Guidelines. Should Committee depart from any guideline in the manual, a letter will be sent from the Conference Department advising what issues must be re-addressed. Non-compliance will be dealt with by the Board of Officers who may impose a reduction of up to 1.5% of the chapter's flat fee per infraction;*

b.) *Chapter submits a written report of its committee work during the Conference within 90 days of the event;*

c.) Any unbudgeted expenses incurred by chapter committee for items or actions desired by the committee will be deducted from the flat fee.

The Chapter hosting an APCO, Inc. Annual Conference & Exposition shall be entitled to a portion of the net profit of the Conference. The formula, as approved by the Board of Officers shall be determined annually.

Gross Profit for purpose of chapter commission is determined by subtracting Conference committee expenses for net income recorded, less donations (underwriting) and MANAPCO portion.

This wording is the same as P974-14 Nov 92

A budget will be set in place by the Conferences & Expositions Department and submitted to the Board of Officers in the year preceding a future Conference (April/May of 2000 for the 2001 Conference). The budget will be submitted to the Executive Council for final approval in August of the year preceding a future Conference. Once approved, the budget can be adjusted if pre-planning indicates revenue and/or expenses will change. Any adjustments must have approval of the Executive Director and the Board of Officers.

3. It is the responsibility of the APCO Conferences & Expositions staff to market/promote all future Conferences with guidance from the APCO Communications & Marketing Department staff. If chapters hosting future Conferences desire to promote that Conference during an on-going Conference, they must do so in coordination with the APCO Conferences & Expositions staff and their city's local convention and visitors bureau. A chapter desiring to spend its own money on promotion must understand it is responsible for the cost. Chapters may arrange with the Conferences & Expositions Department to have such promotional cost come out of its bottom-line Conference flat fee - within reason. Such arrangement must be in writing to the Director. The director will consult with the Executive Director and Board of Officers before such ideas are put into place.

This wording differs slightly with #10 P9.9 also see P974

The Director and Deputy Director of the Conferences & Expositions Departments will approve all requests for payment and expenses incurred for managing the Conference, such as printing, postage, services, chapter approved authorized projects, committee authorized projects, Conference apparel invoices, entertainment contractor invoices, stipends or honorariums to local Public Safety Department for services, Local Chapter Chairperson and representative local travel (travel should be carefully planned in coordination with the Conferences & Expositions Director), meals, Per Diem (for both APCO Headquarters and Local Chapter Conference representatives).

~~The Host Chapter shall forward all invoices and requests for payments and/or reimbursements to the APCO Conference Department. Upon approval by the Conference Department, said invoices and payment requests will be forwarded to the APCO Controller for payment. Any financial records associated with the Conference will be available for review. The Controller and the Association Conference &~~

Exposition Administrator will close out all Conference hotel master accounts before leaving a Conference site if possible.

4. *The Conference is an official meeting of the Association. Its functioning is subject to IRS regulations because APCO not-for-profit funds and a major revenue source are involved. In order to assure compliance with such regulations, the Association's financial officer (controller) handles and is responsible for all funds related to Conference financial budgeting and will oversee all associated receipts and disbursements.*

~~The Conference is an official meeting of the Association. Its functioning is subject to IRS regulations because APCO not-for-profit funds and a major revenue source are involved. In order to assure compliance with such regulations, the Association's financial officer (controller) handles and is responsible for all funds related to conference financial budgeting and will oversee all associated receipts and disbursements.~~

5. *Expenses for the Conference such as promotional printing and other printing, mailings, postage, facilities payments, catering services, contractor services, etc., are the express responsibility of the Conferences & Expositions Director. The Deputy Director of Conferences & Expositions may also review and approve invoices and submit them to the APCO Accounting Department for payment.*

~~All checks approved for payment of expenses incurred for promoting and managing the Conference, such as printing, postage, services, Host Chapter projects, Host Chapter representative local travel (travel should be carefully planned in coordination with the Conference & Exposition Administrator), meals, per diem (for both APCO Headquarters staff and Host Chapter representatives), etc., will be drawn on this account.~~

6. *The Director of Conferences & Expositions and Accounting Department Manager will close out all Conference hotel master accounts that are ready for payment before leaving a Conference site.*

~~Within these provisions, the Association underwrites any chapter suffering a net loss incurred by acting as Host to an APCO, Inc. Annual Conference & Exposition. Should such a Host Chapter subsequently act in such capacity for a future such Conference, any earnings from such subsequent Conference shall first be used to satisfy such previous Host Chapter Conference loss.~~

~~An informational finance spreadsheet on Conference past budget history is available to any future Host Chapter. The spreadsheet lists the project current Conference budget and the actual budgets of the past three Conferences.~~

~~Eighteen months before a future Conference, the Host Chapter Chairperson shall begin working with the APCO Conference Department on budget items. This will trigger any thoughts the Chapter may have on special ideas for the Opening Meal Function, closing banquet, etc. It will also foster ideas for themes, logos, attendee portfolio design, etc.~~

The Conference Department will have menu prices from the future host hotel and convention center for price comparison and shall discuss meal budgets with the Host Chapter Chairperson. ~~Services such as A/V, security, etc., convention center contract requirements, etc., may be discussed at this time.~~

~~Eighteen months from the date of a conference, the APCO Conference Department will draft a budget for that Fiscal Year. The proposed budget will incorporate past fiscal history and carefully calculated projections for the future Conference. A copy of the proposed budget will be forwarded to the Conference Chairperson for that year.~~

D. General Conference Costs/Expenses

The following exemplifies some of the major expenses of a Conference. All expense payments will be drawn on the APCO Office account set up for the current Conference. It is imperative that the Local Chapter Conference Chairperson and the local chapter as a whole have a clear understanding of Conference expenses for therein lies one of the most important components for a successful Conference.

~~The following exemplifies some of the major expenses of a Conference. It is imperative that the Host Chapter understands Conference expense since its success and commission is based on the net profit from the Conference. All expense payments will be drawn on the APCO, Inc. Office Account set up for the current Conference.~~

1. *All receipts and cash outlays for authorized Chapter project(s) expenses incurred by the Local Chapter Conference Chairperson or delegated representatives shall be reimbursed from the APCO Office Conference account upon approval by the Association Conferences & Expositions Director. Examples of such costs are: local travel and Per Diem for the Local Chapter Conference Chairperson or representatives.*

~~All receipts and cash outlays for authorized expenses incurred by the Host Chapter chairperson or delegated volunteers shall be reimbursed from the APCO, Inc. Office Conference Account upon approval by the Association Conference & Exposition Administrator. Examples of such costs are: representative uniform apparel for on-site Conference work, coffee, etc., during Host chapter meetings for the Host Conference, local travel and per diem for the Host Chapter Chairperson or delegates.~~

2. *Registrations during the Conference for the Local Chapter Conference Chairperson and his/her appointed representatives shall be provided and are a cost to the Conference. Registrations for the spouses of the Local Chapter Conference Chairperson and his/her approved representatives (see Part B Section II B for explanation of yearly number of representatives needed) shall be provided and are a cost to the Conference.*

~~Registrations during the conference for the Host Chapter Chairperson and appointed representatives shall be provided and are a cost to the Conference. Registrations for the~~

spouses of the Host Chapter Chairperson and his approved sub chairs (see Part B) shall be provided and are a cost to the Conference.

3. Lodging costs during the Conference for the Local Chapter Conference Chairperson will be provided in the form of a sleeping room in the host hotel or a nearby hotel and will be upgraded to concierge or corporate level if possible. If in any given year, an additional business suite or better class suite is available through hotel contract negotiation, the Conference & Exposition Department staff will insure that such will be offered to the Chairperson.

~~Lodging costs during the Conference for the Host Chapter Chairperson will be provided in the form of a suite that has been contracted for with the host hotel. The Host Chapter Chairperson should keep lodging needs of appointed representatives to a minimum. Those living within a close proximity to the Conference site who will not incur undue commuting problems should be encouraged to continue such practice. Reasonable mileage expense is available.~~

Those representatives who must be lodged because of lengthy commutes (20-30 miles or more – contingent upon whether rural or urban mileage) may be assigned rooms in contracted hotels. The conference roles of the representatives on site will be considered, i.e., general arrangements, and security representatives must be on-site from dawn to evening; the publicity volunteer representative would not require such hours. The Director of Conferences & Expositions will review all room requests. Those living within a close proximity to the Conference site who will not incur undue commuting problems will be encouraged to commute. APCO mileage expense (currently .31) is available. The Local Chapter Conference Chairperson is encouraged to select chapter members who live within a short commute of the Conference city representatives.

change language to equate to current rate

~~Those who must be lodged because of lengthy commutes will be assigned rooms falling under contracted complimentary category (see “complimentary”) hotel rooms, if available. Otherwise, the Association Conference & Exposition Administrator and Host Chapter Chairperson will review their room request.~~

Duplicated on 11/21 2-C

Names of those Chapter members who have been appointed as Committee representatives and will require housing must be forwarded to the Director of Conferences & Expositions by 1 May of the Conference year. Names may be substituted after that date, but none can be added.

~~Names of those Chapter members who have been appointed as Committee representatives must be forwarded to the Association Conference & Exposition Administrator by 1 August of the preceding Conference. Names may be substituted after that date, but none can be added.~~

reimbursed on-site by the APCO Conferences & Expositions Director upon review of receipts.

~~Costs incurred on Conference site, such as emergency offline supplies, lunches for volunteers other than those provided, film, etc., shall be reimbursed on-site by the APCO Association Conference & Exposition Administrator or Controller upon review of receipts.~~

Committee representatives and volunteers will have continental breakfasts and lunches provided in the volunteer room of the convention center from Sunday through Thursday.

7. *Authorized expenses incurred by the spouses of the Board of Officers and the Executive Director while on Conference site are considered APCO Administrative expenses.*

~~Authorized expenses incurred by the spouses of the Board of Officers and the Executive Director and the Host chapter Chairperson shall constitute proper Conference expense.~~

8. *Conference travel costs for the Board of Officers, Executive Director, and their spouses are considered APCO Administrative expenses.*

~~Conference travel costs by the Board of Officers and the Executive Director and their spouses are proper Conference expenses.~~

9. *Headquarters may authorize up to three Conference Chapter representatives to attend the APCO Conference & Exposition immediately preceding their own conference. The Director and the Local Chapter Conference Chairperson will decide which representatives will make this trip.*

~~Headquarters may authorize up to three Conference Chapter representatives to attend the APCO Annual Conference & Exposition immediately prior to their own. The Association Conference & Exposition Administrator and the Host Chapter Chairperson will review who shall make this trip.~~

10. *Examples of Other Proper Conference Expenses are:*

- a.) *Associated travel by the APCO Association Conferences & Expositions Director and staff.*
- b.) *Travel by authorized APCO employees who are directly involved with current Conference duties.*
- c.) *Associated travel by others (as approved by the Board of Officers and the Executive Director) who are taking part in ;the official program.*
- d.) *Conference promotion in public safety communications trade magazines other than the APCO magazine.*
- e.) *Gifts and awards as approved by the Board of Officers and the Executive Director.*

f.) Honorariums, stipends or fees for governmental, professional or other speakers that may make such requests for performances rendered.

Other proper Conference expenses are:

~~Associated Travel by the APCO Association Conference & Exposition Administrator~~

~~Travel by authorized APCO employees who are directly involved with current on-site Conference duties~~

~~Associated travel by others approved by the Board of Officers and the Executive Director~~

~~Actual printing and handling costs of providing the number of APCO Bulletins as determined by the Association Conference & Exposition Administrator~~

~~Promotion other than in the APCO Bulletin~~

~~Gifts and awards as approved~~

~~Pro rata share of APCO, Inc. Office overhead~~

E. Complimentary Procedures

Complimentary registrations will not be counted in the \$10 per person bonus calculation explained in Section A, Part III, C-1 (General Conference Costs/Expenses).

1. *Hotel rooms: The number of hotel rooms earned during a Conference is determined by the individual hotel(s) contract policies. Most hotels agree to provide one complimentary room for every fifty rooms rented. The number of complimentary rooms provided is calculated by the number of rooms contracted by each hotel used for the Conference times the number of nights of the Conference. This is an estimate – the number is never a firm figure since the room nights rented cannot be determined until after the Conference is over. If the number of actual rented room nights falls below those estimated, particularly if due to a failure to hold the agreed upon hotel block, the estimated complimentary rooms revert back as room charges to the APCO Master Account. In other words, a room may be complimentary on three of the peak nights, i.e., a Monday, Tuesday and Wednesday of the Conference. Saturday and Sunday before the Conference and Thursday of the Conference may be light and the housing block may not hold – so a room(s) on those nights will revert to the APCO Master Account as a charge.*

~~Hotel rooms: The number of hotel rooms earned during a Conference is determined by the individual hotel(s) contract policies. Most hotels agree to provide one complimentary room for every fifty rooms rented. The number of complimentary rooms provided is calculated by the number of rooms contracted by each hotel used for the Conference times the number of nights of the Conference. This is an estimate; the number is never a firm figure since the room nights rented cannot be determined until after the Conference is over. If the number of actual rented room nights falls below those estimated, particularly if due to a failure to hold the agreed upon hotel block, the estimated complimentary rooms revert back as room charges to the APCO, Inc. Master Account.~~

Catering
authorization
differs w/ #4
Pg. 18

The APCO Conferences & Expositions Director will establish a master account in the host hotel and all other hotels contracted for the Conference. All hotel master hotel lists are subject to review by the Board of Officers and the Executive Director. All associated Conference charges for those people considered VIPs are subject to review by the Board of Officers and Executive Director. The Conference Director and/or Deputy Conference Director will supply the Executive Director and Board of Officers with such lists upon request. *The APCO Conferences & Expositions Director or Deputy Director, Board of Officers, APCO Executive Director, APCO Deputy Executive Director or their appointed representative must authorize catering orders, etc.*

~~The APCO Association Conference & Exposition Administrator will negotiate some complimentary rooms inasmuch as the hotels recognize the value of lodging the primary Conference personnel in their facilities.~~

Incidentals such as telephone charges, room service, in-room movies, etc., must be personally arranged for with the hotels by the Local Chapter Conference Chairperson and those local representatives requiring lodging during the Conference either by personal deposit, credit card or check. Unauthorized hotel expenses will not be reimbursed by APCO.

2. The allocation of the Conference blocked rooms is designated as follows:

- a.) Board of Officers
- b.) VIPs such as keynote speaker, FCC staff and other dignitaries as determined by the Board of Officers, the Executive Director and/or the Association Conferences & Expositions Director.

APCO contracts with a housing company to manage the general attendee housing block, exhibitor suites, etc. The housing company works in close coordination with the Conference Department to maintain a smoothly operating housing reservation process.

The APCO Conference Department will maintain a sub-block within the general block of rooms in the host hotel(s) and other contracted hotels to house the Executive Council, Local Chapter Chairperson and representative, APCO staff, VIPs and others as directed by the Executive Director and/or Board of Officers.

Doesn't this depend on their membership STATOS

Exhibiting companies may arrange sub-blocks for housing personnel through the housing company.

- c.) Local Chapter Conference Chairperson and appointed Conference representatives.

Names of those Chapter members who have been appointed as Conference representatives and will require housing must be forwarded to the Director of

Conferences & Expositions by 1 May of the Conference year. The list will be reviewed and discussed with the Local Chapter Chairperson. Names may be substituted after that date, but none can be added.

d.) *Authorized APCO staff members.*

The allocation of the complimentary hotel rooms is designated as follows:

~~Board of Officers~~

~~VIPs such as keynote speaker, FCC staff and other dignitaries as determined by the Board of Officers, the Executive Director and/or the Association Conference & Exposition Administrator~~
Authorized APCO staff members
Conference representatives

3. *Conference registrations for the Association Board of Officers, Executive Director and their spouses are an APCO Administrative cost but are considered complimentary.*

~~Conference registrations for the Association Board of Officers, Executive Director and their spouses are complimentary.~~

4. *Conference registrations for authorized APCO employees are complimentary. These employees are on-site to assist in the association's management of the Conference.*

~~Conference registrations for authorized APCO employees are complimentary.~~

5. *Conference registrations for Local Chapter Conference Chairperson, authorized Chapter Conference representatives and their spouses are complimentary. A list will be provided to the APCO Conference Department by 1 June. The list will be reviewed and discussed with the Local Chapter Conference Chairperson. Names may be substituted after that date, but none can be added.*

Registrations for the Director, Supervisor, or Employer of the President and In-Coming President will be complimentary. Registrations for spouses of these VIPs will also be complimentary.

~~Conference registrations for Host Chapter chairperson, authorized Chapter Conference representatives and their spouses are complimentary.~~

6. *Special Activities fee costs incurred by the Association Board of Officers, Executive Director, Local Chapter Conference Chairperson (only) and their spouses are complimentary.*

~~Special Activities fee costs incurred by the Association Board of Officers, Executive Director, Host Chapter Chairperson and their spouses is complimentary.~~

7. *Requests for complimentary day passes for exhibits and seminars require approval by the Director of Conferences & Expositions. These are usually for dignitaries, press,*

Where did this
come from?

local VIPs such as city managers, police chiefs, etc., and individuals requested by the Board of Officers, Executive Director or Local Chapter Conference Committee Chairperson or representatives. **Local U.S. Military personnel in uniform are admitted on a complimentary basis.** Contracted exhibitors will be sent a quantity of complimentary day passes in June for distribution to some of their clients.

~~Requests for complimentary day passes for exhibits and seminars require approval the Association Conference & Exposition Administrator. These are usually for dignitaries, press, local VIP's such as city managers, police chiefs, etc., and individ requested by the Board of Officers, Executive Director or Host Chapter Chairperson.~~

8. *Seminar presenters and the association's life members will be offered full complimentary Conference registrations.*

~~Speakers and presenters will be offered complimentary Conference & Exposition Administrator at least six weeks prior to the Conference.~~

A quantity of complimentary day pass cards will be distributed to the Local Chapter Conference Chairperson and representatives at one of the last pre-con meetings for distribution to respective agencies. These cards are presented at the Conference registration desk and exchanged for badges.

9. *A letter of invitation can be sent by the Local Chapter Conference Chairperson to local agency VIPs (as determined by the Chairperson and Conference representatives) to attend such Conference events as the Opening Session, Opening Lunch, Closing Banquet. These VIPs may exchange their invitation letter for a badge at the Conference registration desk. The Local Chapter Conference Chairperson and his/her representative should provide a list of those VIPs who RSVP to the Director of Conferences & Expositions at least two weeks prior to the Conference in order to arrange special seating.*

10. *Complimentary meal tickets will not be issued without the prior permission of the Director of Conferences & Expositions. The Local Chapter Conference Chairperson should provide the Director with a list of requested complimentary meal tickets by 1 June. It should be understood that the number of complimentary meal tickets requested should be reasonable so that those attendees who have paid will have a seat and a meal. The Executive Director, Board of Officers, etc., will also be requesting complimentary meal tickets and seating. **Complimentary banquet seating is extended to APCO's corporate members through arrangements with the Conference Department according to corporate membership category (For Example: 2 for Bronze, 4 for Silver, 7 for Gold, 10 for Platinum).***

How does the
quantity of
the number
of "Vendor
passes" for
Booths?

~~A letter of invitation shall be sent by the Host Chapter Chairperson to these guests. Their exhibit passes may be picked up at the registration desk upon presentation of the invitation letter.~~

The list will be reviewed and discussed between the Conferences & Expositions

Director and the Local Chapter Conference Chairperson. Names may be substituted after that date, but none can be added.

Meal counts are important and are required by a caterer far in advance of a meal event.

~~Complimentary meal tickets will not be issued without the prior permission of the Association Conference & Exposition Administrator.~~

F. Publications, Advertising Materials, Mailings

1. The **Public Safety Communications/APCO Bulletin** is the official publication of an APCO Conference & Exposition. The Public Safety Communications/APCO Bulletin shall publish pre-Conference information. It shall publish all resolutions to be considered by the Annual Quorum of the Association during a Conference. It shall report the details of the on-site activities of a Conference.

~~The APCO Bulletin is the official publication of an APCO, Inc. Annual Conference & Exposition. The Bulletin shall publish pre-Conference information. It shall publish all resolutions to be considered by the Annual Quorum of the Association during a Conference. It shall report the details of the on-site activities of a Conference.~~

2. The **Public Safety Communications/APCO Bulletin** Editor will solicit articles from the Local Chapter Conference Chairperson and appointed representative starting 13 months prior to the Conference. Articles involving local government and vendors should be copied to the Local Chapter Conference Chairperson for approval before printing and should be returned to the Editor. Articles provided by local convention and visitors bureaus and printed verbatim do not require review by the Local Chapter Conference Chairperson.

~~The APCO Bulletin Editor will solicit articles from the local Host Chapter starting 13 months prior to the Conference. Articles involving local government and vendors should be copied to the Host Chapter Chairperson for approval prior to printing and should be returned to the Editor. Articles provided by local convention and visitors bureaus and printed verbatim do not require review by the Host Chapter Chairperson.~~

3. Articles submitted will be edited as necessary to conform to **The Public Safety Communications/APCO Bulletin** requirements.

~~Articles submitted will be edited as necessary to conform to BULLETIN requirements.~~

Change the name to reflect the CFB Bylaws Article XIII Sec 2. part 2.1

4. *The Public Safety Communications/APCO Bulletin Editor must provide the Local Chapter Conference Chairperson with a current editorial schedule and will notify the Chairperson of any changes to that schedule.*

~~The Bulletin Editor must provide the Host Chapter Chairperson with a current editorial schedule and will notify the Chairperson of any changes to that schedule.~~

5. *The Public Safety Communications/APCO Bulletin will publish a Call for Presentations at least three times starting in July of the year preceding the Conference. The Call may be published in other trade publications. Editorial material for the Call will be provided to the Public Safety Communications/APCO Bulletin Editor and other publications by the Conferences & Expositions Department. A copy of the Call will be distributed to local Conference Chapter representatives and Chapter members.*

~~The APCO BULLETIN will publish a Call for Presentations at least three times starting in July of the year preceding the Conference. The Call may be published in other trade publications. Editorial material for the Call will be provided to the BULLETIN Editor by the Conference Department.~~

6. *The Public Safety Communications/APCO Bulletin is the primary publication to be distributed and displayed at the Conference. Other publications can be displayed in exchange for publishing the official conference ad. Arrangements should be made through the Conference Department.*

~~The APCO BULLETIN is the primary publication distributed and displayed at a Conference unless otherwise approved by prior consent of the Association Conference & Exposition Administrator.~~

7. *Exhibitor product catalogs, printed product/services advertising, printed exhibitor promotional materials, etc., will only be displayed at a Conference location approved by the Director of Conferences & Expositions. The Director of Conferences & Expositions will advise Conference exhibitors of arrangements and opportunities for exhibitors to display materials during the year before the Conference.*

~~Exhibitor product catalogs, printed product/services advertising, printed exhibitor promotional materials, etc., will only be displayed at a Conference location approved by the Association Conference & Exposition Administrator. The Association Conference & Exposition Administrator will advise Conference exhibitors of arrangements and opportunities for exhibitors to display materials during the year prior to the Conference.~~

8. *Exhibitor product/service and advertising materials shall not be placed in the attendee bags. The one exception will be to allow the Conference exhibitor underwriting production of the attendee bags to display the company logo on the bags. A limited*

Approved language

amount of that company's product/service materials may be inserted into the attendee bags. The company will provide the Conference Department with a sample of the materials to be inserted.

~~Exhibitor product/services and advertising materials shall not be placed in the attendee portfolios. The one exception will be to allow that exhibitor who underwrites the portfolios to display his logos on the portfolio and a limited amount of his product/service materials may be inserted.~~

Should there be a submittal deadline?

Information such as 2nd VP candidate campaign materials, which will be produced at the expense of the chapter/candidate, may be placed in the attendee bags. Please consult with APCO for Policy Manual Campaign Rules. Please consult the Conferences & Expositions Director for quantities, shipping instructions, etc.

~~Chapter information may be placed in the attendee bags such as 2nd VP candidate campaign materials at the expense of the chapter/candidate. Please consult with APCO for Policy Manual Campaign Rules. Please consult the Conference & Exposition Administrator for quantities, shipping, etc.~~

9. The Director of Conferences & Expositions may place ads and otherwise promote the Conference in other publications.

~~The Association Conference & Exposition Administrator may place ads and otherwise promote the Conference in other publications.~~

10. Promotional materials, advertisements, products and services catalogues may be placed in the Conference press room during the Conference by the exhibitors only. Exhibitors are responsible for replenishing materials. Companies that are not exhibiting may not place materials in the pressroom or other parts of the convention center or hotels. Conference Department personnel will remove such materials.

11. The Official Conference Program may not be printed in any other publication without the prior consent of the Executive Director. A program overview may be printed in other publications upon request to the APCO Association Conferences & Expositions Director.

~~The Official Conference Program may not be printed in any other publication without the prior consent of the Executive Director. A program overview may be printed in other publications upon request to the APCO Association Conference & Exposition Administrator.~~

12. The Conference program guide may carry display advertising or messages from exhibiting companies only. Conference exhibitor company logos can be placed on the inside front cover, outside back cover of the program guide and on pages within the guide. The Conference Department will handle sale of advertising in the guide in

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pg. 28 #20

coordination with APCO's Membership/Marketing Department. Revenues from such advertising will be considered Conference revenue.

~~The Conference program guide shall not carry display advertising or messages other than the logo and slogan of the company underwriting program printing costs. The logo and slogan will be placed on the outside, back cover of the program.~~

- 13. The Director of Conferences & Expositions will have promotional mailings generated from the APCO Office. The last of these can be mailed 30 days prior to the week of the Conference.*

~~The Association Conference & Exhibition Administrator will have promotional mailings made from the APCO, Inc. Office. The last of these will be mailed at least 30 days prior to the week of the Conference.~~

- 14. The APCO Membership/Marketing Department will contact local TV, radio and newspapers to publicize the Conference using press lists provided by convention and visitors bureaus and other sources. The Membership/Marketing Department may also contact local chapter representatives for publicity lists, if available.*

~~The Association Conference & Exposition Administrator and Host Chapter Chairperson or appointed representatives should contact local TV, radio and newspapers to publicize the Conference.~~

- 15. Group or individual photos and biographies of the Chairperson and appointed representatives shall be provided to the **Public Safety Communications/APCO Bulletin Editor**, The Chairperson shall contact the Editor for editorial and materials deadlines.*

~~Group or individual photos and biographies of the Chairperson and appointed representatives shall be provided to the Bulletin Editor. Individual photos can be used. The Chairperson shall contact the Editor for publication due dates.~~

- 16. No surveys or polls by vendors, publications (other than the Association's staff) members or attendees may be conducted at the Conference except by prior approval of the Conferences & Expositions Director.*

~~No surveys or polls may be conducted at the Conference except by prior approval of the Conference & Exposition Administrator.~~

- 17. There will be no separate logo, stationery or business cards for Conferences. Those Local Chapter Conference Chairpersons and representatives desiring stationery or business cards for special projects may contact the Director or Conferences & Expositions for quantities of official APCO stationery, business cards, etc.*

18. *A yearly theme will be developed by Membership/Marketing using the Association's platform of interest for the year. For example, recently APCO featured its membership as heroes. The theme for conference opening session and the Association's pavilion used "heroes" a stars. A general Associations theme for the conference eliminates the expenses of developing separate themes and logos for the conference and represents the membership's interests on a broader basis.*
19. *Use of the APCO name and/or logo or Conference name and/or logo for promotion by an exhibiting company before, during and after an APCO Conferences & Expositions is granted only with permission of the Association.*

~~Use of the APCO name and/or logo or Conference name and/or logo for promotion by an exhibiting company before, during and after an APCO Conference & Exposition is granted only with the permission of the Association.~~

Requests for such use must be made in writing to the Conference & Expositions Director no less than 60 days in advance of the Conference starting date.

~~Requests for such use must be made in writing to the Administrator no less than 60 days in advance of the Conference starting date.~~

Requests must provide specific information explaining the use of the name and/or logo.

The company requesting use of the name(s) and/or logo(s) must be a current exhibitor.

Requests for such use should address the following questions:

- How will the name(s) and/or logo(s) be produced; in what quantity; in what time frame?
- What company need is being met by the use of the name(s) and/or logo(s)?
- How and where will the company program using the name(s) and/or logo(s) be delivered or promoted?
- How and where will the company product using the name(s) and/or logo(s) be used and distributed?

Failure to obtain permission for the use of the APCO or Conference name and/or logo could result in loss of a company's future placement on the exposition floor and loss of exhibitor priority points.

20. *The official Conference program shall not be printed in any publication other than the **Public Safety Communications/APCO Bulletin** without the prior consent of the Director of Conferences & Expositions.*
21. *A January attendee information flyer will contain registration and hotel information along with area-related information. The March or April Conference attendee registration/information flyer must contain educational/seminar information as well as general Conference facts.*

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p9.26 #11

G. Registration

1. *Conference registration is under the management of the APCO Association Conferences & Expositions Director.*
2. *Registration fees are determined by the following procedures:*

Registration fees are formulated by the Conferences & Expositions Department 12-18 months prior to a Conference as a budget projection. Conference registration data from past Conferences, surveys of other public safety focused Conferences, Association budget requirements, etc., are taken into consideration along with the known costs of the production of a Conference. Proposed registration fees are reviewed by the Executive Director and presented to the Board of Officers before becoming part of the Association's fiscal budget. The Association's fiscal budget is reviewed and approved during the August Conference. Adjustments to any cost center budget within the Association's fiscal budget are subject to review and adjustment by the Board of Officers if need is proven. Exhibit space pricing cannot be adjusted after the Exhibitor's Prospectus for the upcoming year is printed and distributed during the August Conference. Registration fees cannot be adjusted after the first information flyer is printed and released in January of the Conference year.

~~Registration fees are formulated by the Conference Department 12-18 months prior to a Conference as a budget projection. Conference registration data from past Conferences, surveys of other public safety focused Conferences, Association budget requirements, etc., are taken into consideration along with the known costs of the production of the Conference. Proposed registration fees are reviewed in December of the year before the Conference by the Executive Director and presented to the Board of Officers during the following January for approval prior to the Conference (usually during the Board's mid-year meeting at Association Headquarters).~~

*Registration categories, fee structures, and discounts are determined by the Conferences & Expositions Director and approved by the Executive Director, Board of Officers and Executive **council** as part of the Association's fiscal year budget.*

~~Registration categories, fee structures, and discounts are determined by the Executive Director and Board of Officers determines registration categories, fee structures, and discounts.~~

Categories in effect at this writing are:

Full Member Registration – Early (cutoff date for early registration is mid-July)
Full Member Registration – Regular
Non-Member Registration – Early (cutoff date for early registration is mid-July)
Non-Member Registration – Regular
Family/Guest/Child Registration
Special Activities
Attendee Day Passes – Exhibits, Seminars
Separate Meal Tickets – Opening Meal Function, MANAPCO, Banquet
Corporate – Exhibits, Seminars, MANAPCO

~~There will be a discount for member registration vs. non-member registration of at least \$35. The discounted registration is offered for the purpose of increasing membership in the Association.~~

- 3. General registration hours run from mid-day to 6 p.m. on the two days before the opening session of the Conference. Registration hours for the remainder of the Conference mid-week will be from 7 a.m. to at least 5 p.m. and 7 a.m. to 1 p.m. on the last day of the Conference. The Director of Conferences & Expositions, after consulting with the Executive Director, may make changes to registration hours. The Local Chapter Conference Chairperson will be notified immediately of such changes.*

~~General registration hours run from mid-day to 6 p.m. on the two days prior to the opening session of the Conference. Registration hours for the remainder of the Conference mid-week will be from 7 a.m. to at least 5 p.m. and 7 a.m. to 1 p.m. on the last day of the Conference. Changes to registration hours may be made by the Association Conference & Exposition Administrator after consulting with the Executive Director and the Host Chapter Chairperson.~~

- 4. Registration placement or site for the registration area is the responsibility of the APCO Director of Conferences & Expositions in consultation with the decorator contractor. A blueprint of the registration area will be submitted by the decorator to the local fire marshal for approval as per universal convention center policy. Registration shall be placed in the area of the convention center nearest the exhibit hall. The area should be large enough to allow smooth traffic flow and easy access to the registration computer counters and chapter booths.*

~~Registration facilities shall be placed in the area of the convention center nearest the exhibit hall. The area should be large enough to allow smooth traffic flow.~~

- 5. Registration flyer/forms, contents and formats are the responsibility of the APCO Conferences & Expositions Department. Local information, slides, photos, etc., for use by the Association's Conferences and Expositions and Marketing Communications Departments will be obtained from city convention and visitors bureaus and other sources.*

~~Registration flyer forms, contents and formats are the responsibility of the APCO Conference Department. Suggestions for cover and local information are sought from the Host Chapter Chairperson.~~

- 6. Registration forms/flyers will be mailed from the APCO Conferences & Expositions Department and processed into the Association's Conference registration database. This database will be used for all on-site registration processes and in determining meal counts, attendee counts, etc.*

~~Registration forms/flyers will be mailed from the APCO Conference Department and processed in the APCO, Inc. Office Conference registration database. This database will be used for all on-site registration processes and in determining meal counts.~~

- ~~7. Monthly exhibit sales counts can be supplied to the Local Chapter Conference Chairperson beginning in September of the year before the Conference. The Conferences & Expositions Registration and Expositions Coordinator can supply monthly attendee registration counts to the Local Chapter Chairperson beginning in March of the Conference year.~~

~~Monthly registration counts will be supplied to the Host Chapter Chairperson by the Association Conference & Exposition Administrator.~~

- ~~8. Badges, meal tickets, on-site registration payment receipts shall be issued on site. The Conferences & Expositions Department will issue receipts for pre-registrations via postcard mailings. No receipts for pre-registrations will be issued on site. Post card receipts will be periodically mailed to pre-registered attendees prior to the Conference.~~

~~Badges, meal tickets, and on-site payment receipts shall be issued on site. Receipts for pre-registrations will be issued by the Conference Department via postcard mailings. No receipts for pre-registrations will be issued on site. Post card receipts will be periodically mailed to pre-registered attendees prior to the Conference.~~

- ~~9. Badge design, ribbon design, lead retrieval methods and services, etc., will be the responsibility of the Conference Department. Quantities of registration supplies will be determined and supplied by the Association Conferences & Expositions Department. Badge ribbons will be dispersed by Conferences & Expositions Department staff or an appointed Conference representative.~~

~~Badge design, supplies, ribbons, etc., will be determined and supplied by the Association Conference Department. The logos of the Host chapter or the Conference logos may be used on the badge or badge stock. Badge ribbons will be dispersed by Conference Department staff or an appointed Conference representative.~~

- ~~10. It will be the responsibility of the Conferences & Expositions Department to hire registration personnel through a temporary agency (Kelly, Manpower, etc.) several months before the beginning of the Conference. On-site classes in registration procedures will be taught to the temporary personnel agency by the APCO Conference Registrar/Exhibits Coordinator for several days before the first day of registration.~~

~~APCO Conference and Information Systems Departments will teach classes in registration procedures personnel to appointed Conference delegates/volunteers and hired registration personnel several days prior to the beginning of registration.~~

~~Exhibit registration procedures are explained in APCO's Exposition Rules & Regulation.~~

11. *An appointed Association Accounting Department staff member will be responsible for issuing all receipts for on-site cash and credit card registration transactions. The accounting staff member will also have the responsibility of depositing all daily registration cash and processing credit card transactions.*

~~The APCO Controller or an appointed accounting staff member will be responsible for issuing all receipts for on-site cash and credit card registration transactions.~~

- Remove reference to numbers.*
12. *Presently, fourteen (14) computers and printers are required for registration purposes as of this writing. Requirements will be updated annually in due time by the APCO Conferences & Expositions Director. The Local Chapter Conference Chairperson should work in coordination with the Conferences & Expositions Director to have this equipment donated by a local company that is a Conference exhibitor, or a local commercial computer company. The Director of Conferences & Expositions can contract with outside computer rental services should it be determined that adequate numbers of computers, printers, etc., are not available. The cost of such services will be a Conference expense. Equipment specs can be provided upon request.*

~~Conference registration is under the management of the APCO Association Conference & Exposition Administrator. See Part B for duties of the Host Chapter Chairperson and his appointed sub chairperson regarding registration.~~

13. *The Conferences & Expositions Department will work with the Local Chapter Chairperson to arrange for all collected stuffer/novelty items from possible contributing local exhibitors, chapter representatives and other sources to be delivered to APCO's contracted drayage company's local warehouse. If items have been stored by a Conference representative at home or office, arrangement will be coordinated with the APCO Conferences & Expositions Department to bring such items on-site. APCO will arrange with most exhibitors to have stuffer items shipped to the contracted drayage company's local warehouse.*
14. *The local Conference Chapter and other chapters having future APCO Conferences or regional Conferences may have space (if it is determined there is enough space available) in the convention center registration area for promotion of their conference. Chapters should use the resources that may be available from their local cities and convention and visitors bureaus for promotion items. Pipe and drape, electricity, one table, two chairs and a trash can will be provided by APCO. Other decorations, giveaways, etc., will be considered a chapter financial responsibility.*
15. *APCO 2nd VP candidates may have booths in the registration area but should consult the Conferences & Expositions Department for planning of booths and they should consult with the APCO Administration Department for Policy Manual Campaign Rules.*
16. *Banquet Table Sign-ups, Badge Ribbon Table, ADA Table, Housing Contractor Table, Information Table, Future Conference & Exposition and Regional Conferences Tables, etc., will also be set up in the registration area.*

H. Conference Equipment

1. *As in G-12 above.*

~~A quantity of computers and printers are required for registration purposes. Numbers and types of requirements will be updated annually in due time by the Association Conference & Exposition Administrator with the assistance of an APCO, Inc. Information Systems Specialist. The Host Chapter Chairperson should work in coordination with the Administrator to have this equipment donated by a local company that is a Conference exhibitor, or a local commercial computer company. The Association Conference & Exposition Administrator can contract with outside computer rental services should it be determined that adequate numbers of computers, printers, etc., are not available. The cost of such services will be a Conference expense.~~

2. *Many convention centers have business center services available and will set up master accounts for clients. Business centers in some facilities are exclusive services. When a business center is available, APCO will set up a master account for Conference and Association business. The business center is also available to exhibitors, presenters and attendees at their expense. If no such service is available, the Conferences & Expositions Director may contract with an outside office/business center. If a copy center is established by the Director of Conferences & Expositions, it will be managed by APCO personnel, and will be for the use of APCO staff, Board of Officers, and appointed Conference representatives.*

~~Many convention centers have business center services available by agreement. When these are available, APCO will set up a Master Account for use by the Conference Department and Host Chapter. Copy machine and fax machine usage should be carefully monitored. The business center is available to exhibitors, presenters, and attendees at their expense. If no such service is available, the Administrator may contract with an outside office/business center.~~

3. *The Conference Radio System will be used as the exclusive APCO staff/host Local Chapter conference operating system.*
~~The Conference Radio System will be used as the exclusive APCO staff/host Conference committee operating system.~~

Designated APCO staff members, Board of Officers and Local Chapter Conference Representatives, as determined by the Executive Director, Conference & Exposition Director and Local Chapter Conference Chairman, will have portable radios, pagers and cellular telephones to manage Conference operations at the convention center, hotels, and hospitality and special activities sites.

~~Designated APCO staff members, Board of Officers and host Conference committee members, as determined by the Executive Director, Conference Administrator and Host Chapter Chairman, will have portable radios, pagers and cellular telephones to manage Conference operations at the convention center, hotels, and hospitality and special activities sites.~~

If the host chapter city offers a radio system, or arranges with a provider for a radio system that will effectively provide conference related communications services, there should be no requirement that this system be an "APCO Radio System."

~~If the Host Chapter has in place, and offers, an existing radio system that will effectively provide Conference related communications services, there should be no requirement that this system be an "APCO Radio System."~~

If the local city is unable or unwilling to provide effective communications services for the Conference, a request should be made to vendors for this service. Under these circumstances, priority considerations should be given to vendors who can provide an "APCO Radio System."

~~If the Host Chapter is unable or unwilling to provide effective communications services for the Conference, a request should be made to vendors for this service. Under these circumstances, priority considerations should be given to vendors who can provide an "APCO Radio System."~~

Any vendor desiring to demonstrate new technologies beyond the scope of those required by Conference staff to conduct the effective management of the Conference should do so within the confines of their exhibit space.

~~Any vendor desiring to demonstrate new technologies beyond the scope of those required by Conference staff and the Host Chapter to conduct the effective management of the Conference should do so within the confines of their exhibit space or within the APCO pavilion.~~

4. *If possible, telephone line installations/switch-ons into the convention center can be donated by local vendors for telephones and computers used in the registration area, staff/committee offices and APCO pavilion, if allowed by convention center management. Recently, telephone lines have become an exclusive service of many convention centers and therefore are not negotiable for donation.*

~~If possible, phone line installations into the convention center should also be donated for business machines, telephones, and computers used in the registration area and staff/committee offices. The Association Conference & Exposition Administrator and Host Chapter Chairperson will agree on the arrangements.~~

I. Principal Conference Functions ~~Conference Meals/Keynote Speaker~~

All aspects of scripting, selection of speakers and production (including staging, A/V, decorating, themes, etc.) of all principal Conference functions are the express responsibility of the Board of Officers and Executive Director.

All conference event rooms and/or outside event areas must be ADA accessible.

All parties participating in principal Conference functions must attend rehearsals. A schedule of rehearsals will be made available to participants at the beginning of the Conference week. A tentative rehearsal schedule would be: Monday's Opening General Session and Opening Meal function rehearsals will take place on Sunday afternoon and Monday morning prior to the event. Rehearsal for Tuesday's Business/Breakfast Session will take place on Monday afternoon. Rehearsals for Thursday's Closing Banquet will take place on Wednesday and Thursday afternoons.

1. *Opening General Session: Special Speaker/Awards*

- a.) Kick-off production featuring a special speaker*
- b.) Highlighted public safety communications awards presentation for Telecommunicator, Director, Line Supervisor, and Technician. (Features of this event may vary from year to year)*

2. *Opening Meal Function*

- a.) Occurring on Monday of the Conference week, this event officially convenes the Conference & Exposition.*

~~The opening session of the Conference is convened at this time.~~

- b.) Appropriate ceremonial functions will take place at this event. The President of the Association will convene the Conference. The Local Chapter Conference Chairperson will introduce the honored guests at the head table, and will recognize appointed representatives, and honored persons in the audience as may be appropriate. The Conference script will contain the format for these procedures and be managed and produced by Conference and Administrative staff.*

~~Appropriate ceremonial functions will take place at the Opening. The President of the Association will convene the Conference. The Host Chapter Chairperson will introduce the honored guests at the head table, and will recognize appointed representatives and honored persons in the audience as may be suitable. The Conference Script contains the format for these procedures.~~

- c.) Opening Meal Function keynote speaker selection is the responsibility of the Executive Director. The Local Chapter Conference Chairperson and representatives may make suggestions for the keynote speaker. Letters of invitation to individuals being sought as the keynote speaker will come from the Association. The keynote speaker may be someone high in federal or state government or a well-known individual who can speak to the Association on a subject relative to the public safety communications field. APCO, as a rule, does not pay for Opening Meal Function speakers but can provide accommodations.*

~~Opening Meal Function keynote speaker selection is the responsibility of the Executive Director. The Host Chapter may make suggestions for the keynote speaker. Letters of invitation to individuals being sought as the keynote speaker will come from the Headquarters Office. The keynote speaker should be someone high in federal or state government or a well known individual who can speak to the Association on a subject relative to the public safety communications field. APCO as a rule does not pay for keynote speakers but can provide accommodations. Please consult with Headquarters.~~

- d.) *Head table seating is a decision of the Board of Officers and the Executive Director. Currently, the local chapter is asked for input in inviting governors, mayors and other high ranking state officials. The APCO President, Local Chapter Conference Chairperson, opening speaker and person giving the invocation are seated at the head table. Spouses do not sit at this head table.*

~~Not more than twelve persons sit at the Opening Meal Function head table. Among these are the President of the Association, the Host Chapter Chairperson, and others who are scheduled to address the assemblage, i.e., keynote speaker, person giving invocation, etc. Spouses are not permitted at this head table.~~

- e.) *The meal and ceremonies should not run more than one and one-half hours. Seminars and panels will follow this event.*

~~The meal and ceremonies should not run more than one and on half hours. The first general business session will be convened at 10 a.m.~~

- f.) *Menu for this function will be the responsibility of the APCO Association Conferences & Expositions Director who will consult with the Local Chapter Conference Chairperson on any local food items desired to be served.*

~~Menu for this function will be the responsibility of the APCO Association Conference & Exposition Administrator who will consult with the Host Chapter Chairperson on any local food items desired to be served.~~

- g.) *Meal counts for this function are the responsibility of the Director of Conferences & Expositions who will make the estimated count from the registration database.*

~~Meal counts for this function are the responsibility of the Association Conference & Exposition Administrator who will make this estimate from the computer registration database.~~

3. *General Business Meeting*

Occurring on Tuesday of the Conference week, this can be one of two business sessions

held on Tuesday. The need for a second meeting will be determined by the Board of Officers and the Executive Director.

- a.) The official business of the Association will be conducted during this meeting including speeches by candidates, reading of resolutions and possible awards. Voting for candidates and resolutions will take place on Tuesday and Wednesday in a designated area of the convention center. Results will be announced Wednesday afternoon.

b.) ?

- c.) The First Business Session may include a meal. Menu for this function will be the responsibility of the APCO Association Conferences & Expositions Director and Deputy Director who will consult with the Local Chapter Conference Chairperson on any local food items that he/she may want on the menu.
- d.) Meal counts for this function are the responsibility of the Director of Conferences & Expositions who will make the estimated count from the computer registration database.

4. MANAPCO Function

This annual affair is staged by the Association's contracted exhibitors in coordination with APCO's Corporate Advisory Committee and the Conference & Exposition staff for the enjoyment of fully registered Conference attendees (separate tickets may be purchased for this event if an individual is not a fully registered attendee).

The Corporate Advisory Committee (CAC) will work with the APCO Director of Conferences & Expositions and Deputy Director of Conferences & Expositions to produce all aspects of this function. There will be no local chapter MANAPCO chairperson appointed. Those CAC members appointed as CAC Exhibits and MANAPCO ad hoc chairs will work in coordination with the Director and Deputy Director.

Meal counts for this function will be the responsibility of the APCO Conferences & Expositions Director and Deputy and CAC Exhibits and MANAPCO ad hoc chairs who will consult the Conference registration database for attendance numbers.

~~Meal counts for this function will be the responsibility of the appointed MANAPCO liaison who will consult with the Association Conference & Exposition Administrator for computer registration data base numbers.~~

- a.) The CAC shall appoint its Exhibits and MANAPCO ad hoc committee members to work with the APCO Director and Deputy Director of Conferences & Expositions to develop and submit a detailed proposed budget to the CAC at the prior APCO Conference. This budget will be based upon a reasonable projected number of

exhibit sales. A two-thirds majority vote of the CAC membership is required to approve any proposed MANAPCO budget.

- b.) The appointed CAC ad hoc committee members, the Director and Deputy Director of Conferences & Expositions will manage the MANAPCO event. No local MANAPCO representative is necessary for the management of this event.
- c.) Each Conference exhibitor will be assessed an established percentage per 10 x 10 exhibit space for this event. Eighty-five percent of the total amount of funds thus assessed will be used to finance MANAPCO. Additional funds may be made available in accordance with the CAC By Laws.

The following equation is used:

500 exhibit space sales x \$150 = \$75,000 x 85% = \$63,750 to be spent on the event

- d.) Any additional funds for this event must be agreed to and approved by the CAC and the Director of Conferences & Expositions.
- e.) The MANAPCO event funds collected from exhibit space sales or any other acceptable sources shall be deposited in a separate APCO bank account established in the name of the CAC by the APCO CFO's office. Checks drawn on this account shall require two authorized signatures such as: CAC Chairperson, CAC Vice Chairperson, CAC Secretary, CAC Treasurer, and in cases of emergency, the APCO CFO.
- f.) Any funds remaining in the MANAPCO event bank account after conclusion of said event shall be under the management of the CAC if a MANAPCO event is planned for the following conference. The CAC Treasurer shall advise the APCO Controller and Association Conferences & Expositions Director of the balance in the MANAPCO account no later than 1 November of the year before the next such scheduled event.
- g.) The Director or Deputy Director of Conferences & Expositions and appointed CAC members on an annual basis will establish price of individual MANAPCO event tickets. The price should at least equal the budgeted pro rata share of Conference registration. One hundred percent of funds collected by the individual MANAPCO event ticket sales will be deposited into the MANAPCO event account. The price of the individual MANAPCO event ticket will be established no later than 1 March of the year of the event.
- h.) The appointed CAC members will accompany APCO Conference staff on site inspections of proposed future Conference. One purpose will be to establish function space at nearby sites for MANAPCO.
- i.) Approximately two years prior to the scheduled event, the Director or Deputy Director of Conferences & Expositions and appointed members of the CAC shall review those facilities at the Conference locale for this event.

what is the current CAC revenue?

- j.) *The MANAPCO appointed committee members and the Conference & Exposition Department will develop theme for this event that will be in conjunction with the Conference theme.*
- k.) *In coordination with the appointed CAC members, the APCO Conferences & Expositions Director shall negotiate and secure the proper facility for this event, provide adequate security during the event, select food and beverage menus, and provide entertainment that is consistent with the theme for the night. All such costs will come out of the approved MANAPCO budget. If costs will exceed the approved MANAPCO budget, the CAC and the Director of Conferences & Expositions will determine an amount that will need to be transferred from the MANAPCO reserve.*
- l.) *Upon consultation with the Executive Director, the Board of Officers and the Director of Conferences & Expositions, the CAC may elect not to sponsor a MANAPCO event during an APCO Conference & Exposition. The CAC must inform the Executive Director, the Board of Officers and the Director of Conferences & Expositions of such decision in writing. In such circumstance, it is the responsibility of the Executive Director and the Board of Officers to determine if the Association will stage a similar event. If it is determined that a MANAPCO event is not to be staged after moneys have been deposited into the MANAPCO account, the Board of Officers and the Executive Director may elect to use all or part of the moneys in the account to stage an independent event for the attendees. If it is determined that a MANAPCO event will not be held before moneys have been deposited into the MANAPCO account, the Executive Director, the Board of Officers will determine if an event will be staged at all.*

The status of the moneys remaining in reserve under the MANAPCO account in any year that a MANAPCO event is not held will be determined by the Board of Officers and the Executive Director.

5. *Closing Reception and Banquet*

- a.) *A closing reception will lead into the banquet. There will be a cash bar. A string quartet or other entertainment is permitted during this function. Contract for such entertainment requires approval of the Director of Conferences & Expositions and signature by the Executive Director. The reception is for one hour preceding the banquet. The reception will occur outside of the room holding the meal function.*

~~*A closing reception will lead into the banquet. There will be a cash bar. A string quartet or other entertainment is permitted during this function. Contract for such entertainment requires approval of the Association Conference & Exposition Administrator and signature by the Executive Director. The reception is for one hour preceding the banquet.*~~

- b.) *The closing banquet constitutes the final business session of the Conference. The Executive Director will retain personal approval for activities of the closing banquet, including all discourse from the Head Table.*

~~The closing banquet constitutes the final business session of the Conference. The Executive Director will retain personal approval for the activities of the closing banquet, including all discourse from the Head Table.~~

- c.) *Installation of the APCO Board of Officers will take place during this meal function.*

~~Installation of the APCO Board of Officers will take place during this meal function.~~

- d.) *Any other business deemed necessary by the Executive Director can be conducted at this time before adjourning the Conference.*

~~Other business deemed necessary by the Executive Director will be conducted to adjourn the Conference.~~

- e.) *Head table seating is limited to the Board of Officers and spouses, Executive Director and spouse, Local Chapter Conference Chairperson and spouse, and Board of Officers appointed VIP's and spouses.*

~~Head table seating is limited to the Board of Officers, Executive Director, Host Chapter Chairperson and their spouses.~~

- f.) *There is typically no featured speaker at the banquet unless arranged by the Board of Officers.*

~~There is typically no featured speaker at the banquet unless otherwise approved by the Executive Director.~~

- g.) *The professional Conference script is followed closely by head table members.*

~~The Conference script is followed closely by head table members.~~

- h.) *All persons seated at the head table will wear formal attire. Details will be provided by the Headquarters Office.*

~~Formal attire will be worn by those seated at the head table. Details will be provided by the Headquarters Office.~~

- i.) *Meal counts for this function are the responsibility of the Director of Conferences & Expositions.*

~~Meal counts for this function are the responsibility of the Association Conference & Exposition Administrator.~~

- j.) Entertainment may be contracted to follow the close of the banquet. **Contractual requirements same as above.** Recent past Conference history indicates that members are less inclined to stay for dancing at the close of the banquet.

?
Same language

~~Entertainment may be contracted to follow the close of the banquet. Contractual requirements same as above. Recent past Conference history indicates that members are less inclined to stay for dancing at the close of the banquet.~~

- k.) The decorating company contractor will provide a floor schematic ^{at} the banquet room. This schematic will be placed in the Conference registration area for attendee selection of seating arrangements for the banquet.

?
Same language

~~The decorating company contractor will provide a floor schematic ^{at} the banquet room. This schematic will be placed in the Conference registration area for attendee selection of seating arrangements for the banquet.~~

- l.) Menu for this function will be the responsibility of the APCO Association Conferences & Expositions Director and Deputy Director who will consult with the Local Chapter Conference Chairperson on any local food items that he/she may want on the menu.

~~Menu for this function will be the responsibility of the Association Conference & Exposition Administrator who will consult with the Host Chapter Chairperson on any local food items desired to be served.~~

J. Exhibits

1. Selling and contracting with vendors for exhibit space and exhibitor underwriting is the responsibility of the APCO Headquarters Conferences & Expositions Department. All revenue sources created from sales of Conference-related venues or items will be the responsibility of the Department, i.e., web banner advertising on the conference page, pocket guide advertising, sale of badge holders, stock and ribbons to chapters for meetings and regional conferences.

~~Selling and contracting with vendors for exhibit space and exhibitor underwriting is the responsibility of the APCO Headquarters Office staff with assistance from the Chapter representative involved in exhibits.~~

2. The exhibit sales brochure (Exhibitor's Prospectus) is prepared, printed and mailed by the Conferences & Expositions Department. Copies of the Prospectus will be sent to the Local Chapter Conference Chairperson for distribution to Chapter members. Members are encouraged to canvas their state for public safety communications companies interested in exhibiting. Exhibit sales constitute a major portion of the Conference income.

~~The exhibit sales brochure (Exhibitor's Prospectus) is prepared, printed and mailed by the Conference Department. Copies of the prospectus will be sent to the Host Chapter Chairperson for distribution to Chapter members. Members are encouraged to canvas their state for public safety communications companies interested in exhibiting. Exhibit sales constitute a major portion of the Conference income.~~

- ~~3. The Conference exhibitors will adhere to the rules and regulations established by the Association and its Corporate Advisory Committee (CAC). These rules are found in the Exhibitor's Prospectus. A current copy is attached to this document as Appendix 5.~~

~~The Conference exhibitors will adhere to the rules and regulations established by the Association and its Corporate Advisory Committee (CAC). These rules are found in the Exhibitor's Prospectus. A current copy is attached to this document.~~

- ~~4. Contracted APCO exhibitors for a given Conference year may use the APCO logo and theme for Conference promotional purposes. Please see Part A, Section III, F 19.~~

~~Contracted APCO exhibitors for a given Conference year may use the APCO, Inc. logo and Conference logo and themes for Conference promotional purposes. Please see Section III, G.16.~~

- ~~5. The Conferences & Expositions Department will contract with a decorating/exposition company for the Conference. This company will be responsible for all related drayage and services pertaining to exhibitor set-up, tear-down, exhibit hall and convention center decorating, etc.~~

~~The Conference Department will contract with a decorating/exposition company for the Conference. This company will be responsible for all related drayage and services pertaining to exhibitor set-up, tear-down, hall decoration, convention center, etc.~~

- ~~6. The APCO Conferences & Expositions staff will supervise the exhibits and registration areas. Daily meetings will be held between the decorator, members of the CAC, the Association Conferences & Expositions Director and those local chapter representatives appointed for security and exhibit hall details to ensure that all exhibitors are meeting the requirements of exhibit rules and regulations. Activities and conduct in the exhibit area will be monitored by the Director of Conferences & Expositions and the CAC.~~

~~The exhibits and registration areas will be supervised by the APCO, Inc. Association Conference & Exposition Administrator, the CAC and appointed Host Chapter representative. Ongoing meetings will be held between the Decorator, members of the CAC, the Association Conference & Exposition Administrator and those Host Chapter representatives appointed for security and exhibits details to assure that all exhibitors are meeting the requirements of exhibit rules and regulations. Activities and conduct in the exhibits area will be monitored by the Association Conference & Exposition Administrator, CAC and Host Chapter representatives.~~

~~Chapters may have exhibits in the convention center registration area, space permitting, to promote future APCO Conference & Expositions and regional Conferences. APCO 2nd VP candidates should consult with APCO headquarters for Policy Manual Campaign Rules.~~

- 7. Exhibitors with Priority Points of 100 or more will select their following year's space in advance of the Conference by arrangement with the Exposition & Registration Manager. Please contact the Conference & Exposition Department for information and a copy of the Exhibitors Prospectus Rules & Regulations.*

~~Exhibitor bidding will be conducted in accordance with an historic APCO Earned Priority Points List maintained by the Association Conference Department which is required to send copies of the List to current exhibitors at least 15 days prior to the Conference.~~

- 8. The Conferences & Expositions Department staff will conduct exhibit space reservations by prearranged on-site appointments for exhibitors with less than 100 priority points. These appointments usually take place on Monday, Tuesday and Wednesday of the Conference week.*

~~The Association Conference & Exposition Administrator will conduct Future Exhibits Sales meeting at the Conference to allow current exhibitors to bid for exhibit space at the next Conference.~~

- 9. The exact exhibit area days and hours are established by the Director of Conferences & Expositions as agreed to by the Corporate Advisory Committee.*

~~The exact exhibit area dates and times are established by the Executive Director as agreed to by the Corporate Advisory Committee.~~

- 10. The Board of Officers, Executive Director, and any dignitaries they may name, the Local Chapter Conference Chairperson and appointed representatives, and the Chairperson of the Corporate Advisory Committee will take part in the ribbon cutting.*

~~The Board of Officers, Executive Director, any dignitaries they may name, the Host Chapter Chairperson and appointed exhibit representative, and the CAC Chairperson will take part in the ribbon cutting.~~

- 11. Other Conference functions, seminars or meetings are prohibited from taking place during the exclusive exhibit hours.*

~~Other Conference functions, seminars or meetings are prohibited from taking place during the exclusive exhibit hours.~~

- 12. The Conferences & Expositions Department can provide an updated list of exhibitors to the Local Chapter Conference Chairperson or appointed representative on a monthly basis.*

~~The Conference Department will provide an updated list of exhibitors to the Host Chapter Chairmen or appointed representative on a monthly basis.~~

13. *Exhibitor Hospitality Suites are arranged through the official housing contractor following approved Conferences & Expositions Department guidelines.*

~~Exhibitor Hospitality Suites are arranged through the Conference Department/.~~

K. Security

1. *Security needs will be based upon the design and requirements of the contracted convention center. Some designs offer more security than others do in their exhibit halls and registration areas. Some centers require sole contract agreements with their own in-house security facility. While this type of security is usually limited to outside doors, exhibit areas, etc., it may also include inside areas of the exhibit halls and registration areas.*

~~Security needs will be based upon the requirements of the contracted convention center. Some centers require sole contract agreements with their own in-house security facility. This type of security is usually limited to the outside doors, exhibit areas, etc.~~

2. *The APCO Director of Conferences & Expositions and contracted drayage/exposition company representatives will determine all security requirements for the Conference.*

~~The Association may have to contract for additional security for the registration area after hours. The Host Chapter Chairperson and the Association Conference & Exposition Administrator will determine these requirements at time of budget preparation.~~

3. *A local security company will be selected and a contract signed by the Director of Conferences & Expositions for all security needs in the convention center and for all Conference activities.*

~~All security contracts must be approved by the Association Conference & Exposition Administrator and be signed by the Executive Director.~~

4. *The exhibit areas are secured at all times during the Conference from exhibits set-up day through exhibits tear-down day. Exhibitor personnel involved in set-up and tear-down only will be given special badges for those purposes.*

~~The exhibit area must be secured at all times during the Conference from exhibit set-up day through exhibits tear-down day. Exhibitor personnel involved in set-up and tear-down only will be given special badges for those purposes.~~

5. *Representatives from the Local Chapter will be appointed by the Director of Conferences and Expositions to work with the official APCO drayage/exposition*

company and Conferences & Expositions staff for set-up and tear-down activities during daytime hours and during the actual daytime exhibit hours in the exhibit hall. Contracted security company staff and convention center security staff will also be in place during daytime show hours as determined by the Director of Conferences & Expositions. After hours security will be the responsibility of the Director of Conferences & Expositions as arranged with the contracted security company and convention center security staff.

~~Security will be the duty of the volunteer Host Chapter representative during set up and tear down daytime hours and during the actual daytime exhibit hours in the exhibit hall. The services of off duty Conference Host City Police Officers may be contracted if not contrary to the convention center requirements. The Association Conference & Exposition Administrator and the Host chapter Chairperson will review the convention center contract regarding the possible requirement of employing convention center security personnel.~~

- 6. The security and exhibit representatives will work with official APCO drayage/exposition company and Conference & Exposition staff to coordinate security duty on the loading docks during exhibitor set-up and tear-down hours.*

~~Host Chapter representatives appointed for security duty must be present on the loading docks during exhibitor set up and tear down hours.~~

- 7. Conference security and exhibit representatives will work with Conferences & Expositions staff to provide crowd control and take tickets during exhibit hours and event functions. Such representatives must be equipped with radios. A pre-determined number of Chapter volunteers will be needed to augment these duties. The number of such volunteers varies from year-to-year due to the design of the convention center and other event sites.*

~~Contracted security and Host Chapter representatives appointed for security duty must work in coordination with the contracted exposition/drayage/decorating company.~~

~~Conference security representatives will check admissions and provide crowd control during exhibit and meal functions. Such representatives should be equipped with radios.~~

~~Additional security duties may be required after convention center requirements are met. The Association Conference & Exposition Administrator and Host Chapter Chairperson will review such needs.~~

~~Security representatives may be needed to monitor shuttle services if a shuttle system is provided.~~

L. Conference Program Conference Program Speaker

1. *The Conferences & Expositions Department acts as the Seminar Program Coordinator for the APCO Conferences & Expositions Department.*

~~The Conference Department acts as the Seminar Program Coordinator for the APCO, Inc. Annual Conference & Exposition. See "Conference program speakers" for Keynote Speaker information.~~

2. *The Executive Director acts as program liaison with the Conferences & Expositions Department.*

~~The Executive Director acts as program liaison with the Conference Department.~~

3. *The Local Chapter Conference Committee Chairperson and Chapter are encouraged to recommend seminar program topics to the Conferences & Expositions Program Coordinator.*

~~The Host Chapter is encouraged to recommend Seminar program topics to the Conference & Exposition Program Coordinator.~~

4. *The Conferences & Expositions Department will issue a Call for Presentations (or Call for Papers) starting in July of the year preceding the Conference. Beginning at that time, Calls for Presentations will be published in the APCO Public Safety Communications Magazine three times and in other related trade publications. Responding presentation materials must be received by the Conferences & Expositions Department by 30 November of the year preceding the Conference. Again, presentation recommendations from the local chapter are encouraged and must also be provided to the Conferences & Expositions Department at this time. Exceptions following this date must be reviewed and approved by the Director of Conferences & Expositions.*

~~The Conference Department will issue a Call for Presentation (or Call for Papers) starting in July of the year preceding the Conference. Beginning at that time, Calls for Presentations will be published in the APCO BULLETIN three times and in other related trade publications. Responding presentation materials must be received by the Conference Department by 30 November of the year preceding the Conference. Presentation recommendations from the Host chapter are encouraged and must also be provided to the Conference Department at this time. Exceptions following this date must be reviewed and approved by the Executive Director.~~

A technical review committee comprised of the Deputy Executive Director, selected APCO staff personnel and selected Standing committee members will review and comment on the responses to the Call for Papers, along with selected members of the Local Chapter.

5. *Program proposals will be compiled by the Conferences & Expositions Department and distributed to the technical review committee no later than 15 January of a Conference year. The comments must be returned to the Conferences & Expositions Department by 20 February of the Conference year. The Conferences & Expositions Department will notify all who submitted proposals of their status not later than 1 March of the above mentioned year.*

~~Program proposals will be compiled by the Conference Department no later than 15 January of a Conference year wherein they will be forwarded to the Host Chapter Program Chairperson for final review. The comments must be returned to the Conference Department by 20 February of the Conference year. The Conference Department will notify all who submitted proposals of their status not later than 1 March of the above mentioned year.~~

6. *The Conferences & Expositions Department will prepare a list of program topics for its second Conference information mailing occurring in March or April. The March or April mail piece will go out to Association members and prospective attendee lists. A general information promotional piece will go out in January containing housing and registration information. The January mail piece will go to Association members and other limited mailing lists such as non-member exhibitors, etc.*

~~The Conference Department will prepare a list of program topics for its first Conference information mailing occurring within the first two weeks of March.~~

7. *The Conferences & Expositions Department will notify all selected presenters of their tentative times and duties of presentation no later than 1 March.*

~~The Conference Department will notify all selected presenters of their tentative times and dates of presentation no later than 1 March.~~

8. *Speakers and presenters are offered complimentary full Conference registrations. This offer is made to attract quality speakers and subject materials from the Association's membership and others.*

~~Speakers and presenters are offered complimentary Conference registrations. This offer is made to attract quality speakers and subject materials from the Association's membership.~~

9. *The Conferences & Expositions Department will mail each presenter an A/V needs sheet, a speaker release form and seminar format instructions which will include a non-commercial clause for presentations. Any speaker reported by APCO staff, seminar proctors or attendees to be using his/her presentation for commercial reasons will not be asked to present in future Conferences.*

~~The Conference Department will mail each presenter an A/V needs sheet and a speaker release form.~~

- 10. The Conferences & Expositions Department will forward the presenter program schedule complete with A/V specs to the contracted Conference A/V vendor no later than 1 June.*

~~The Conference Department will forward the presenter program schedule complete with A/V specs to the Conference A/V vendor no later 1 June.~~

- 11. The Conferences & Expositions Department will keep the Local Chapter Conference Chairperson and program representative informed of seminar program schedules and changes as they occur.*

~~The Conference Department will keep the Host Chapter Program Chairperson informed of seminar program schedules and changes as they occur.~~

- 12. A Speaker ready room will be provided for speakers to receive orientation on seminar room locations, presentation procedures, last minute schedule changes, etc. APCO Deputy Director of Conferences & Expositions and the local program representative will operate this room.*

~~A room will be provided for speakers to receive instructions on last minute program changes, orientation of meeting rooms, etc. This room will be manned by APCO Conference Department personnel and appointed representatives from the Host Chapter. Speakers are advised to come prepared with adequate copies of handouts. The presenter must arrange additional copies with a business/office service company.~~

~~The Conference Department will coordinate the management of a speaker ready room with the Host Chapter Program Chairperson.~~

- 13. Speakers are advised to come prepared with adequate copies of handouts. If additional copies are needed, the presenter must make arrangements with the Conferences & Expositions Deputy Director for copies to be made at the convention center business center, hotel business center or a local copy business.*

- 14. It is the responsibility of the Conferences & Expositions Department to provide presenter biographies to be used by volunteer classroom proctors and monitors.*

~~It is the responsibility of the Conference Department to provide speaker/presenter biographies to be used by Volunteer classroom monitors.~~

- 15. The Conferences & Expositions Department will coordinate program titles, on-site seminar room assignments and changes with the appointed speaker ready room*

assistants, the A/V contractor and the decorating contractor for meeting room signage. No computer generated signage or handwritten signage will be permitted.

~~The Conference Department will coordinate program titles, room assignments and changes with the Host Chapter Program Chairperson, the A/V vendor and the decorating vendor for meeting room signage.~~

16. *The Conferences & Expositions Department and local program representative will determine the number of local volunteers needed to act as monitors for each program presentation. Monitors will count the number of people in each room and oversee situations associated with program presenters, i.e., commercialization of seminar materials, etc.*

~~The Conference Department will advise the Host Chapter of the need for Host representatives to act as monitors for each program presentation. Monitors will count the number of people in each room and oversee situations associated with program presenters.~~

17. *The Conferences & Expositions Department will provide a speaker sign-in book in the speaker ready room at the beginning of the Conference. The APCO Deputy Director of Conferences & Expositions will maintain this book. Speaker registrations will be pre-processed in the Conference registration database and will be available at the registration desk. Conferences & Expositions registrations staff will work in close coordination with the Deputy Director to make certain there are no duplications and that the speaker sign-in process is smooth and professional.*

~~The Conference Department will provide a speaker sign in book for the registration counter at the beginning of the registration process. This book will be maintained by Conference Department Staff and Host Chapter Program Chairperson throughout the Conference.~~

18. *The Conferences & Expositions Department will send letters of thanks to each presenter after the close of the Conference.*

~~The Conference Department will send letters of thanks to each presenter after the close of the Conference.~~

19. *The official Conference program shall not be printed in any publication other than the **Public Safety Communications/APCO Bulletin** without the prior consent of the Director of Conferences & Expositions.*

~~The official Conference program shall not be printed in any publication other than the BULLETIN without the prior consent of the Association Conference & Exposition Administrator.~~

20. *A January attendee information flyer will contain registration and hotel information along with area-related information. The March or April Conference attendee registration/information flyer must contain educational/seminar information as well as general Conference facts.*

~~The official Conference attendee registration/information flyers must contain educational/seminar information as well as general conference facts.~~

~~Special Session I & II speakers may be subsidized. Call Conference Department for details.~~

M. *Press- TV, Radio, Exhibitor Product Releases* ~~News, TV, Radio~~

1. *A Press Room will be provided and will be managed by the APCO Communications & Marketing Department for use by media and exhibitors desiring to display product news releases, etc. Product information will not be displayed by companies that are not official conference exhibitors. Communications & Marketing staff will work closely with Conference & Exposition staff to ensure this rule is enforced.*

~~A newsroom will be provided for use by media and may be used by exhibitors to display product news releases, etc. Product information will not be displayed for companies that are not participating as Conference exhibitors.~~

~~Passes will be issued by the Association Conference & Exposition Administrator after conferring with the Host chapter Chairperson or as directed by the Executive Director and/or members of the Board of Officers.~~

2. *Promotional materials, advertisements, products and services catalogs may be placed in the Conference press room during the Conference by exhibitors only. Exhibitors are responsible for replenishing materials. Companies that are not exhibiting may not place materials in the Press Room or other parts of the convention center or hotels. Conference Department personnel will remove such materials.*
3. *Members of the News Media, TV and Radio personnel will be encouraged to attend the Conference by the APCO Communications and Marketing Department. Media personnel will be given special ribbons and complimentary one-day passes to sessions, seminars, exhibits and official Conference events. No event meal function tickets will be issued to such personnel without permission of the Director of Conferences & Expositions.*

~~Members of the News Media, TV and Radio personnel should be encouraged to attend the Conference. They will be given special ribbons and complimentary one-day passes to sessions, seminars and exhibits. No meal function tickets will be issued to these people without permission of the Association Conference & Exposition Administrator.~~

4. *Publication bins will be provided in the convention center to those publishing companies that have arranged advertising exchanges with the APCO Conferences & Expositions Department.*

~~Publication bins will be provided in the convention center to those publishing companies that have arranged advertising exchanges with the APCO Conference Department. Exhibit space exchanges can also be arranged through the Conference Department.~~

5. *The Conferences & Expositions Department will arrange exhibit space exchanges for conference advertising with other public safety magazine publishing companies.*

N. Information Center/Welcome/Lost & Found Booth; PSAP Tours; Golf Tournament

1. *The Information Center/Welcome/Lost & Found Booth is an important service to attendees and must be well managed. APCO staff and volunteers working in this area will receive detailed instructions on its operation. The area must be manned during all hours of the Conference – it cannot be left unattended.*

Space will be provided in the registration area of the convention center for an information center. This area will contain message boards for conveying personal messages, to notify of lost items and to deposit found articles, to advise of program changes, etc. The area will be manned by APCO staff along with local volunteers. Sign-ups for PSAP tours and APCO's golf and/or other tournaments will take place here.

~~Space will be provided in the registration area of the convention center for an information center. This area will contain message boards for conveying personal and telephone messages and will also be used to welcome attendees and to deposit found articles. This area will be manned by Volunteer Host Chapter representatives.~~

2. *PSAP tours will be discussed and decided upon by the APCO Director of Conferences & Expositions, the Local Conference Chairperson and appointed representative. PSAP tours are popular with attendees but must be well organized. Transportation and management of such tours is very important. Planning should take place early in the year leading up to the Conference. A tour of proposed sites must take place by the Conference Director, during a pre-con visit. If the proposed sites are not easily reached or do not provide educational value, the Director may determine that tours will not occur. Exhibitors may not use these tours to promote their products or services.*
3. *A golf tournament may be held on the Friday following the Conference. Arrangements and sponsorships for the tournament will be the responsibility of the Conferences & Expositions Department with input from the Local Chapter Conference Chairperson and representatives.*

O. First Aid

When a first aid room is an exclusive of the convention center, it will not be necessary to rely upon chapter volunteers. Such services will be a Conference expense.

If such service is not an exclusive of the convention center, the Conferences & Expositions Director and Conference Chairperson will review how best to put such services into place. Local police, fire and/or rescue services may want to provide free volunteer services in exchange for complimentary day passes. There is also the possibility that local certified volunteers will manage the service if equipment and materials can be donated or financed.

P. Transportation

- 1. Transportation to and from airports and hotels is not provided for attendees. Most attendees will be on per diem and will be reimbursed for such transportation.*
- 2. The Director and Deputy Director of Conferences & Expositions will determine if a shuttle system between hotels and convention center will be needed to transport attendees. Shuttle contracts will require approval and signature of the Conferences & Expositions Director.*

~~The Association Conference & Exposition Administrator and the Host Chapter Chairperson will determine if a shuttle system will be needed to transport attendees. Shuttle contracts, if any, will require approval by the Conference Administrator and the signature of the Executive Director.~~

- 3. A shuttle between hotels and the convention center for those attendees who are handicapped and require assistance may be needed and will be determined by the Conferences & Expositions Director and Deputy Director. Such shuttle will be contracted to a local transportation company. Contracts will require approval and signature of the Conferences & Expositions Director.*
- 4. Transportation from the airport to Conference hotels and/or convention center and return transportation will be limited to those considered to be Association VIP's, i.e.; Executive Director, Board of Officers and others as determined by APCO, Inc. A transportation service will be contracted by the Director of Conferences & Expositions to provide transportation for these individuals.*

~~VIP pick up at airport, etc., will be limited to those persons on a list issued by the Conference Department approximately one month prior to the Conference. Most people~~

attending will be on Per Diem and can pay for transportation to and from the airport. ~~VIP pick-up will be conducted by Volunteer Host Chapter representatives.~~

5. *The Director of Conferences & Expositions and Local Chapter Conference Chairperson will review other vehicular needs during pre-con meetings in the year leading up to the Conference.*

A van will be rented by the Director of Conferences & Expositions and used by appointed volunteers to conduct such transportation.

~~The Association Conference & Exposition Administrator and Host Chapter Chairperson will review other vehicular needs at budget time.~~

Q. Special Activities

1. *RFP's from local tour companies recommended by the local Convention and Visitors Bureau will be sought and reviewed by the Director of Conferences & Expositions . The Local Chapter Conference Chairperson may make recommendations on local venues of interest. Such issues as distance, ADA compliance and general interest of international attendees must be taken into consideration.*

~~Proposals from local tour companies will be sought and reviewed by the Association Conference & Exposition Administrator and Host Chapter Chairperson or appointed representatives.~~

2. *Information on the RFP's will be provided to Local Chapter Conference Chairperson for comment. The Director of Conferences & Expositions will arrange presentations from three selected companies during a pre-con meeting before February 10 of the Conference year for comments or discussion.*
3. *After all above considerations are negotiated, the Director of Conferences & Expositions will make the selection of a tour company and execute a contract. APCO Conferences & Expositions Department will act as liaison to the tour company for such things as design of tour reservation page, method of payment, reservation cutoff date, etc.*

~~Upon approval of the Association Conference & Exposition Administrator, a selected tour company contract will be submitted to the Executive Director for execution.~~

4. *Costs for the tours will be in a price range felt by Conferences & Expositions staff to be affordable to the attendees.*

~~Costs for the tours will be in a price range affordable to the attendees. Tour information will be included in the attendee portfolio.~~

5. *The contracted tour company will staff a booth in the registration area during Saturday, Sunday, Monday, Tuesday of the Conference week to distribute pre-registration tickets, provide tour orientation, and to sell additional tickets.*

~~A special activity room will be provided for attendee orientation, etc. It will be staffed by Host Chapter representatives. Refreshments will be provided on tour days only prior to trip departure.~~

R. Lodging

1. *The official APCO housing contractor will oversee all reservations, and will compile records for current room use analysis and for future Conference planning.*
2. *Decision to use a professional housing company will be used and all contracts with that company will be the responsibility of the Director of Conferences & Expositions.*

~~Housing bureaus or independent housing contractors will be used in order to obtain accurate housing records for current Conference analysis and for future Conference planning.~~

~~Housing bureau or independent housing contractor contracts require approval by the Association Conference & Exposition Administrator and signature by the Executive Director. The Conference Department will work with the housing bureau of the local convention and visitors bureau on housing form design, rules and regulations, etc.~~

~~The Conference Department will maintain a close liaison with the housing bureau or independent housing contractor.~~

~~The Conference Department will keep the Host Chapter Chairperson updated on room sales and arrangements.~~

3. *Decision of what hotels will be used for the Conference block and what property(s) will be selected as host hotel(s) will be the responsibility of the Director of Conferences & Expositions after consultation with the housing contractor.*
4. *The Director of Conferences & Expositions will reserve a block of up to 175 rooms in APCO's name for Board of Officers, Executive Council, headquarters staff, VIP's, Local Chapter Conference Chairperson and designated representatives, etc., in the host hotel and other Conference hotels. Rooms will be released to the general housing block when the needs of those listed above have been satisfied.*

The Association Conference & Exposition Administrator will reserve a block of up to 150 rooms in the APCO contracted hotels for Conference delegates/volunteers, headquarters staff, VIP, etc. Rooms will be released when the needs of the Executive Director and Board of Officers have been satisfied.

Some language
as #3 pg. 17

5. Lodging costs during the Conference for the Local Chapter Conference Chairperson will be provided in the form of a sleeping room in the host hotel or nearby hotel and will be upgraded to concierge or corporate level if possible. **An additional connecting bedroom can be made available, if possible.** If in any given year, an additional business suite or better class suite is available through hotel contract negotiation, the Conference & Exposition Department staff will ensure that such will be offered to the Chairperson.

Similar
language
as #3 pg. 17

Those Conference representatives who must be lodged because of lengthy commutes will be assigned rooms in contracted hotels. The Director of Conferences & Expositions will review all room requests. Those living within a close proximity to the Conference site that will not incur undue commuting problems will be encouraged to commute. Reasonable mileage expense is available. The Local Chapter Conference Chairperson is encouraged to select chapter members who live within a short commute of the Conference city as representatives.

Duplicated
#3 pg. 17

Names of those Chapter members who have been appointed as Committee representatives and will require housing must be forwarded to the Director of Conferences & Expositions by 1 May of the conference year for review. Names may be substituted after that date, but none can be added.

Some language
#4 pg. 18

6. The APCO Conferences & Expositions Director and Deputy Director will establish a master account in the host hotel and all other hotels contracted for the Conference. All hotel master lists are subject to review by the Board of Officers and the Executive Director. The Conference Director and Deputy Conference Director will supply the Executive Director and Board of Officers with such lists upon request.

Some language
#4 pg. 18

All associated Conference charges for people considered VIP's by the APCO Executive Director and Board of Officers will be billed to the master account with the exception of incidentals. Committee lodging will be on the master list with the exception of incidentals. Incidentals such as telephone charges, room service, in-room movies, etc., must be personally arranged by credit card or personal check with the hotel during the Conference stay and will not be reimbursed by APCO.

Some language
#4 pg. 18

Incidentals such as telephone charges, room service, in-room movies, etc., must be personally arranged for with the hotels by the Local Chapter Conference chairperson and those local representatives requiring lodging during the Conference either by personal deposit, credit card or check. Unauthorized hotel expenses will not be reimbursed by APCO.

The APCO Conferences & Expositions Director and Conference Deputy Director, Board of Officers, the APCO Executive Director or his appointed representative only

will have the authority to change or add catering orders, etc. Unauthorized expenses in Conference hotels are subject to review.

7. *Hospitality/welcoming tables can be set up in the lobby of each contracted Conference hotel if allowed by the hotel. They must be properly staffed by appointed local volunteers. If there is an indication that this service will not be managed well because of a lack of volunteers, etc., the Director will determine not to have the service. This service would be in place Saturday, Sunday and Monday of the Conference week only.*

~~Hospitality/welcoming tables will be set up in the lobby of each contracted Conference hotel and they will be staffed by representatives appointed by the Host Chapter Chairperson.~~

S. Signage

1. Show signage is provided by APCO's contracted decorating company.
2. Signage by exhibitors or candidates for elective office (candidates should consult with APCO Administration Office ~~Headquarters~~ for Policy Manual Campaign Rules), meeting room notices, etc., will not be placed in the convention center or Conference hotels without the express approval of the *Director of Conferences & Expositions*. ~~Association Conference & Exposition Administrator.~~
3. Exhibitor product information will not be placed in other than designated areas of the convention center.
4. There will be no information of any kind displayed at convention center or Conference hotels by companies who are not exhibiting at the Conference.
5. *The Local Chapter Conference Chairperson may suggest signage and its usages, but may not contract with independent signage companies or generate his/her own signage.*
6. *Most convention centers have strict rules about the placement of signage. APCO may incur expensive fines if signs are placed in improper areas or affixed with materials that cause damage to building walls and other structures.*

-END-

Part B

The Conference Host Chapter

The Local Chapter Conference Chairperson & Representatives

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Part B

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Preface

This document comprises Part B of the APCO, Inc. Conference Manual. The APCO Conference Manual consists of two parts. Part A, a separate companion document, is a planning manual titled the APCO ANNUAL CONFERENCE & EXPOSITIONS MANAGEMENT GUIDELINE. The purpose of this Part B is to highlight the possible Conference requirements upon a Chapter which has agreed to act as a Conference Host. It is thus a working reference which may be viewed as an implementation manual to the extent authorized.

Part A governs this Part B as is appropriate. In event of contradiction with this Part B, or in any matter of definition, Part A dictates. With this understanding, either Part may be used separately or in conjunction in accordance with the several needs which may be expressed and agreed to by the Association.

Part B establishes the authority and responsibility delegated by the Office of the Executive Director to a ~~Host~~ *Local Chapter Conference Chairperson and representatives* and goes into limited detail with regard to organization of a ~~Host~~ *Local Chapter Conference Chairperson and representatives.* To what extent these details will constitute actual requirements on any one ~~Host~~ *Local Chapter* before or during the implementation of a Conference is a matter of the Association determining the capabilities and extent of commitment of ~~Host~~ *a Local Chapter*. If ~~the Host~~ *a Chapter* is capable and willing to provide additional assistance, such assistance is generally welcome *within the confines of Part A*. ~~To maintain a sense of who is responsible for which areas, such added or reduced areas of responsibility will be committed to writing and will become an addendum to this document for that specific Host Chapter.~~

~~The Host Chapter Conference Committee primary point of contact with the Association is the Conference & Exposition Administrator of the APCO Conference Department. The Headquarters Office of the Association is located at 2040 S. Ridgewood Avenue, South Daytona, FL 32119. Phone 904/322-2500 or 888/272-6911, Ext. 249 or 250.~~

The Local Chapter Conference Chairperson and representatives' primary point of contact with the Association is the Director of Conferences & Expositions at APCO Headquarters. The Headquarters Office is located at 2040 S. Ridgewood Avenue, South Daytona, FL 32119. Telephone 904/322-2500 or 888/272-APCO, Conferences & Expositions Department extensions are 250 Director, 239 Deputy Director, 249 Conference Registrar & Exhibits Coordinator, 226 Conferences & Expositions Support Services Coordinator, 254 Conferences/Expositions Assistant.

~~The Host Chapter
The Local Chapter Conference Chairperson & Representatives~~

I General

A. ~~Conference Site Selection (Please refer to Part A, Section II)~~

~~A Chapter of this Association interested in hosting an APCO, Inc. Conference & Exposition should contact the Association Conference Department for a copy of the Site Selection Stipulations and its eligibility clauses.~~

~~The Chapter President, upon determining that the chapter is eligible and can meet the stipulations of site selection, and upon receiving a majority affirmative vote from its members, may submit a Letter of Intent to the APCO Executive Director. This letter will be submitted by 1 January of the year in which the next Conference site will be selected. The letter should state that the Chapter proposes to host the specific APCO, Inc. Conference & Exposition. For example, Chapters wishing to host the 2002 Conference would make their intent known by 1 January 1997. Only the Association Board of Officers may make exceptions to this rule.~~

~~The Chapter is required to have the support in writing of the Mayor and other local leading officials of said city.~~

~~The Chapter during this time should contact the convention and visitors bureau in the city it is considering as the Conference site and have said facility contact the Association Conference Department in this regard.~~

~~The Association Conference & Exposition Administrator will travel to the proposed Conference site to ensure the city's convention facilities meet APCO, Inc. site stipulations. The Association Conference & Exposition Administrator will report details of all site inspections to the Executive Director.~~

- B. The Conference Host Chapter Chairperson and his/her representatives are comprised of members of the Host Chapter. The Host Chapter President recommends the Conference Chairperson at the time the Conference & Exposition Department and the Chapter being preliminary planning (usually 18 months out from the conference). A candidate recommended for Conference Chairperson by the Local Chapter cannot have a conflicting commercial interest and is required to be a member of the Association. The candidate for Chairperson must provide the Association with written support of his/her employment entity, if applicable, i.e., if that person is a Life or Retired member, no letter would be necessary. The Board of Officers will ratify the Chapter appointment of the Chair if his/her credentials are in order. If a problem should develop which would preclude the Chair from completing Conference duties or if the Board of Officers finds it necessary to withdraw its ratification, the Local Chapter may submit a replacement for ratification.

A candidate recommended for Host Chapter Chairperson by the Host Chapter cannot have a conflicting commercial interest and is required to be a member of the Association. The candidate for Chairperson must provide the Association with written support of his/her employing entity, if applicable. i.e., if that person were a Life or Retired member, no letter would be necessary. The Board of Officers will ratify the Chapter appointment of the Chair if his/her credentials are in order. If a problem should develop which would preclude the Chair completing the Conference or if the Board of Officers finds it necessary to withdraw its ratification, the Host Chapter may submit a replacement for ratification.

- Chair?*
- C. ~~The Local Chapter Chairperson serves at the pleasure of the local Chapter subject to confirmation of the Board of Officers. Once confirmed, the Chair will work directly with the APCO Conferences & Expositions Department. The Local Chapter Conference Chairperson may not be relieved of such duty or transfer such appointment without concurrence of the Board of Officers. The Local Chapter has authority to recommend replacement of the Local Chapter Conference Chairperson and any Local Chapter representative.~~

~~The Host Chapter Chairperson serves at the pleasure of the Host Chapter subject to confirmation of the Board of Officers. Once confirmed, the Chair will work directly with the APCO, Inc. Conference Department. The Host Chapter Chairperson may not be relieved of such duty or transfer such appointment without concurrence of the Board of Officers. The Host Chapter has authority to recommend replacement of the Host Chapter Chairperson and the Host Chapter.~~

- D. ~~If a Local Chapter should choose to withdraw its Conference commitment after a city has been selected, such intent must be made in writing to the Board of Officers. Should such decision occur, the Conference will remain in the city, but the Local Chapter may not share in the proceeds of the Conference.~~

~~If a Host Chapter should choose to withdraw its Host commitment after a site has been selected, such intent must be made in writing to the Board of Officers. It will be the decision of the Board of Officers whether to proceed with plans to hold a Conference at that site. Should such decision occur, the Chapter may not share in proceeds of the Conference.~~

- E. ~~The Chapter will assist the Conferences & Expositions Department in seeking support from leading officials of the Conference city during the years leading up to the Conference.~~
- F. ~~Local Conference Chapters may choose to use the Association's logo and the Association's approved Conference theme on any item(s) they wish to have produced to sell for Chapter revenue. Production expenses are the responsibility of the Chapter and revenue from sales is considered Chapter revenue. Revenue or loss of revenue for such projects will not be considered part of the APCO Conference budget, and financial losses incurred from such Chapter projects are not the responsibility of the Association.~~

~~A Host Chapter may use the APCO, Inc logo and the approved Conference logo and theme on any items desired to be used for sale as promotion of the Conference. Financial responsibility for such promotion will be that of the Host Chapter and will not be considered part of the~~

~~APCO, Inc. Conference budget. Financial losses incurred from such promotional projects will not be the responsibility of APCO, Inc.~~

- G. *No post Conference Chapter flat rate fee or bonus can be released to the Local Conference Chapter until the final Conference Committee report has been submitted by the Local Conference Chairperson (or by a person designated by the Chairperson) to the Association Conferences & Expositions Department. The report is due within 90 days of the end of the event.*

~~No post Conference Chapter rebate will be released to the host Chapter until the final Conference report has been submitted by the Conference Chairperson (or by a person designated by the Chairperson) to the Association Conference Department.~~

- H. *The Local Chapter Conference Chairperson and representatives are the Association's local, on-site roving ambassadors. It is the responsibility of the Local Chapter Conference Chairperson and representatives to provide the local feel, personality and color to the APCO Conferences & Expositions. The Conference attracts attendees from around the world, and these people are anxious to know about the area they are visiting. The Local Chapter Conference Chairperson and representatives are the welcoming committee for the Conference attendees. By their courtesies and involvement with Conference attendees, the Local Chapter Conference Chairperson and representatives can encourage membership growth and retention, discover and develop new leadership. The Local Chapter Conference Chairperson, representatives and volunteers provide the meeting with character and make the Conference "user friendly."*

~~The Host Chapter Conference representatives are the Association's local, on-site roving ambassadors. It is the responsibility of the Host Chapter Conference representatives to provide the local feel, personality and color to the APCO Conference & Exposition. The Conference attracts attendees from around the world. These people are anxious to know about the area they are visiting. The Host chapter is the welcoming committee for the Conference attendees. By its courtesies and involvement with Conference attendees, the Host Chapter Conference committee representatives can encourage membership growth and retention and discover and develop new leadership. The Host Chapter volunteers provide the meeting with character and make the Conference "user friendly."~~

- I. *The number of Conference representatives and volunteers varies from year to year depending on the makeup of the city, convention center requirements, etc. The Local Chapter Conference Chairperson will work in coordination with the Director of Conferences & Expositions to determine the number of representatives and volunteers that will be needed to manage the Conference. The experience and professional resources of the Association staff will handle the majority of crucial conference tasks and maintain the timelines for Conference planning tasks. Nine representative duties, including the Chapter Conference Chairperson are recommended by this manual and are described in the following pages.*

The Host chapter Chairperson is requested to keep the number of representatives to a minimum. The experience and professional resources of the Association staff will handle many major Conference tasks.

It should be understood that the Conference Chapter provides what APCO cannot – a local resource. This resource is most valuable when it is comprised of a limited number of individuals who can be asked to perform any reasonable related task; rather than be a compartmentalized force so fragmented by legends and limited by detailed duties that it becomes a problem itself, rather than be a flexible source of on-site assistance. The work of the Local Chapter Conference Chairperson and representatives should be structured according to immediate and varying needs, rather than all together according to long-term duties. The volunteer body is most useful when comprised of individuals who can respond actively to different needs at different times.

- Same language #3 pg 65*
- J. *The Local Chapter Conference Chairperson should choose representatives and volunteers who can be relied upon to carry out multifaceted duties, particularly during the actual Conference. The Chairperson should not hesitate to relieve a Conference representative or volunteer from a task if that person is not fulfilling his/her Conference duties. The Chairperson should keep the Conferences & Expositions Director advised of changes in his/her appointments. The Director of Conferences & Expositions may recommend to the Local Chapter Conference Chairperson the removal of a representative or volunteer from duty if an assigned task is not being completed.*

~~The Host Chapter Chairperson should choose sub-chair representatives and volunteers who can be trusted to carry out multi-faceted duties. The Chairperson should not hesitate to relieve a Conference representative from a task if that person is not fulfilling his/her duties. The Chairperson should keep the Conference & Exposition Administrator advised of changes in his/her sub-chair appointments.~~

- Similar language #4 pg 65*
- K. *After the number of representatives and volunteers and their duties have been determined as in (II-H) above, the Local Chapter Conference Chairperson will provide the Director with a list of his/her representative appointments at least 13 months prior to the Conference.*

~~Each APCO, Inc. Conference & Exposition Host chapter Chairperson will outline his representatives' appointments and their tasks and review same with the Association Conference & Exposition Administrator prior to such appointments. These appointments may vary annually dependent upon what the Conference site, Chapter and Association needs dictate. Such appointments and duties will be guided by the Association duties detailed in this document.~~

- Same language #6 pg 65*
- L. *The Local Chapter Conference Chairperson and Director of Conferences & Expositions will set-up Conference training classes for all volunteers. Classes will take place during June and July pre-Conference meetings and several days prior to the beginning of the Conference. These classes will be conducted in the convention center and host hotel and will be considered "dry-runs." All Chapter volunteers and also representatives will "walk through" their duties with the Local Chapter Conference Chairperson under the guidance of the Director of Conferences & Expositions.*

Chairperson will appoint four (4) chairpersons who will oversee specific duties as outlined below. Six (6) sub-chairs may be appointed under General Arrangements. The Chairperson may also recommend the MANAPCO representative to the CAC. Conference sub-chairs and volunteers shall report to and work under the direction of the Host Chapter Chairperson. The Host Chapter Chairperson shall coordinate the activities of all sub-chairs and volunteers at the direction of the Association Conference & Exposition Administrator.

Same language
#J p963

3. *The Local Chapter Conference Chairperson shall choose representatives and volunteers who can be trusted to carry out multifaceted duties, particularly during the actual Conference. The Chairperson should not hesitate to relieve a Conference representative or volunteer from a task if that person is not fulfilling his/her Conference duties. The Chairperson should keep the Conferences & Expositions Director advised of changes in his/her appointments. The Director of Conferences & Expositions may recommend to the Local Chapter Chairperson the removal of a representative or volunteer from duty if assigned tasks are not being completed.*
4. *After the number of representatives and volunteers and their duties have been determined as in II-H. above, the Local Chapter Conference Chairperson will provide the Director with a list of his/her representative appointments.*
5. *The Local Chapter Conference Chairperson should have discussions with Conference representatives and will provide the Association Conferences & Expositions Director with thoughts on ideas for such events as Executive Council Dinner, MANAPCO Night, Attendee Night, etc., attendee bag design, event menu, etc., in preparation of the initial first cut of the Conference budget approximately 15 months prior to the Conference.*
6. *The Local Chapter Conference Chairperson and Director of Conferences & Expositions will set up Conference training classes for all volunteers. Classes will take place during the June and July pre-Conference meetings and several days prior to the beginning of the Conference. These classes will be conducted in the convention center and host hotel and will be considered "dry-runs." All Chapter volunteers and also representatives will "walk through" their duties with the Local Chapter Conference Chairperson under the guidance of the Director of Conferences & Expositions.*
7. *The Local Chapter Conference Chairperson and his/her representatives are the voluntary extension of the APCO Inc. staff, and are the on-scene resource of a Conference. They represent the Association in Conference matters at the local level and keep the Association advised of site conditions, which differ with each Conference and can change before each Conference.*
8. *The Local Chapter Conference Chairperson must provide APCO with a Conference report within 90 days of the close of the Conference. This report should focus on the Chairperson's overall observation of the Conference.*

Similar to
#K p963

Same language
#L p963

B. General Arrangements

- 1) *General Arrangements duties can be that of the Local Chapter Conference Chairperson or the Chair may elect to delegate this responsibility to a representative. The duties are multifaceted and should be coordinated closely with the Director of Conferences & Expositions and Conference Deputy Director. Responsibilities under the General Arrangements Representatives are as follows:*

~~The General Arrangements chair can be the duty of the Host Chapter Chair or the Chair may elect to delegate this responsibility to a sub-chair. The duties are multifaceted and should be coordinated closely with the Association Conference & Exposition Administrator.~~

~~Key Conference representatives and designated APCO staff members (as determined by the Association Conference & Exposition Administrator and Host Chapter Chairperson) will have portable radios and other communications equipment to manage convention center, contracted hotel and special activities operations. (See Part A, Section, III, I.3).~~

a.) Program

Inasmuch as the Annual Conference is an Association meeting, and because of wide-spread contacts made by the Association, and its knowledge of and participation in pending important events, the primary responsibility for Calls and other major program planning lies in the Headquarters Office.

The APCO Conferences & Expositions Department will have been developing the Conference program through the Director and Deputy Director of Conferences & Expositions. The Local Chapter Conference Chairperson and his/her representatives are encouraged to seek local presenters for all track topics and present same to the Conferences & Expositions Deputy Director by the 30 November deadline. Close cooperation is required by all in the matter of issuing Calls for Presentations.

~~The APCO Conference Department will have been developing the Conference program through the Association Conference & Exposition Administrator. Close cooperation is required by all in the matter of issuing Calls for Presentations. Inasmuch as the Annual Conference is an Association meeting, and because of wide-spread contacts made by the Association, and its knowledge of and participation in pending important events, the primary responsibility for Calls and other major program planning lies in the Headquarters Office. The Host Chapter is encouraged to seek local presenters for all track topics and present these to the Conference Department by the 30 November deadline.~~

The Conference representative involved in general arrangements may appoint a volunteer representative to work with the Conferences & Expositions Department or the representative may elect to personally work with the Department in program planning. Answers to the Call for Presentations will be sent to the Local Chapter Conference Chairperson and/or representative, if one is required.

~~The General Arrangements sub-chair may appoint a volunteer representative to work with the Conference Department or the chair may elect to personally work with the Department in program planning. A number of volunteer representatives will be needed on Conference site to act as monitors and to assume other duties connected with running a Conference program schedule. The number of volunteers should be coordinated with the Conference Department.~~

A number of volunteer representatives will be needed on Conference site to act as proctors and monitors and to assume other duties connected with putting on a Conference program schedule. The number of volunteers should be coordinated with

Conferences & Expositions Deputy Director. "Dry runs" should take place at least one day before the actual seminars begin. See Part A, Section III L "Program."

~~See Part A "Program."~~

b.) Publicity

The General Arrangements representative may appoint a volunteer representative to work with the Association Conferences & Expositions Director, the APCO Marketing & Communications Director and the APCO Public Safety Communications Magazine Editor. The General Arrangements representative may elect to personally work with the APCO employees mentioned above.

~~The General Arrangements sub-chair may appoint volunteer representatives to work with the Association Conference & Exposition Administrator and Bulletin Editor, or the chair may elect to personally work with them.~~

~~Usually one person is needed for this duty.~~

The APCO Membership/Marketing Department will contact local TV, radio and newspapers to publicize the Conference using press lists provided by convention and visitors bureaus and other sources. The Membership/Marketing Department may also contact Local Chapter representatives for publicity lists, if available.

Group or individual photos and biographies of the Chairperson and appointed representatives shall be provided to the *Public Safety Communications Magazine/APCO Bulletin* Editor. The Chairperson shall contact the Editor for editorial and materials deadlines.

See Part A, Section III 'Publications, Advertising Materials, Mailings.'

c.) *Entertainment*

The General Arrangements representative may appoint a volunteer to work with the Association Conferences & Expositions Director and Local Chapter Conference Chairperson on this task, or the representative may elect to personally carry out the duty.

~~The General Arrangements sub-chair may appoint a volunteer representative to work with the Association Conference & Exposition Administrator or the chair may elect to personally work with the Association Conference & Exposition Administrator.~~

The person working with this task must stay in close contact with the Director of Conferences & Expositions and Local Chapter Conference Chairperson to ensure all entertainment ideas for various functions are smooth and well coordinated.

~~Usually one person is needed for this duty and should be in close contact with the Association Conference & Exposition Administrator on entertainment sources budgets. The person must stay in close contact with the Association Conference & Exposition Administrator during the actual Conference to assure smooth coordination of entertainment functions.~~

The Director of Conferences & Expositions will sign all other contracts for such Conference services as housing, entertainment, drayage, decorating, etc.

(Lodging: There is no need for a lodging representative) *APCO's housing contractor handles all attendee housing reservations, changes and cancellations. (Please see Part A, Section III R)*

~~See Part A "Lodging"~~

d.) *Transportation*

The General Arrangements representative may appoint a volunteer representative to work with the Associations Conferences & Expositions Director and Local Chapter Conference Chairperson or the chair may elect to personally carry out this duty. If a shuttle system is necessary to transport attendees from outlying hotels to and from the convention center, the

representative will be the Director of Conferences & Exposition's local contact in soliciting bids from bus companies. The representative will work with the Director of Conferences & Expositions in coordinating VIP pick-ups, running errands needed for on-site operations, etc. The General Arrangements chair and the Director of Conferences & Expositions will determine the number of additional representatives.

~~The General Arrangements sub-chair may appoint a volunteer representative to work with the Association Conference & Exposition Administrator, or the chair may elect to personally work with the Association Conference & Exposition Administrator. If a shuttle system is necessary to transport attendees from outlying hotels to the convention center, the representative will be the Association Conference & Exposition Administrator's local contact in soliciting bids from bus companies. The representative will work with the Association Conference & Exhibition Administrator in coordinating VIP pickups, running errands needed for onsite operations, etc. The number of additional representatives will be determined by the General Arrangements chair and the Association Conference & Exposition Administrator.~~

e.) Volunteer

This is the most important duty of the General Arrangements representative and should be handled personally by this individual. The representative should work closely with the Director of Conferences & Expositions and Local Chapter Conference Chairperson to determine the number of people necessary to run the on-site operations of the Conference.

~~The General Arrangements chair should handle this duty and work closely with the Host Chapter Chairperson and the Association Conference & Exposition Administrator to determine the number of people necessary to run the on-site operations of the Conference. There will be a possible need for ticket takers, drivers, security, etc.~~

- (1) *The number of volunteers will vary from year to year dependent upon the configuration of the convention center, number of events both on and off site, number of expected attendees, etc.*
- (2) *The Director of Conferences & Expositions and Local Chapter Conference Committee and the General Arrangements representative will outline the duties and **member** of estimated volunteers at least six months before the Conference. The volunteer group may meet during this six-month period when the Conference & Exposition staff is attending a planning session with the Local Chapter Conference Chairperson and appointed representatives.*
- (3) *Chapter members will be called upon to perform the duties of volunteers. Boy and Girl Scout organizations, Police Explorers, Telephone Pioneers, local police and fire departments, convention and visitors bureaus*

SP. NUMBER

volunteers, etc., can be good sources for volunteers.

The Local Chapter Conference Chairperson and the Director of Conferences & Expositions will set-up Conference training classes for all volunteers. Classes will take place during the June and July pre-Conference meetings and several days prior to the beginning of the Conference. These classes will be conducted in the convention center and host hotel and will be considered "dry-runs." All Chapter volunteers and also representatives will "walk" through their duties with the Local Chapter Conference Chairperson under guidance of the Director of Conferences & Expositions.

(4) Volunteers will be needed to assemble attendee bags at the convention center site and stuff with all available materials on the Friday before the Conference. Local Chapter Conference representatives from future Conferences should also be encouraged to volunteer for this labor-intensive operation.

Registration : **There is no need for a registration representative.** The APCO Conference Registrar & Exhibits Coordinator will manage the registration area. Members of APCO Accounting and Information Systems Department will assist in the operation of the registration area. The Director of Conferences & Expositions will hire a local temporary employment agency (Manpower, Kelly, etc.) to act as data entry clerks on conference site. (Please see Part A, Section III G)

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~~This sub-chair must work closely with the Association Conference & Exposition Administrator and the Information Systems Department of the Headquarters office. A list of computer and printer needs and types is available upon request.~~

~~Twelve (12) computers and printers are required for registration purposes as of this writing. Requirements will be updated annually in due time by the Association Conference & Exposition Administrator with the assistance of an APCO, Inc Information Systems Specialist.~~

~~The Registration sub-chair will work with the Conference & Exposition Administrator to have attendee bags stuffed on site with all available materials on the Friday prior to the Conference. Host Chapter representatives from future Conferences should also be encouraged to volunteer for this labor-intensive operation.~~

~~The Registration sub-chair will work with the Conference and Exposition Administrator to arrange for all shipped and collected stuffer/novelty items from contributing exhibitors to be delivered to a predetermined room in the convention center or host hotel.~~

~~Other such items to be included in the portfolios will be included in the APCO, Inc. shipment arriving on an appointed day prior to the Conference.~~

~~The Registration sub-chair will need at least one other person to work with the APCO Headquarters Information Systems Department. This person must be highly skilled in computer operations and terminology. Some hands-on experience in the APCO Headquarters registration database is necessary. This matter should be discussed with the Host Chapter Chairperson and the Association Conference & Exposition Administrator.~~

~~On-site cash, credit card and check transactions will be managed by the APCO Controller and an appointed Headquarters staff member. The Registration sub-chair should become familiar with the computer database by assisting with on-site registration in as many prior Conferences as possible. See Part A, Section I.1&2.~~

f.) Exhibits:

The Director of Conferences & Expositions, the CAC and an appointed Local Chapter representative will all supervise the exhibit hall. The appointed Local Chapter representative will be needed for specific duties that will be outlined on a yearly basis since exhibit hall floors, loading docks, marshalling areas, security needs, etc. change from year to year. (Please see Part A, Section III J)

~~The exhibits area will be supervised by the Association Conference & Exposition Administrator, the CAC and appointed Exhibits sub-chair. On-site meetings will be held between the decorator, members of the CAC, the Association Conference & Exposition Administrator, the Exhibits sub-chair and those people appointed for security to assure that all exhibitors are meeting the requirements of Association exhibit rules and regulations. Activities and conduct in the exhibits area will be monitored by the Association Conference & Exposition Administrator, CAC and Exhibits sub-chair.~~

Selling and contracting with vendors for exhibit space and exhibitor underwriting is the responsibility of the APCO Conferences & Exposition Department. The Local Chapter Conference representatives are encouraged to provide interested local public safety communications companies with copies of the Exhibitors Prospective.

The Director of Conferences & Expositions, the Corporate Advisory Committee's exhibits representative and the Local Chapter Exhibits Representative will monitor exhibitor activities and conduct in the exhibit hall.

One person is needed for this duty in the time prior to actual on-site operations. Additional people should be appointed to assist the exhibits representative on show site.

Usually one person is needed for this duty in the time prior to the Conference. Additional people should be appointed for assistance on site.

g.) Security

(1) Security needs will be based upon the design and requirements of the contracted convention center. Some center designs offer more security than others do in their exhibit halls and registration areas. Some centers require sole contract agreements with their own in-house security facility. While this type of security is usually limited to outside doors, exhibit areas, etc., it may also include inside areas of the exhibit halls and registration areas.

(2) The APCO Director of Conferences & Expositions and contracted drayage/exposition company representatives will determine all security requirements for the Conference.

~~Should contracted security be mandatory, the General Arrangements chair and his/her appointed volunteer representative must work closely with company employees, the exhibits representative and the Association Conference & Exposition Administrator. All of the above mentioned individuals must work in coordination with the contracted exposition drayage/decorating company.~~

(3) A local security company will be selected and a contract signed by the Director of Conferences & Expositions for all security needs in the convention center and for all Conference activities.

(4) The exhibit areas are secured at all times during the Conference from exhibit set-up through exhibit tear-down day. Exhibitor personnel involved in set-up and tear-down only will be given special badges for those purposes.

(5) **Representatives from the Local Chapter** will be appointed by the Director of Conferences & Expositions to work with the official APCO drayage/exposition company and Conference Exposition staff for set-up and tear-down duties during daytime hours and during the actual daytime exhibit hours in the exhibit hall. Contracted security company staff and convention center security staff will also be in place during daytime show hours as determined by the Director of Conferences & Expositions. After hours security will be the responsibility of the Director of Conferences &

Is this above and beyond the Exhibit rep.?

Expositions as arranged with the contracted security company and convention center security staff.

- (6) *The security and exhibit representatives will work with the official APCO drayage/exposition company and Conference & Exposition staff to coordinate security duty on the loading docks during exhibitor set-up and tear-down hours.*

~~Host Chapter representatives appointed for security duty must be present on the loading docks during exhibitor set-up and tear-down hours.~~

- (7) *Conference security and exhibit representatives will work with Conference & Exposition staff to provide crowd control and take tickets during exhibit hours and event functions. Such representatives must be equipped with radios. A pre-determined number of chapter volunteers will be needed to augment these duties. The number of such volunteers varies from **yea to year** due to the design of the convention center and other event sites. Additional security duties may be required after convention center requirements are met. The Director of Conferences & Expositions and Local Chapter Conference Chairperson will determine such needs.*

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~~Conference security representatives will check admissions and provide crowd control during exhibit and meal functions. Such representatives should be equipped with radios.~~

- (8) *Volunteer security may be needed to monitor shuttle services if a shuttle system is provided. The APCO Director of Conferences & Expositions and security representative will determine such needs.*

~~Security representatives may be needed to monitor shuttle services if that function is provided.~~

~~Additional security duties may be required after convention center requirements are met. The Association Conference & Exposition Administrator and Host chapter Chairperson will review such needs.~~

~~(See Part A for more details and contact the Association Conference & Exposition Administrator)~~

~~See Part A "Security"~~

III General Conference Timelines

48, 36, 24, 12 Months Out:

A Chapter that will host a future Conference 36 to 24 months out may want to have a table or booth in the registration area of a current Conference. The Conferences & Expositions Department will send a questionnaire to these future Conference Chapters in April before a current Conference. It is not a requirement of a Chapter to have a table or booth at a

current Conference. City Convention and Visitors Bureaus can assist a Chapter by supplying a table or booth backdrops, promotional items, information flyers, etc. A Chapter desiring to promote and/or enhance a future Conference with its own ideas that have not been part of the approved budget does so at its own expense. Chapters may arrange with the Conferences & Expositions Department to have such promotional cost come out of its bottom-line Conference revenue within reason. Such arrangement must be in writing to the Director. The Director will consult with the Executive Director and Board of Officers before such ideas being put into place.

This wording is similar to #10 P9.9 and #3 P9.14

24 Months Out:

A Chapter hosting a Conference 24 months out should encourage members to attend this Conference at their own expense to understand the Conference dialogue, on-site management and flow of operation.

At 18 months out, the Host Chapter Chairperson should have working knowledge of needs and suggestions for the Conference. Accordingly, the tasks should be identified and assigned to Committee sub chairs. Sub chairs should be encouraged to, on their own, attend as many prior APCO, Inc. Conferences as possible, and to work as volunteers with those Host Chapter Representatives in order to hone their own skills by actual experience and observation. The Host Chairperson is authorized to incur expense from the Conference budget to travel to the preceding Conference for purposes of observation and participation. Up to three Host Chapter representatives may be authorized to incur travel expenses. The Conference & Exposition Manager may make a site inspection trip to talk to the Host Chapter Chairperson and his/her representatives regarding preplanning issues. Hotel properties and convention center will be reviewed again at this time.

18 Months Out:

A Local Chapter Conference Chairperson should be appointed by the Chapter President at this time. The Director and Deputy Director of Conferences & Expositions will meet with the Local Chapter Conference Chairperson to discuss the Conference manual. Questions, suggestions and concerns of the Chairperson about the manual are discussed at this time. Site inspections of the Conference venue have been made prior to this time including the initial bid inspection. A site inspection of the convention center and Conference hotels will take place at this time as prearranged by the Conferences & Expositions Department. Tasks for the Chairperson and his/her representatives will be discussed as per the Conference manual. Sources for volunteers (please see Volunteers Part B, Section III, B.3) will be discussed at this time.

14 Months Out:

A budget will be set in place by the Conferences & Expositions Department and submitted to the Board of Officers in June of the year preceding a future Conference (June of 2000 for the 2001 Conference). The budget will be submitted to the Executive Council for final approval in August of the year preceding a future Conference. Once approved, the budge

This wording is the same as #2 P9.14

can be adjusted if pre-planning indicates revenue and/or expenses will change. Any adjustments must have approval of the Executive Director and Board of Officers.

The cost centers of the Conference budget will have been worked out by the Association Conference & Exposition Administrator and provided to the Host Chairperson by the above date. All of the scheduled expense in these centers, and supplier contracts entered into during this period, will be reviewed for approval before their submissions to the Executive Director for signing.

At 18 months out, the APCO Conference Department will draft a budget for the next Fiscal Year. Although Conference financing is done by the Association Controller, it is important that the Controller and the Association Conference & Exposition Administrator be kept up-to-date at this point in plans and thoughts of the Host Chapter Chairperson. A copy of the Fiscal Year budget will be forwarded to the Conference Chairperson. Also, the Host Chapter chairperson and sub-chairs should have firm ideas now about the Conference logos and theme. The Association Conference & Exposition Administrator will make another site visit.

13 Months Out:

After the number of representatives and volunteers and their duties have been determined as in Part B, above, the Local Chapter Conference Chairperson will provide the Director with a list of his/her representative appointments at least 13 months before the Conference.

At 13 months out, the Conference logos and theme should be ready for final approval by the Association Conference & Exposition Administrator. Also, final decisions will be made regarding sub-chairs that will be authorized to "shadow" the preceding APCO, Inc. Conference. The Host Chapter Chairperson and his/her appointed representatives should be fully aware of the fact that they will be required to pitch in and help the current Host Chapter Chairperson during the period of their Conference. Learning is best accomplished by doing.

The Local Chapter Conference Chairperson shall have discussions with his/her Conference representatives and will provide the Association Conferences & Expositions Director with ideas for such events as the Executive Council Dinner, MANAPCO Night, Attendee Night, etc., attendee bag design, event menus, etc., in preparation of the initial first cut of the Conference budget approximately 14 months before the Conference.

At 18 months out, working sessions begin the Host Chapter Chairperson, sub-chairs representative and the Association Conference & Exposition Administrator on thoughts for the Opening Meal Function, closing banquet, themes, logos, attendee portfolio design, function menus, etc., in preparation of the initial first cut of the Conference budget. It is important the minutes of all meetings be recorded and forwarded to the Association Conference & Exposition Administrator. Conference calls can be set up with the Association Conference & Exposition Administrator during these meetings if necessary.

How do you do something in the 13 month that was due for a 14 month issue?

Remove duplicate

13 Months Out:

The APCO Public Safety Communications Magazine Editor will solicit articles from the Local Chapter Conference Chairperson and appointed representatives starting 13 months before the Conference. Articles involving local government and vendors should be copied to the Local Chapter Conference Chairperson for approval before printing and should be returned to the Editor. Articles provided by local convention and visitors bureaus do not require review by the Local Chapter Conference Chairperson.

12 Months Out:

Headquarters may authorize up to three Conference Chapter representatives to attend the APCO Conference & Exposition immediately before their own. The Director of Conferences & Expositions and the Local Chapter Conference Chairperson will decide who shall make this trip.

~~At 12 months out, the Conference budget should be in final form. This budget may be an item on the Board of Officers meetings held during the current Conference should it be issued for address. The Host chapter Chairperson should now be meeting with designated sub-chairs on a monthly basis for review of activities. The Association Conference & Exposition Administrator should be consulted for agenda items to be addressed at these progress meetings. Minutes of all Conference committee meetings shall be kept and a copy shall be forwarded to the Association Conference & Exposition Administrator within seven days of the date of each meeting. The Association Conference & Exposition Administrator will make a site inspection visit and will schedule a meeting with the Host Chapter Chairperson and sub-chairs. The General Arrangements sub chair should send a letter to Chapter members asking for volunteers for specific duties during the actual Conference.~~

Remove duplicate

12 Months Out:

The Director of Conferences & Expositions will now be making a number of trips to meet with the Local Chapter Conference Chairperson and his/her representatives at the Conference site as a means of ensuring that there are no areas of misunderstanding between them or with the meeting and lodging facilities.

~~The Association Conference & Exposition Administrator will now be making a number of trips to meet with the Host chapter Chairperson and his/her representatives at the Conference site as a means of assuring that there are no areas of misunderstanding left between them or with the meeting and lodging facilities.~~

Committee member reports should be made and checked to determine level of accomplishment of their individual goals. Problems should be identified and authority delegated accordingly. The Host Conference Committee Chairperson now stays in weekly contact with Committee members and the Association Conference & Exposition

~~Administrator. Responsibility and success is a thing to be shared and enjoyed. The Conference Department is anxious to help. Take advantage of Headquarters resources.~~

10-12 Months Out:

The Director of Conferences & Expositions and Local Chapter Conference Chairperson will review vehicular needs, other than shuttles, during pre-con meetings in the year leading up to the Conference. A van will be rented by the Director of Conferences & Expositions and used by appointed volunteers to conduct such transportation.

8 Months Out:

The Conferences & Expositions Department will issue a Call for Presentations (or Call for Papers) starting in July of the year preceding the Conference. Beginning at that time, Calls for Presentations will be published in the APCO Public Safety Communications Magazine three times and in other related trade publications. The Conferences & Expositions Department must receive responding presentation materials by 30 November of the year preceding the Conference. Again, presentation recommendations from the Local Chapter are encouraged and must be provided to the Conferences & Expositions Department at this time. Exceptions following this date must be reviewed and approved by the Director of Conferences & Expositions.

~~At 8 months out, the Executive Director will have a final review of the Conference budget and establish any adjustments felt necessary. This review takes place during the January winter meeting held at APCO Headquarters. The Association Conference & Exposition Administrator will immediately notify the Host Chapter.~~

6 Months Out:

Program proposals will be compiled by the Conferences & Expositions Department and distributed to the technical review committee no later than 15 January of a Conference year. The comments must be returned to the Conferences & Expositions Department by 20 February of a Conference year. The Conferences & Expositions Department will notify all who submitted proposals of their status not later than 1 March of the above mentioned year.

6 Months Out:

The Director of Conferences & Expositions Department, the Local Chapter Conference Committee and the General Arrangements representative will outline the duties and estimated number of volunteers at least six months before the Conference. The volunteer

Similar
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group may meet during this six-month period when the Conference & Exposition staff is attending a planning session with the Local Chapter Conference Committee and the appointed representatives.

~~At 6 months out, the Host Chapter Chairperson, his/her sub-chairs and their strategic representatives should be prepared to meet twice a month as deemed necessary by the chairperson and Administrator.~~

5 Months Out:

Monthly exhibit sales counts can be supplied to the Local Chapter Conference Chairperson in September of the year before the Conference. Monthly attendee registration counts can be supplied to the Local Chapter Conference Chairperson by the Director of Conferences & Expositions beginning in March of the Conference year.

3 Months Out:

Names of those Chapter members who have been appointed as representatives and will require housing must be forwarded to the Director of Conferences & Expositions by 1 May of the Conference year. The list will be reviewed and discussed with the Local Chapter Conference Chairperson. Names may be substituted after that date, but none may be added.

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3 Months Out:

Conference registrations for Chapter Conference Committee Chairperson, authorized Chapter Conference representatives and their spouses are complimentary. A list will be provided to the APCO Conference Department by 1 June. The list will be reviewed and discussed with the Local Chapter Conference Chairperson. Names may be substituted after that date, but none may be added.

1-2 Months Out:

The Local Chapter Conference Chairperson and the Director of Conferences & Expositions will set-up Conference training classes for all volunteers. Classes will take place during the June and July pre-Conference meetings and several days before the beginning of the Conference. These classes will be conducted in the convention center and host hotel and will be considered "dry-runs". All chapter volunteers and representatives will "walk through" their duties with the Local Chapter Conference Chairperson under the guidance of the Director of Conferences & Expositions.

1 Month Out:

A professional scripting/production company will write the official Conference script that will be used as a production guideline for the entire Conference. The Conferences &

Expositions Department will maintain the script. The script will be reviewed by the professional scripting/production company – with input from the Executive Director, Board of Officers, Conference Department staff and other headquarters staff on a yearly basis. The finished script will be provided to the Local Chapter Conference Chairperson and for study and rehearsal purposes at least one month before the Conference.

~~Finally, a Conference Script authorized by the Executive Director will be sent to the Host Chapter Conference Chairperson for review. A final on-site review of all preparations by the Executive Director will take place several days prior to the Conference. The Conference Script will be used as a measure to determine how closely Conference site arrangements coincide with the Script. If changes in the Script are desired, those requesting such modification are required to sign off on them. A copy of the Script from the previous Conference will have been provided to the Conference Chairperson for guidance in this matter.~~

90 Days After:

The Local Chapter Chairperson must provide APCO with a Conference report within 120 days of the close of the Conference. This report should focus on the Chairperson's overall observation of the Conference.

~~The Host Chapter Chairperson must provide APCO, Inc. with a Conference report within 120 days of the close of the Conference. This report should focus on the chairperson's overall vision of the Conference.~~

-END-

Site Stipulations

Revised 11/30/98

APCO INTERNATIONAL CONFERENCE & EXPOSITION HOST PROPERTY(S)

To be used by Convention & Visitors Bureaus bidding for an
APCO International Conference & Exposition

The APCO Director of Conference & Exposition and/or the Deputy Director of the Conference & Exposition Department will make a site inspection to a number of proposed conference locations deemed eligible to host the association's meeting. The Director will submit a report on the **two or three** of the most eligible cities and make a recommendation to the Executive Director. The Executive Director will report the recommendation to the **council** who will vote on one of the selected cities during its August meeting. APCO's present housing contractor and a member of APCO's Commercial Advisory Committee may accompany the Director of Conferences & Expositions on site inspections. The housing contractor will be involved in negotiating the APCO housing pattern and room rates.

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The trip APCO staff should be funded by the Convention & Visitors Bureau/Chamber of Commerce of the city bidding for an APCO International Conference & Exposition.

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DESIRED HOST HOTEL PROPERTY REQUIREMENTS

The desired meeting dates are the first or second complete week of August (second week is preferred). The third week of August can be accepted, but will require discussion with the Executive Director and the Board of Officers.



GUEST ROOM COMMITMENT

Total number of guest rooms to be set aside in an APCO "block" is 2200. SEE ATTACHED Housing Report. APCO has an independent housing contractor.

SUITE COMMITMENT

The Presidential suite with two bedrooms and additional three-one bedroom suites for the board of Officers in the designated host hotel room block will be provided on a complimentary basis above the standard 1 in 50 complimentary room block policy. In addition, two-two bedroom suites for use by the Association Executive Director and Conference Chairperson, and one-one bedroom suite for one other appointed person are required in either the host hotel or a nearby hotel.

ALLOCATIONS

The Association reserves the right to allocate a block of 175 rooms at the APCO Conference Group Rate. This block may be split among several hotels. A master account will be established in each block. The Association needs to have these rooms "flexible" through the actual conference. They will be used to accommodate the Association's Executive Council, Association staff members, the Conference Committee, VIP's and for other uses as necessary. Changes in the reserved name for these rooms on any given day of the conference will not constitute a change in room rate from group to rack. The master account will be managed by APCO's independent housing contractor.

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GUEST ROOM RATES

Please quote current flat group room rates (single/double) and group rates for suites according to type. In addition, please quote discounted percentage of annual increase on current group rates. APCO seeks to establish a confirmed conference rate as soon as possible. Established conference rates must be in place at least twelve (12) months from conference date. APCO will not accept more than a 3% annual increase to quoted room rates from all hotels in the conference block. A room rebate to offset shuttle expenses may be added to room rates prior to final rate adjustments. APCO's housing contractor will be involved in negotiating the APCO housing pattern and room rates.

The host hotel and three other conference hotel properties must agree to upgrade 10 association VIPs at the conference rate, i.e., concierge floors, tower floors, etc..

In addition, all conference hotel properties must agree to provide 10 rooms each at a reduced staff rate.

CUT-OFF DATE

The cut-off date for hotel reservations is normally ten (10) days prior to our Sunday major arrival date. APCO will require that the hotel continue to accept reservations at the established APCO Group Conference Rate on a first come, first serve basis as long as rooms are available. Should APCO's room occupancy exceed the number of rooms in the block, or the hotel capacity and APCO has not contracted with back-up hotels, APCO asks assistance in obtaining accommodations for our guests at same or better rates in equal quality properties in the immediate location. Under such circumstances, it shall be understood that accommodations found in such other properties will be credited against the host hotel's complimentary room requirement.

APCO and the housing contractor expect progress reports from hotels in order to monitor its room block(s). APCO reserves the right to reduce room block size up to 30 days from date of conference without penalty. No penalties will be incurred by APCO without evidence that hotels have pursued every means to resell space in the room block(s).

Back-up hotels will follow the same APCO rules as established for the host hotel property (above).

APCO Headquarters is contracted with a professional housing service.

COMPLIMENTARY ACCOMMODATIONS

Please quote the hotels best ratio of complimentary rooms to guestrooms occupied per night. Please state the hotel's definition of "unit" should this be a factor in this matter. It should be noted, nevertheless, that APCO requires complimentary suites for its President, Executive Director, Local Conference Chairman, and other appointed person, as mentioned in SUITE COMMITMENT. *Please comment.*

ROOM RESERVATIONS

Please state hotel room reservation deposit requirements, if any. APCO prefers that its attendee's not be required to send in room deposit. This Association is not liable for any room reservations on any basis and/or for expense incurred by any attendee other than those persons who are named on the APCO Conference Master Account. The Master Account will be established before the conference with the appropriate officer of the property. Persons occupying APCO rooms must secure incidentals with personal credit card or check unless otherwise instructed by the Conference & Exposition Director or Deputy Director.

OCCUPANCY/FUNCTION REPORT

This Association requires the housing and function reports from each contracted hotel within sixty (60) days after the final day of the meetings. As a minimum, this consists of the number of occupancy per conference day and the number of plates served, per function. APCO is presently using the services of an independent housing contractor.

CHARGES, PAYMENTS

Specify hotel requirements. Quote applicable hotel rules, local laws, license requirements, etc. State deadline for final payments.

REGULATIONS

Please advise, in general, of any union agreements which might affect APCO's meeting, in particular, those related to meal and bar functions, (exhibit area) audio visual equipment and operations. For example, APCO may have a contracted A/V company. If so, what would the hotel charge for hook-up services etc.

EXCLUSIVES

Please list all exclusive services in the hotel(s).

FUNCTIONS

| Requirements for Possible Catered Functions | | | | | | | |
|---------------------------------------------|----------------|----------------|-------|-------------|--------------|--------------|--|
| Day | Sat | Sun | Mon | Tue | Wed | Thurs | |
| Function | Meet | Meet | Meal | | 3 Lunches | | |
| Served | 60 | 60 | | | 75 ea | | |
| Function | Bkf/Lch | Din | | Din | Vendor Party | | |
| | | | | | Bnq | | |
| Served | Receipt 200 | Bar 200 | 1800 | Bar 3000 | | Bar 1600 | |
| | | 1800 | Party | Party | | Party 800 | |
| | | Party Possible | | | | | |

What about BKF/Lch on Sunday

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In summary, there is a meeting on Saturday and Sunday for 60 with coffee, juices, cold drinks; a working lunch both days and a possible reception Saturday and dinner on Sunday for 200, a well attended function on Sunday or Monday with 1,800 in attendance. There is a theme party/reception on Tuesday night, with 3000+ + in attendance. There is a banquet on Thursday with 1600 in attendance.

Please advise the minimum of hours in advance of each meal function when the hotel requires a final guarantee of the number of plates to be served. Keep in mind that the conference registrations have the capacity of providing accurate function numbers. Also, advise the percentage of variation normally allowed from these guarantees. APCO International will inform the hotel not less than thirty (30) days prior to the opening of the Conference of specific menu items for each meal function and prices. Attach three (3) copies of the hotel convention meals menu and rates. Specify sales tax and gratuities. Please also furnish three (3) copies of the hotel room service menus.

BARS AND RESTAURANTS

Please advise the number and seating capacities of bars and restaurants in hotel property, naming any particular specialties or services they may provide. Are liquors dispensed by metered means, mixed by bartenders, waiters, etc.? Please quote current bottle charges. What ratio of number of bars to number of guests is normally used in private functions?

MEETING ROOM RENTAL

In consideration of our planned activities and expected attendance, APCO International will not pay rental charges for meeting room usage. APCO will plan its seminars and registration areas in the convention center. However, certain meetings will take place in the meeting rooms of the host hotel. For example, APCO's Board of Officers an executive boardroom from Friday to Friday on a 24-hour hold for 20 people.

The Executive Council Meeting (on Saturday and Sunday of the conference week for sixty (60) people in a hollow square configuration); need additional chairs around parameter of room and extensive A/V. Various other meetings to take place during the conference week. Should registration not be possible in the convention center on Saturday and/or Sunday, of APCO's conference week, it will require hotel general space for registration purposes. *Please comment.*

MEETING PLANNING ACTIVITIES

Will each of the hotels in APCO's established block provide APCO's staff and local planning committee with a complimentary meeting room at least twice yearly during years prior to the opening date of its meeting, and thereafter at least once a month during the year immediately prior to such opening date? In addition, in addition, will the hotels provide three complimentary guest room(s) each visit to APCO's conference management if notified well in advance?

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COMPLIMENTARIES

- A. Will the hotel provide a complimentary cocktail reception. A small APCO function (50-150 people)?
- B. Please list any other complimentary services (in dollar amount of volume) the hotel will offer such as soft drinks, coffee and rolls to APCO's Board and working committee.
- C. Does the hotel have on-premises parking facilities? If so, what are the rates and policies. Will the
- D. hotel sign off on at ten (10) parking lot tickets per day during APCO's conference for APCO V.I.P.s. If
- E. not, how far to the nearest parking facility, and what are its current charges? Does the hotel charge for each time a car re-enters the parking facility on the same day?
- D. Other - Does the hotel have valet service?
- E. Advise of any guestroom meeting or exhibit area that is not air-conditioned.
- F. Does the hotel have its own limousine service? Will the hotel provide V.I.P. limousine pick-up service for not more than ten (10) people?
- G. Have the hotel planned remodeling or construction for its property immediately prior to or during the APCO's stay.
- H. Can the hotel furnish hospitality suite and/or banquet entertainment? Give an example. Would the hotel rather APCO work through an agent, please advise of those with whom the hotel have had the best results.
- I. Does the hotel have swimming pool, tennis courts, other recreational areas for guest? If yes, are there specific pool-side rooms or suites which can be used for hospitality rooms or rooms for V.I.P.s

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MANAPCO

A regular activity of APCO's meeting is a "theme" night put on as a separate function (under APCO's requirements) by its exhibitors and commercial members. This is the largest party of the meeting. APCO will see that the Chairman of its MANAPCO Committee is made aware of that information the hotels provide which is germane to his planning. What can the hotel offer in the way of location, prizes, favors, other complimentary, as an inducement to hold this 3000 participant affair in the hotel property?

PRE-CONS AFTER SELECTION

It will be necessary for the Association's Director of Conferences & Expositions and/or Deputy Director to inspect the future conference site each year leading to the conference year. In the year immediately preceding the meeting, conference and exposition staff will make trips approximately every other month. Complimentary accommodations and meeting rooms will be required. There may be a request for additional complimentary rooms at the same time. *Please comment.*

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Convention Center EXHIBITS

REQUIREMENTS:

APCO anticipates a need for exhibit space to accommodate a minimum of 700 (10 x 10) booths, **after** configuration of 10 ft. aisles. Its activities in this are along the following lines:

Move-In: Set-up marking of floor preferred as early as Friday afternoon, but definitely on Saturday for larger exhibit and vehicles. Sunday 8 a.m. until finished and Monday from 8 a.m. until finished.

Show Dates: Tuesday and Wednesday

Show Hours: Open 10:30 a.m. to 5:00 p.m. Tuesday and 10:00 a.m. to 5:30 p.m. Wednesday.

Move-Out: Wednesday after 5:30 p.m. through Thursday p.m. and Friday.

Floor Plan: Please provide at least three (3) copies of your exhibit area floor plan and meeting room area.

EXHIBIT HALL COSTS

A total cost figure will be determined, either by flat rate (per hall by day, for example) or by the square foot. Flat rates may be changed to square footage, if necessary, to show cost comparison. Rates will be figured for 90,000 net square feet (900 10' x 10' booths, 10 foot wide aisles, entertainment and food court/lounge areas - 150, 000 sq. ft.). Expected exhibit growth is 5% yearly. Please provide gross square footage.

COST: \$ _____

MEETING ROOMS

REQUIREMENTS

The APCO Conference staff will need two secured working rooms (office) in the convention center starting on the Wednesday prior to the conference, and to be used through the entire week of the conference. This office should be located near the registration and exhibit area and be at least 2000 square feet each. Ideally, these should be connected or nearby.

More exact needs will be provided by the Association Director of Conferences & Expositions in the months leading up to the conference. APCO Headquarters will transport records, supplies, computers, etc., for each department involved in the meetings, program, seminars, etc. of the conference. It will also transport office supplies and records for the registration counters. Usually, this transport will be by truck. The truck arrives on Wednesday before the conference. If possible, the records, suppliers, etc., are unloaded into the APCO Staff Room on that day, but by Thursday A.M. at the latest.

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No meeting rooms or suites in the convention center or participating hotels may be used by commercial members or exhibitors for other than organizational meeting, prior to the exhibits opening without the permission of the APCO Association Director of Conferences & Expositions. Attendance at such meeting must be limited to members of the exhibitor's company only. This requirement exists during all regularly scheduled APCO events, i.e., Seminars, Exhibits, Business Meetings etc.

Will the convention center provide APCO's staff and local planning committee with a complimentary meeting room at least twice yearly during years prior to the opening date of its meeting, and thereafter at least once a month during the year immediately prior to such opening date?

REGISTRATION AREA

In close proximity to the exhibit hall. Room for 12 window counters, standing area, 20 8X10 booth areas for non-profit displays, decorating area for entrance to exhibit hall.

The Registration Committee shall have a working office to be set up in the registration area. The contracted conference decorating company will work with the APCO Association Director of Conferences & Expositions and Registration Chair during a pre-conference site trip to plan an office area behind drapes for tables, chairs, telephones, etc.

GENERAL and SPECIAL SESSIONS ROOMS

The Opening General Session occurs on Monday (theatre-style or auditorium for 1500++). The General Business Meeting/Breakfast occurs on Tuesday (banquet seating for 1500++). APCO may choose to hold special sessions on Wednesday or Thursday with either of above requirements.

SEMINAR ROOMS

Use of approximately 17-18 concurrent session rooms with seating capacity of minimum 200 theater style, with some large enough 200 classroom. These rooms will be needed Thursday through Thursday.

PRESS ROOM

Located near the registration area and at least 1,500 square feet. To be used for media coverage; and press, TV, radio, etc., and to display printed vendor's material.

SPEAKER READY ROOM

Requires a secured room of 1500 square feet located near the majority of the meeting rooms.

A/V STORAGE

Requires a secured room of 1500 square feet located near Speaker Ready Room.

BALLROOM

Room needs to seat 2000++ banquet style with intensive A/V projection and head table riser/stage. Room must be available from Sunday (7am) - Thursday (midnight).

Requirements for Possible Catered Functions

| Day | Sat | Sun | Mon | Tue | Wed | Thurs |
|----------|--------|--------|---------|----------|---------|-----------|
| Function | | | Meal | Bkf/Meet | | |
| Served | | | 1900 | 1500 | | |
| Function | Bx Lnc | Bx Lnc | Box Lnc | Box Lnc | Box Lnc | Box Lnc |
| Served | 100 | 100 | 100 | 100 | 100 | 100 |
| Function | | Recpt | Recpt | Recpt | Recpt | Recpt/Din |
| | | Bar | | Bar | Bar | Bar |
| Served | | 200 | | 3000 | 2500 | 1600 |
| | | | | | | Party |
| | | | | | | 800 |

In summary, there are box lunches for staff and committee Sat. - Thurs., a large meal function on Monday with 1,900 in attendance. There is breakfast meeting on Tues., a theme party/reception on Tuesday night, with 3000 in attendance. There is a banquet on Thursday with 1,600++ in attendance.

Please advise the minimum number of hours in advance of each meal function, when the convention center catering office requires a final guarantee of the number of plates to be served.

Rooms for large functions must be available for AV set-up a day prior to function.

OPENING MEAL COST

(See above requirements)

The cost of a breakfast or lunch, which must include a meat dish, will be determined with any and all tax and/or gratuity included in the price used.

What does the meal consist of?

COST: \$ _____

BANQUET COST

(See above requirements)

The cost of a banquet dinner which must include salad, meat dish, vegetables will be determined with any and all tax and/or gratuity included in the price uses.

What does the meal consist of?

COST: \$ _____

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Liquor Cost: What will be the total cost (included price of drink, tax, gratuity, etc.) for 3000 well drinks? What are current bartender charges?

COST: \$ _____

MANAPCO NIGHT COST

(See above requirements)

The cost of a theme evening usually consisting of heavy hors d'oeuvres will be determined with any and all tax and/or gratuity included in the price uses.

What does this meal consist of?

COST: \$ _____

Liquor Cost: What will be the total cost (include price of drink, tax, gratuity, etc.) for 3000 well drinks.

COST: \$ _____

TOTAL COST: \$ _____

AUDIOVISUAL COST:

State if in-house general A/V is an exclusive and attach pricing list. APCO is contracted with an independent A/V company.

SECURITY:

State if exclusive and provide pricing list.

MEDICAL:

State if exclusive and provide pricing list.

List other exclusives and costs

A written response re hotel and convention center requirements is required for your city to be considered. Please submit your reply to:

Ann Armitage-Hashagen
Association Director of Conferences & Expositions
APCO International
2040 South Ridgewood Avenue
South Daytona, FL 32119-8437
E-Mail Address: hashagena@apcointl.org
Web Site: <http://www.apcointl.org>

Questions concerning these requirements can be directed to the Association Director of Conferences & Expositions at 904.322.2500 ext. 250 or 888.272.6911 ext. 250

APCO BIDDING CITIES SELECTIONS - 2004 - EAST COAST REGION/ EVALUATION REPORT
 Evaluated with a 1-5 Rating (5 being the highest)

| INFORMATION REQUIRED | | | |
|---------------------------------------------------------------------------------------|--|-----|-----|
| Conference Week: | | | |
| Approximate # of Hotels to 2100 Room Block: | | | |
| 1999 Room Rate Range/2004 Room Rate Range: | | | |
| Proximity of Hotels to Convention Center: | | | |
| Proposed Host Hotel Room Block Total: | | | |
| Proposed Host Hotel to Convention Center: | | | |
| Shuttle Necessary? | | | |
| Approximate Time from Airport to Convention Site: | | | |
| Approximate Transportation Cost from Airport to Site: | | | |
| 1999 Hotel Parking Costs per day: | | | |
| 1999 Convention Center Parking Costs per day: | | | |
| Convention Center Rental Fee: | | | |
| Convention Center Total Square Feet: | | | |
| Exclusive Convention Center Services: (Catering/AV/Electrical/Phone/Medical, etc.) | | | |
| Costs per Exclusives (low/moderate/high): | | | |
| Right-to-Work State: | | | |
| Hotel/Convention Center ADA Standards: | | | |
| Off-Site Event Opportunities to Choose from: (Within 20 minutes Travel Time) | | | |
| Current City/State/Occupancy Tax: | | | |
| August Temperatures: | | | |
| Airline Rates to Site: | | | |
| Chapter Support: | | | |
| Conference History: | | | |
| TOTAL: | | 115 | 115 |
| HIGHEST POSSIBLE TOTAL: | | 115 | 115 |

Appendix 3a

APCO BIDDING CITIES SELECTIONS - 2004 - EAST COAST REGION

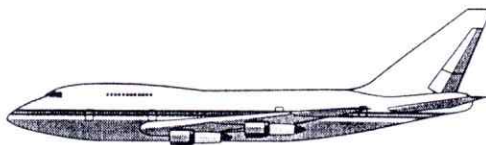
| INFORMATION REQUIRED | |
|----------------------------------------------------------------------------------------------|--|
| Conference Week: | |
| Approximate # of Hotels to 2100 Room Block: | |
| 1999 Room Rate Range/2004 Room Rate Range: <i>(Annual Cap 5% increase)</i> | |
| 2004 Average Hotel Room Rate | |
| Proximity of Host Hotels to Convention Center: | |
| Proposed Host Hotel Room Block Total: | |
| Proposed Host Hotel to Convention Center: | |
| Shuttle Necessary? | |
| Approximate Time from Airport to Convention Site: | |
| Approximate Transportation Cost from Airport to Site: | |
| 1999 Hotel Parking Costs per day: | |
| 1999 Convention Center Parking Costs per day: | |
| Convention Center Rental Fee: | |
| Convention Center Total Square Feet: | |
| Exclusive Convention Center Services: <i>(Catering/AV/Electrical/Phone/Medical, etc.)</i> | |
| Costs per Exclusives (low/moderate/high): | |
| Right-to-Work State: | |
| Hotel/Convention Center: ADA Standards | |
| Off-Site Event Opportunities to Choose from: <i>(Within 20 minutes Travel Time)</i> | |
| Current City/State/Occupancy Tax: | |
| August Temperatures: | |
| Airline Rates to Site: | |
| Chapter Support: | |
| Conference History: | |

APCO BIDDING CITIES SELECTIONS - 2004 - EAST COAST REGION/ COMPARISON CHART

| INFORMATION REQUIRED | | | |
|-------------------------------------------------------|--|--|--|
| Conference Week: | | | |
| Approximate # of Hotels to 2100 Room Block: | | | |
| 1999 Room Rate Range/2004 Room Rate Range: | | | |
| 2004 Average Hotel Room Rate: | | | |
| Proximity of Hotels to Convention Center: | | | |
| Proposed Host Hotel Room Block Total: | | | |
| Proposed Host Hotel to Convention Center: | | | |
| Shuttle Necessary? | | | |
| Approximate Time from Airport to Convention Site: | | | |
| Approximate Transportation Cost from Airport to Site: | | | |
| 1999 Hotel Parking Costs per day: | | | |
| 1999 Convention Center Parking Costs per day: | | | |
| Convention Center Rental Fee: | | | |
| Convention Center Total Square Feet: | | | |

| | | | |
|-----------------------------------------------------------------------------------------------|--|--|--|
| <p>Exclusive Convention Center Services: (Catering/AV/Electrical/Phone/Medical, etc.)</p> | | | |
| <p>Costs per Exclusives (low/moderate/high):</p> | | | |
| <p>Right-to-Work State:</p> | | | |
| <p>Hotel/Convention Center ADA Standards:</p> | | | |
| <p>Off-Site Event Opportunities to Choose from: (Within 20 minutes Travel Time)</p> | | | |
| <p>Current City/State/Occupancy Tax:</p> | | | |
| <p>August Temperatures:</p> | | | |
| <p>Airline Rates to Site:</p> | | | |
| <p>Chapter Support:</p> | | | |
| <p>Conference History:</p> | | | |

Airfare Comparison Chart



where is Chicago?



ATL
Low
High

DFW
Low
High

KNSCTY
Low
High

MNPL
Low
High

NYC
Low
High

ORL
Low
High

PHNX
Low
High

SEA
Low
High

NOTE: Low fares are based on the lowest listed airfares in each market regardless of day of week restrictions, etc. Night flights and limited schedule airlines were not used in the comparison. In cities with multiple airports, no distinction is made between the airports.

High fares are based on the highest unrestricted coach fare in the market (Y06, Y28, etc.) not including limited capacity controlled seating (B fares, etc.)

APCO International Expense Reporting Form

Date _____

Employee Name _____

Location/Project Name/Class Number _____

Department _____

Purpose of Trip _____

| Date | | DAY | | | | | | | | | | | | | | | | TOTAL | |
|----------------|----------------------|--------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|------|
| | | DATE | | | | | | | | | | | | | | | | | |
| TRANSPORTATION | MILAGE | MILES | | | | | | | | | | | | | | | | \$ - | |
| | | AMOUNT | | | | | | | | | | | | | | | | | \$ - |
| | AIRFARE | | | | | | | | | | | | | | | | | \$ - | |
| | CAR RENTAL | | | | | | | | | | | | | | | | | \$ - | |
| | LOCAL TRANSPORTATION | | | | | | | | | | | | | | | | | \$ - | |
| | TOLL/PARKING | | | | | | | | | | | | | | | | | | \$ - |
| | GAS | | | | | | | | | | | | | | | | | | \$ - |
| LIVING | HOTEL | | | | | | | | | | | | | | | | | | \$ - |
| | TELEPHONE | | | | | | | | | | | | | | | | | | \$ - |
| MEALS | TOTAL MEAL EXPENSES | | | | | | | | | | | | | | | | | | |
| | MEAL EXPENSES - CASH | | | | | | | | | | | | | | | | | | |
| | AMEX MEAL EXPENSES | | | | | | | | | | | | | | | | | | |
| | Accounting Use only | | | | | | | | | | | | | | | | | | |
| MISCELLANEOUS | ENTERTAINMENT | | | | | | | | | | | | | | | | | | \$ - |
| | OFFICE SUPPLIES | | | | | | | | | | | | | | | | | | \$ - |
| | TIPS | | | | | | | | | | | | | | | | | | \$ - |
| | POSTAGE | | | | | | | | | | | | | | | | | | \$ - |
| | OTHER | | | | | | | | | | | | | | | | | | \$ - |
| TOTAL | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |

Use this space for additional information as needed

| | | |
|----------------------------|-------------------|--|
| Accounting Use Only | LESS CASH ADVANCE | |
| | LESS COMPANY PAID | |
| | DUE COMPANY | |
| | DUE EMPLOYEE | |

I certify that the above information is correct and true and in compliance with APCO Policy

Employee Signature _____

Approved By _____

APCO International *Expense Reporting Form*

Instructions for completion

- Expense reports must be completed in full and returned to APCO International Accounting Department within five days of completion of the trip.
- Fill in the date that you are completing and submitting the form, your Name and Department at the top of the form. Fill in the location of the trip, and the project number or class number if applicable. Finally, fill in the purpose of the trip or the name of the course taught as applicable.
- Fill in the day and date for each day of the trip, whether there are expenses on each day or not. Use additional sheets as necessary.
- Fill in *all expenses* for the trip. Attach receipts where required.
- All American Express charges for any travel expense must be reported by writing the amount in parentheses.
- Travelers may claim up to \$25 per day of meal expense without supporting receipts. All APCO AMEX charges must be documented on the form under *AMEX MEAL CHARGES*.
- Travelers may claim meal expenses at actual cost including tips up to \$46 per day. *Receipts must be attached when actual expenses exceed \$25 or any given day.*
- Total each line at the right, and each vertical row at the bottom. *Add in all expenses.* The final total in the lower right corner should be the total cost of the trip.
- Do not fill in areas that are shaded. These will be filled in by the Accounting Department.
- Fill in any details in the box in the lower left corner.
- Sign the form and give it to your supervisor for approval.

Exposition Rules & Operations

Please note new Exposition height allowances

EXPOSITION MANAGEMENT

The APCO International Annual Conference & Exposition is controlled by the APCO International Board of Officers, or as delegated by the Board of Officers to the APCO International Executive Director.

The responsibilities set forth in the following exhibition rules and regulations are to be carried out by the APCO Conference & Exposition Director (hereinafter referred to as "Director") and Exposition Coordinator as delegated by the Executive Director. The delegated authority set forth in these rules and regulations is subject to revision by the Executive Director and/or the Board of Officers at any time.

These exhibition rules are part of the contract between the exhibiting firm and APCO International. The Director shall have the authority to interpret and enforce these rules. All matters not covered by these regulations are subject to the decision of the Director. All decisions so made shall be binding on all parties. The exhibiting firm, or its representatives, who fails to observe these conditions will be directly responsible for all risks and expenses involved.

IAEM RULES IN EFFECT

APCO International, the Director, and the Corporate Advisory Committee subscribe to and incorporate the Guidelines for Display Rules and Regulations, 2nd Revision, April 1990 developed by the International Association for Exposition Management as part of the overall rules and regulations. These specifically cover, among other things, construction designs. A copy of the IAEM rules and regulations are mailed to each exhibiting company by the APCO International Conference & Exposition Department. APCO's new height restriction is 20 feet for peninsula or island booths and towers. Hanging identification signs and graphics will be permitted to a maximum height of 20 feet provided approval is received from exposition management at least 60 days prior to show. These height allowances depend on the design of the convention center from year to year. The design of the Minneapolis exposition halls allow for the new height increase.

AGREEMENT

By submitting payment for booth space, the exhibitor agrees to abide by these rules and regulations and all amendments thereto and the decisions of the Director. Failure to comply with the rules and regulations will result in loss of priority points gained for participating in the present conference. Exhibitors failing to meet specified payment timetables may have space canceled or moved.

RULES VARIATIONS

All requests for variations in the rules and regulations must be received in writing by the Director at least 75 days prior to the first move-in date. No variation of any kind will be permitted without the prior written approval of the Director and the Corporate Advisory Board. This approval or disapproval will generally be responded to within 45 days of its receipt,

but in no case later than 45 days prior to the exhibition opening. Sketches and/or engineering drawings illustrating the variation should accompany such requests when appropriate.

DISPUTES

Any and all disputes of these rules must be taken up with the Director, the Corporate Advisory Committee, and the Board of Officers.

MANAPCO NIGHT

MANAPCO (APCO "MAN"ufacturers) Night is an enjoyable hospitality function hosted by all exhibitors for all fully-registered conference delegates. It is the pre-eminent social event of the year for APCO International members. The event, usually held on Tuesday evening of the conference, is funded by a \$150 surcharge that is included in the price of each 10' x 10' exhibit space. A MANAPCO Host ribbon is provided to fully registered representatives of each exhibiting company. No private exhibitor hospitalities/parties on Tuesday evening (MANAPCO Night).

CLOSING BANQUET

The closing banquet, usually held on Thursday evening, is the final and formal close to the conference. Traditional events include awards presentations and installation of association officers.

EXHIBITOR OFF-SITE FUNCTIONS

Off-site product demonstrations, VIP seminars, by invitation only-meetings, and other such commercial demonstrations planned off the exhibit floor will not be allowed during the regular conference schedule, which normally runs from 8 a.m. to 5 p.m. Monday through Thursday. Parties or demonstrations are not allowed on evenings scheduled for MANAPCO Night and the closing banquet.

Off-site demonstrations, hospitality parties and other events are allowed on the Saturday and Sunday preceding and the Friday following the conference, and on Monday and Wednesday evenings of the conference. APCO International scheduled functions may be changed and the exhibitors will be notified.

RESERVATION POLICY

Exhibiting firms may reserve hotel hospitality suites only through APCO International or its appointed agent; i.e., a housing authority. If APCO International is acting through an agent, said agent will be provided with a list of exhibitors which will be periodically updated to the time of the conference. Suites are assigned only to fully-paid exhibiting firms on a first-come, first-served basis.

Exposition Rules & Operations

EXHIBITOR HOSPITALITY HOURS

Exhibiting firms' hospitality functions may not be open during an official conference event, including MANAPCO Night and the closing banquet.

VIOLATIONS

Show management reserves the right to limit or terminate any hospitality function if it violates exposition or conference rules.

SPACE SELECTION & PAYMENT ASSIGNMENT OF SPACE

Space will be assigned by the Director in accordance with the policy announced at the time exhibit space is offered for reservation.

After that, assignment will be made on a first-come, first-serve basis during the official priority points bidding.

The Director reserves the right to relocate exhibit areas for the benefit of the exhibitor, or for the betterment of the association.

No contract shall be in force until signed by the Director and the exhibitor.

PRIORITY POINTS

APCO International uses a priority points list for the selection of booth space by its exhibitors.

Companies earn one point for exhibiting at the show plus one point for each 10' x 10' booth space purchased.

One-quarter point is awarded to companies being listed as official exhibitors at any of APCO International's regional conferences.

One point is deducted from a company's points when that company does not exhibit at a conference or if a company contracts for space but does not occupy said space. All points earned for that unused space will be deducted. No company's points may go below zero.

BOOTH SPACE SELECTION

Booth selection appointments were arranged in order of priority points. On 17 June 1998, companies with 30 or more priority points were faxed a floor plan, Letter of Intent, and a letter with the time and fax return date for space selection. If APCO did not receive booth selection at the appointed time, an on-site appointment time and date was scheduled.

Appointments for booth space selection for companies with 29 or less priority points were made on-site during the 1998 conference.

Companies were notified of priority point status at time of appointment notification. It was the responsibility of the company to notify the Director in writing of any differences in point allocations.

Those companies not keeping their appointments must now select space from the current floor plan.

PAYMENT FOR DISPLAY SPACE

Prior to 23 January of the year of the exposition, at least 25% of the full payment is due within 30 days of the date space is confirmed. If 25% payment is not received within 30 days, reserved space will no longer be guaranteed. An additional 25% will be due on 23 January.

If a reservation is placed after 23 January, 50% of the payment will be due within 30 days before the space is considered held.

The remaining 50% must be paid 120 days before the opening. Space reserved within 120 days of the opening date must be paid in full at the time space is confirmed. See Contract page for commercial, corporate and/or early rates.

USE OF ASSOCIATION/CONFERENCE NAME(S) OR LOGO(S)

Use of the APCO name and/or logo or conference name and/or logo for promotion by an exhibiting company before, during and after APCO Conference & Exposition is granted only with the permission of the Association.

Requests for such use must be made in writing to the Conference & Exposition Director no less than 60 days in advance of the conference starting date. Requests must provide specific information explaining the use of the name(s) and/or logo(s).

The company requesting use of name(s) and/or logo(s) must be a current exhibitor. Requests for such use should address the following questions:

How will the name(s) be produced; in what quantity; in what time frame?

What company need is being met by the use of the name(s) and/or logo(s)?

How and where will the company program using the name(s) and/or logo(s) be delivered or promoted?

How and where will the company product using the name(s) and/or logo(s) be used and distributed?

CANCELLATION OF EXHIBIT SPACE

Exhibit space may be cancelled up to 120 days prior to the opening date of the Exposition. See contract page. All refunds are subject to an administrative fee of 25% of monies paid.

NO REFUNDS FOR ANY CANCELLATION MADE AFTER 120 DAYS PRIOR TO THE OPENING OF THE EXPOSITION.

In case the exposition is not held for any reason whatsoever, the rental and lease of space to exhibitor shall be terminated, in which case the limit claim for damage and/or compensation by exhibitor shall be the prorated amount paid. Cancellation form must be completed and sent to the Director.

Cancellation form can be obtained by contacting the APCO Conference & Exposition Department. All refunds are subject to an administrative fee. APCO reserves the right to sell canceled space.

FAILURE TO PAY

In the event the exhibitor fails to pay the space rental at the time specified, the Director shall have the right to take possession of said space and resell same or any part thereof.

Exposition Rules & Operations

ACCESS TO HALL

Each exhibiting firm is entitled to two exhibitor full conference registrations per 10' x 10' booth space purchased. Employees, representatives, or guests of exhibiting companies who will be working in the booth will be required to purchase "exhibits only" passes at a special rate of \$30 per day which also includes admission to seminars. Exhibitor violation of these EXPO Rules will result in possible suspension from booth selection and loss of priority points.

EXPOSITION HOURS

To assure maximum security protection for open exhibits and merchandise, after-hours work and/or entertainment will not be permitted in the exhibit booths on show days unless permission is granted by the Director.

Any company wishing to admit personnel or other guests to its booth space before or after the exhibits are closed must submit such requests in writing to the Director. The exhibiting company making any such request may be liable for any security costs incurred by APCO International in connection with any after-hours request. Except when special permission is granted by APCO International, everyone must be out of the exhibit hall within one-half hour of the official closing time of the exhibits.

STAFFING OF EXHIBITS

Exhibit space must be staffed by representatives of the exhibiting firm, wearing official exhibitor badges, during all times the exposition is officially open.

OPERATION & CONDUCT

Show management reserves the right to regulate and/or restrict exhibits to reasonable noise and lighting levels and to suitable methods of operation and display of materials. If for any reason an exhibit and/or its contents are deemed objectionable to other exhibitors or to show attendees by the Director and the Corporate Advisory Committee, the exhibit shall be subject to removal at the exhibitor's sole expense, and show management shall not be liable for refund of exhibit space rental fees or exhibit equipment rental fees, except at its sole discretion. This includes persons, things, conduct, or poor professional demeanor which, in the sole judgment of show management, is detrimental to the conference and exposition.

NO EXHIBITOR SHALL ASSIGN, SUBLET, OR SHARE THE SPACE ASSIGNED WITHOUT THE WRITTEN CONSENT OF THE DIRECTOR.

Exhibitors must display goods manufactured or dealt in by them in their regular course of business, unless otherwise approved by the APCO Director.

MARKETING ACTIVITIES OUTSIDE EXHIBIT SPACE

All demonstrations, marketing activities, and distribution of promotional material must be confined to the three-dimensional boundaries of the exhibitor's booth. Displays of any kind including products, advertising, promotional signs, literature, novelties, etc. will not be permitted in other exhibit spaces or public areas such as aisles, entrance ways, lounges, registration areas, approaches, corridors, meeting rooms or any other areas of the exposition hall or hotels affiliated with the conference and exposition in any way.

All interviews, demonstrations, solicitations, and other activities must be conducted so as not to infringe on the rights of other exhibiting firms or to offend visitors to the exposition. Exhibiting firms shall confine all such activities within their exhibit space and not in the aisles. Aisles cannot be incorporated as part of a booth.

INSTALLATION AND REMOVAL OF EXHIBITS

All displays must be erected and open for viewing by the close of the set-up day for the official inspection by the Director and/or the Corporate Advisory Committee.

Teardown of exhibits by companies prior to the official closing of the exhibit hours will result in loss of priority points gained from participating in the present conference.

The deadline for removal of all materials from the exhibit hall will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified and cleared for shipment at such time.

The Director reserves the right, with no liability whatsoever for damage, spoilage or loss, to dismantle, dispose of, store and clear the premises of any display material, goods, property or merchandise of an exhibitor who had failed to comply with the above requirements or may order such work to be done at the sole expense of the exhibitor.

DELIVERY & REMOVAL OF GOODS

Goods received after the opening of the exposition must be delivered to the booth at prearranged times other than official exhibit hours.

Goods and materials used in any display (except bona fide samples) may not be removed from the exhibit hall or any area before the exposition has been officially closed without the prior approval of, and an official pass issued by the Director.

STORAGE OF PACKING CRATES AND BOXES

Exhibitors will not be permitted to store packing crates and boxes in open areas of their booths during the exhibit period. These crates, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify crates. Crates not properly marked or identified may be destroyed.

EXHIBITOR APPOINTED CONTRACTORS (EAC'S)

Each exhibitor shall provide the Director, in advance, the name and title of the person in attendance at the exposition and responsible for the installation, operation, and removal of the exhibit. Said representative shall be authorized to enter into such service contracts as may be necessary for which the exhibitor shall be responsible. EAC's must conform to APCO International's exposition rules and regulations.

EXHIBIT INSPECTION

All displays must be erected and completely set up for viewing and inspection at a designated time on the last day of exhibit installation at which time the Director and the Corporate Advisory Committee will conduct an inspection. A representative of each exhibiting firm is asked to be in their booth until the inspection of that booth is completed. This will permit the Corporate Advisory Committee and Director to alert the exhibiting firm immediately of any violation that may exist. If

Exposition Rules & Operations

no representative is available, a violation notification tag will be left in the booth describing the violation. If an exhibiting firm does not act to correct violations within the prescribed time limit, the Director will have them corrected prior to the opening of the exposition at the expense of the exhibiting firm. Failure to correct the violation may result in the loss of priority points.

FAILURE TO OCCUPY SPACE

In the event the exhibitor fails to install the display within the time limit set for opening the exposition, the Director shall have the right to take possession of said space and resell same or any part thereof.

PUBLIC POLICY

Each exhibitor is charged with full knowledge and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety as related to the Exposition Facility.

LIABILITY & INSURANCE

All property of the exhibitor will remain in his custody and control in transit to, from, and within the confines of the exhibit hall, subject to the rules and regulations of the exposition. Exhibitors are advised to carry appropriate liability insurance against personal injury and damage to property of others.

Every reasonable precaution will be taken by the association and its contracted decorator and materials handling companies to protect property during installation, exposition, and dismantle periods. However, neither APCO International, the Director and/or the Corporate Advisory Committee, service contractors, building or grounds officials, nor any officers, staff members, or directors of any of the same, shall be responsible for the safety of the property of exhibitors from theft or damage by fire, accident, vandalism, or other causes, nor will they assume liability for any injury that may occur to exhibition visitors, exhibitors or their agents and employees, or others. Security staff will be on the premises as required.

INDEMNIFICATION

The exhibiting firm shall indemnify APCO International, all co-sponsoring organizations, the official contractors, and facility management against, and hold them harmless from, any complaints, suits, or liabilities resulting from negligence of the exhibiting firm in connection with the exhibiting firm's use of exhibit space.

UNIONS

The exhibiting firm hereby agrees to abide by all agreements made among any unions with jurisdiction at the exposition and the Director, the Exhibit Committee, and/or the exposition facility.

COMPLIANCE OF EXHIBITING FIRM

Each exhibiting firm agrees to comply with all federal, state and local laws and ordinances applicable to the space leased and also with such rules and regulations as may be deemed necessary by the Director, the Corporate Advisory Committee, and/or the exposition facility.

CHANGE OF VENUE

If for any reason the Director deems it necessary to change the location of the exhibits, APCO International reserves the right to reassign all booth space as the association deems best.

NON-REGISTERED ORGANIZATIONS

Firms or organizations not assigned space in the exposition will not be permitted to engage in any activities within the exhibit area or any other areas of the exposition hall or in hotels affiliated with the conference and exposition in any way. Exceptions may only be granted by the Board of Officers, and then only to non-commercial enterprises or companies holding contracts for support services with the association.

EXCLUSION

The Director reserves the right to exclude from the exposition any exhibiting firm and its representatives or employees who refuse to comply with and/or correct any violation of the exposition rules. In the event it becomes necessary to restrict any installation or activity or to evict any offending exhibiting firm, APCO International will not be liable for any refund of exhibit space rental or any other expenses incurred by the exhibiting firm. Refusal to make requested changes or to pay the cost of changes performed by the Director can result in loss of eligibility to participate in future APCO International expositions for a minimum of one year, or longer, as the association deems appropriate.

CHILDREN UNDER 15 YEARS OF AGE

Children under 15 years of age are not permitted on the exhibit floor during installation and dismantle periods. They are also not permitted to attend the exposition unless accompanied by an adult.

RESTRICTIONS

No firm or organization is permitted to engage in direct sales or order taking activities within the exhibit area.

ENFORCEMENT

Enforcement of all exhibition rules is the responsibility of the Director.

BADGES & WORKERS PASSES

At all times every person, including temporary workers, must be wearing an identifiable and acceptable APCO International conference badge. After-hours work passes, available on-site, will be required for any exhibit staff members working after the time designated by the Director. Exhibitor show badges are not interchangeable. Temporary badges will be distributed to EAC's.

APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 13

SUBJECT: Quorum Resolutions

ACTION _____ INFORMATION X

PRESENTED BY: Jack Keating, APCO President

BACKGROUND: The proposed resolutions are attached.

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

- Resolution Changes -

- #1 1) Write in process? 1-YES
- #2 oh 2-YES
- #3 1) Incorrect Article cited - IX
should be Article XI 3-YES
- #4 1) Incorrect Article cited - IV
should be Article I 4-NO
- #5 oh 5-NO
- #6 oh 6-NO

For Your Information

Resolutions for Consideration by the Quorum at Minneapolis

In accordance with the APCO International Constitution and Bylaws, the association is publishing the resolutions in an issue of the magazine that "is postmarked more than 30 days prior to the convening of the annual conference at which the proposal is to be considered."

Resolution #1

INTENT: To amend the APCO Constitution and Bylaws relating to the election of the Board of Officers.

PURPOSE: To modify the election procedures to eliminate the need for Absentee Ballots when there is only one candidate nominated for each office.

MAKER: The Board of Officers

TO: 1999 Annual Conference Quorum

WHEREAS: ByLaws Article V Section 3.1 specifies the procedures for electing members to the offices of President Elect, First Vice President, and Second Vice President, and such procedures include the use of an Absentee Ballot;

WHEREAS: There is no provision for dispensing with the Absentee Ballot when there is only one announced candidate for each office;

WHEREAS: The elimination of the Absentee Ballot in such cases would avoid an unnecessary expense to the Association; now, therefore, be it

RESOLVED: Bylaws Article V, Section 3.1 be amended as follows:

Add Section 3.1.3 UNCONTESTED CANDIDATE. In the event that there is only one (1) candidate nominated for each office, the distribution and return of Absentee ballots procedure, Section 3.1.2 will be suspended for that specific year. Notification of this suspension will be made in the APRIL issue of the APCO magazine.

Add Section 3.2.6 SINGLE CANDIDATE ELECTION. When there is only one (1) candidate for every office, the chair can take a voice vote, or can declare that the nominees have been elected, thus effecting the election by general consensus or "acclamation."

Resolution # 2

INTENT: To amend the APCO Constitution and ByLaws relating to the APCO Conference Manual.

PURPOSE: To facilitate timely changes to the Conference Manual.

MAKER: Board of Officers

TO: 1999 Annual Conference Quorum

WHEREAS: Timely changes to the Conference Manual mandate prompt and immediate action;

WHEREAS: The management and operations of the annual conference will be better served by these changes;

WHEREAS: The Conference Manual shall be a part of the Policies and Procedures of the Association;

WHEREAS: The Executive Council shall have oversight and final approval of the changes, now therefore, be it

RESOLVED: That Bylaws Article XI Section 1.3 be amended as follows:

(1.) ByLaws Article XI Section 1.3 Conference Manual. A Conference Manual shall be part of the Policy and Procedures of the Association. The Conference Manual may be amended by the Executive Council and by the Board of Officers between meetings of the Executive Council subject to subsequent approval by the Council.

Resolution # 3

INTENT: To amend the APCO Constitution and ByLaws relating to the Annual Conference site selection procedures.

PURPOSE: To modify the site selection procedures to conform with those currently prescribed in the Conference Manual.

MAKER: Board of Officers

TO: 1999 Annual Conference Quorum

WHEREAS: The Executive Council has approved changes within the Conference Manual regarding the site selection process;

WHEREAS: The Executive Council agreed that there will be no presentations or solicitations by chapters or convention and visitor bureaus to the Executive Council by mail or onsite before the Council makes the Selection;

WHEREAS: The Conference and Exposition Department conducts extensive on-site inspections of all the eligible cities;

WHEREAS: The Conference and Exposition Department will make site inspection reports to the Executive Director, Board of Officers and Executive Council on a conference site;

WHEREAS: The Executive Council will vote to approve a site at its annual meeting based on all the site inspection reports;

continued on page 45

continued from page 28

WHEREAS: Article IX Section 1.1.5 is no longer necessary, now therefore, be it

RESOLVED: That Bylaws Article IX Section 1.1.5 is deleted and subsequent sections of Section 1.1 will be renumbered accordingly.

Resolution # 4

INTENT: To amend the APCO Constitution and ByLaws relating to the APCO Life Membership.

PURPOSE: To move the criteria for eligibility and the procedures for nomination and approval for conferring the title of APCO Life Member to the APCO Policy Manual and include a suggested list of qualifications.

MAKER: Board of Officers
TO: 1999 Annual Conference Quorum

WHEREAS: The criteria for eligibility and the procedures for nomination and approval for conferring the title of APCO Life Member are contained in the ByLaws.

WHEREAS: The criteria for eligibility does not include a suggested list of qualifications necessary to be eligible for the Award.

WHEREAS: The administration this award would be better served if the criteria for eligibility and procedures for nomination and approval were defined by APCO Policy Manual. Now therefore be it

RESOLVED: That Bylaws Article V Section 4 be amended as follows:

- (1) Amend Section 4.2.2 to read "The criteria for eligibility and the procedures for nomination and approval for conferring the title of APCO Life Member are contained in the APCO Policy Manual.
- (2) Delete Sections 4.3.2 through Sections 4.2.8

Resolution #5

INTENT: To amend the APCO Constitution and ByLaws relating to the designation of Senior membership grade.

PURPOSE: To amend ByLaws Article I, Section 4.4

MAKER: Board of Officers
TO: 1999 Annual Conference Quorum

WHEREAS: The criteria for eligibility and the procedures for nomination and approval for conferring the designa-

tion of "Senior" membership grade are contained in Article I, Section 4.4 of the Bylaws.

continued on page 46

Control Signal

B/W

1/3 Page

Circle Information Card # 59

Call Center

B/W

1/3 Page

Circle Information Card # 45

continued from page 45

WHEREAS: Article I, Section 4.4.2B of the Bylaws states that the significant contributions required for eligibility are defined in the APCO Policy Manual.

WHEREAS: The administration and management of the "Senior" membership grade designation can be better maintained in the APCO Policy Manual. Now therefore, be it

RESOLVED: That Bylaw Article I, Section 4 be amended as follows:

- (1) Section 4.4.2 be amended to read "The criteria for eligibility and the procedures for nomination and approval for conferring the designation of "Senior" membership grade are defined in the APCO Policy Manual.

- (2) Delete Sections 4.4.3 and 4.4.4

Resolution # 6

INTENT: To amend the APCO Constitution and Bylaws relating to the name of the APCO magazine.

PURPOSE: To provide flexibility in naming the APCO magazine.

MAKER: Board of Officers

TO: 1999 Annual Conference Quorum

WHEREAS: This magazine is published on a monthly basis and distributed to the entire APCO membership;

WHEREAS: The magazine is the primary publication of the Association;

WHEREAS: The Constitution and Bylaws of the Association currently dictate the name of the magazine;

WHEREAS: It is appropriate to identify the name and purposes of all APCO publications in the Policy Manual of the Association, now therefore, be it

RESOLVED: That Bylaws Article XIII Section 2 be amended as follows:

- (1) Section 2. Magazine
- (2.1) The primary publication of the Association shall be a magazine. It shall be published at such intervals as directed by the Board of Officers.

BE IT FURTHER RESOLVED:

That all references to a specific title of the magazine within the Constitution and Bylaws of the Association shall be changed to "magazine." ■

These resolutions will be voted on Tuesday, Aug. 10, during the second open business meeting at the 65th Annual Conference & Exposition in Minneapolis, Minnesota. Members who applied for an absentee ballot and have not received it by June 15 should call Yucel Ors at 888.APCO.9-1-1 ext 272.

**Dynamic
Instruments**

B/W

1/4 Page Vertical

Circle Information Card # 46

**Communications
Specialists**

B/W

1/4 Page Vertical

Circle Information Card # 60

Proposed Change to APCO Policy Manual # 2007

Policy Guideline

Index No. 2007

Date: 3/13/99

Revised:

APCO LIFE MEMBER

I. PURPOSE

The purpose of the following policy is to establish the criteria for eligibility and the procedures for nomination and approval for conferring the title of APCO Life Member and to suggest a list of qualifications for eligibility.

II. RESPONSIBILITY

Membership categories are outlined in the Constitution and ByLaws.

III. DEFINITION

The APCO Life Member is the highest level of membership and shall be awarded only to those persons currently holding another category of membership in the Association. The Life Member title shall be added to that of any other category of membership.

IV. POLICY

a. This honor may be bestowed upon members who have, at the Association level, made significant contributions toward the fulfillment of the purpose of the Association.

(1) To be eligible for APCO Life Member, the nominee shall, as a minimum, have:

(a) Served a full term as President of the Association or;

(b) **Met both of the following requirements:**

(1) **Been a member of APCO for a minimum of 15 years; and**

(2) **Made at least five (5) major accomplishments** which have contributed significantly toward meeting the needs of all Chapters, regulatory and policy making bodies, the commercial, general

public safety, and international communities, or any combination thereof. A list of suggested major accomplishments which may be used as a guideline to determine LIFE MEMBER qualifications is shown below:

- (a) Served four or more years as an Executive Council Member;**
- (b) Served four or more years as a Local Area Frequency Advisor;**
- (c) Served as an active Committee Member of an Association Committees or Special Task Forces (e.g. Projects 25, 31, 33, 34, 35, CALEA, etc.) (Service on each such Committee or Task Force would constitute a single accomplishment.)**
- (d) Served as an active member of one or more Association Standing Committee(s).**
- (e) Served as a Regional Conference Committee Chair;**
- (f) Served as an Annual Conference Committee Chair;**
- (g) Made other contributions that promote APCO Intl., (beyond benefit to a single Chapter) or to the art of Public Safety Communications (e.g. NPSAC, PSWAC, NCC, service as an Officer of another public safety-oriented Association.)**

(2) This honor shall be bestowed in the following manner:

- (a) The nomination shall be made by the nominee's Chapter upon recommendation of such Chapter's Executive Committee. This nomination, accompanied by documentation of eligibility, shall be sent to the Association Office more than 90 days prior to the convening of the Annual Conference at which the nomination is to be considered.
- (b) The nomination shall be reviewed by the Board of Officers and its recommendations made to the Executive Council before or during such Conference. If approved by the Executive Council, the nomination shall be presented to the Quorum of such Conference which shall make its decision by majority vote. If not approved in any instance in this process, the Chapter shall be appropriately advised by the Executive Director.
- (c) Notwithstanding the other provisions of this Policy, nominations for Life membership may also be initiated by the unanimous vote of the APCO Board of Officers more than 90 days prior to the convening of the Annual Conference at which the nomination is to be considered. In such case, the Board of Officers shall forward its

nomination to the Executive Council for its approval. If approved by the Executive Council, the nomination shall be submitted for the consideration of the Quorum at the Annual Conference.

- (3) The APCO Life Member title and the member's regular other membership category title with all its privileges and benefits shall be enjoyed, and held exempt from dues, for the life or resignation of such member.

Proposed Change to APCO Policy Manual #2008

Policy Guideline

Index No. 2008

Date: 3/13/99

Revised:

APCO SENIOR MEMBERSHIP GRADE

I. PURPOSE

The purpose of the following policy is to establish the criteria for eligibility and the procedures for nomination and approval for conferring the designation of APCO Senior Member, and to suggest a list of qualifications for eligibility.

II. RESPONSIBILITY

Membership categories are outlined in the Constitution and ByLaws.

III. DEFINITION

The designation of "Senior" may be added to any category or individual membership.

IV. POLICY

A. To be eligible for the honor, a member shall meet the following qualifications:

1. Membership for ten (10) consecutive years or more;
2. Not less than three (3) significant contributions to APCO, including one on an Association level. **A suggested list of significant contributions is listed below:**
 - (a) **Served one or more years as President of a Chapter.**
 - (b) **Served two or more years as Executive Council Member.**
 - (c) **Served two or more years as an active member of an Association Committee or Special Task Force(e.g. Served as an Annual or Regional Conference Committee Chair, Served two or more years as a Local Area Frequency Advisor, Served as an active member on a Special Task Force or Committee (e.g. NPSPAC, PSWAC, Project 25, 31, 33, 34, 35, CALEA, etc.))**
 - (d) **Made other contributions that promote APCO International (beyond benefit to a single Chapter) or the art of Public Safety Communication.**

3. Shall be a member in good standing at the time of the award.
- B. Nominations to Senior Membership Grade shall be initiated at the Chapter level upon recommendation by one Past Chapter President, approved by the Chapter Executive Committee and the Chapter Quorum.
 - C. Senior Membership Grade is approved by the Board of Officers upon presentation of the resolution and sufficient documentation of qualifications to merit the award.

APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 14

SUBJECT: Local Number Portability

ACTION _____ INFORMATION _____ X _____

PRESENTED BY: Rick Jones

BACKGROUND:

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

I am seeking any input from APCO and NENA executive board members, staff, committee chairs, and others regarding the subject of an IVR (interactive voice response) unit for phone numbers on a national basis (and Canada, also).

This is being sent out to:

NENA

President Leah Senitte

Technical Director Bob Miller

Executive Director Mark Adams

LNP study group chair Barb Thornburg

APCO

President Jack Keating

9-1-1 Committee chair Woody Glover

Interim Director John Ramsey

Please distribute to anyone you may wish.

I am proposing that national legislation and funding may be necessary to solve the problem of phone company identification to a specific phone number. This is necessary because of (1) number portability and (2) the increased local service phone competition (with several metro areas having more than 10 carriers competing, and some nearing at least 20).

I believe the problem warrants attention by both APCO and NENA, and will attempt to explain why.

In this document, I will try to explain (1) the problem and its importance, (2) what has been done so far regarding it, and (3) what should be done as a long-term solution.

First, here is some biographical information about me. I have been in public safety communications since 1977, a supervisor since 1978, and a 9-1-1 supervisor since 1991, all at the Loves Park Police Department in Illinois.

In November 1996, I began attending various Midwest Region telephone industry committees, as a representative of the Illinois chapter of NENA.

These committees included the operations committee, which was establishing the operational procedures for local number portability (LNP) that would later become the basis for the entire U.S. and Canadian recommended guidelines.

I also attended the test team committee, which was establishing the FCC national field trial test of LNP in the Chicago metro area (which consists of Cook County and six neighboring counties).

And finally, I attended meetings of the steering committee, which brought together all of the various Midwest Region LNP committee reports and, when there were major disagreements between various companies, successfully tried to reach a consensus and go forward.

These three committees each met at minimum once per month, (one full day each for test team and steering committee, and at least 2 full days each for operations committee). During 1997, I attended most of these and in 1998 through now, I have continued to attend some.

In January 1997, a special Midwest Region 9-1-1 subcommittee was formed, to deal more specifically with 9-1-1 issues surrounding LNP.

About four months later, another subcommittee (made up of carrier, vendor, law enforcement, and 9-1-1 representatives), was formed to deal specifically with identifying a local phone number to a specific carrier. This group later became a national group, and is continuing to tackle this issue today.

The Illinois chapter of NENA and later, the Illinois chapter of APCO are the only 9-1-1 and local public safety communications groups that have consistently taken part in and been represented at, these telephone industry sessions. Others, including the Wisconsin chapter of NENA and some law enforcement groups, particularly the FBI and DEA, have been represented at certain meetings regarding specific topics (particularly IVR).

I present the above information so that those who may not know me would at least have some assurance; this is a topic that I am familiar with.

What is the problem?

In areas of the U.S. (the top 100 metropolitan areas and several others now) and Canada where local number portability is operational, the identification of the prefix (the first three digits of the 7 digit local number) can no longer be reliably used to identify which local phone company provides service.

Local number portability is method whereby a customer can change local service providers and retain the same phone number. It works similarly to enhanced 9-1-1, in that when a phone number in an LNP area is called, a special table is searched, and if the number has been involved in a carrier change or "porting," a special routing code points to the correct carrier's switch and so the call is completed.

The total volume of phone numbers being 'ported' is now starting to escalate. In 1998, when it became available in the top 100 metropolitan areas of the U.S., plus some of the larger metro areas in Canada, the total was about 550,000.

The numbers are now escalating, with more than 700,000 phone lines added to the total in just the first three months of 1999. The month of March 1999 alone saw almost 300,000 numbers ported/pooled in the two countries.

At the current escalating rate of growth, the total of ported numbers should exceed five million by year's end. For all these, the prefix can no longer be used to determine which local phone company is providing service.

In addition, most metro areas, and even some areas that could be considered rural, are experiencing increased local phone competition. As examples, Dallas/Ft Worth metro area has more than 15 local service providers, and the Chicago metro area, more than 10.

It is becoming increasingly difficult, and in some areas, close to impossible, for public safety to keep track of all the local carriers doing business, which prefixes are assigned to them, and what 24/7 phone numbers are available to contact carrier security personnel.

Why is this a problem?

For 9-1-1 PSAPs, a “no record found” call comes in and there is no voice contact. Which local phone company is called to find out the address, in an area of number portability and 10 to 20 local carriers?

For emergency services’ communication centers (which may be for law enforcement, fire, medical, and/or other emergency services), a caller reports an emergency at another location, for which he/she has no address, just a phone number (this has already occurred in a Chicago suburb). Which local phone company is called to find out the address, in an area of number portability and 10 to 20 local carriers?

For law enforcement, a subpoena needs to be issued for local phone records or for a wiretap regarding a specific phone number. Which local phone company is put on the subpoena, in an area of number portability and 10 to 20 local carriers?

For law enforcement (and very often on the local level, for their communications center personnel), a local phone company needs to be contacted quickly to interrupt a phone line, take over a phone line, or change the phone number on a phone line, because of a hostage situation, barricaded subject, or a kidnapping. Which local phone company’s security office is called, in an area of number portability and 10 to 20 local carriers?

The above are just some of the possible scenarios showing why it is important for 9-1-1 centers, public safety communication centers in general, law enforcement, and other emergency services to have some reliable means of establishing the correct relationship between a local phone number and the associated local carrier, along with a 24/7 security phone number to that carrier.

What has been done so far?

In February 1997, the issue was discussed in Midwest Region LNP committees, and it was suggested that an IVR (interactive voice response) unit may be the short term solution. The appropriate public safety or emergency services’ personnel would call a special number, key in the local phone number being checked, and receive a response back that would identify which local carrier provided service and would also give a 24/7 security phone number for that carrier.

The long term solution could be a combination of (1) providing the same information through law enforcement's national computer system and (2) an IVR for those who did not have such access.

Meetings regarding this specific issue continued through 1997 in the Midwest Region. It was determined that this seemed to be a national issue deserving a national solution, and so there should be a national committee.

The national group has met a couple of times in Dallas, a couple in Chicago, and in February 1999, in Tampa. I have taken part in all national committee meetings concerning this topic. I was funded by and represented the Illinois chapters of APCO and NENA at the Tampa meeting. I also reported to APCO International, concerning that meeting. Those on the government side there included myself, a number of FBI personnel, and on the conference bridge, the Toronto Police and the Royal Canadian Mounted Police. (I should also add that Judy Graham, member of the NENA LNP study group and other NENA committees, and representing Time Warner, has also been attending these national sessions.)

We seem to have gone about as far as we can, working with the telephone industry in trying to reach a consensus on both a full, short term solution (needed now since LNP numbers are starting to grow dramatically and some areas are seeing ever increasing numbers of new service providers entering the local marketplace) and a long range solution.

It has taken several months but finally, 6 of the 7 regions of the U.S., have agreed to provide an IVR for public safety and emergency services, but only for ported/pooled phone numbers. The West Coast region has still not bought in and neither has Canada.

Slight interruption here to explain how the 8 LNP regions work. There are 7 regions in the U.S. and they each include those states served by a specific Baby Bell company (prior to all these mergers of course). The 8th region is Canada. The 7 regions are Northeast (now Bell Atlantic north), Mid Atlantic (Bell Atlantic south), Southeast (Bell South), Midwest (Ameritech), Southwest (Southwestern Bell), Western (U.S. West), and West Coast (Pac Bell).

In each of the 8 regions, a limited liability corporation (LLC) has been formed, made up usually of the incumbent carrier(s) plus all those new carriers willing to pay to join and take part in the decision making. Not all local carriers choose to join. There are only five members of the Midwest Region LLC.

One of the LLCs' main functions is setting what is included in the contract with Lockheed Martin, the company that provides the LNP database services, for all 8 regions, plus many other phone services since assigned to it on the national level.

Several months ago, Lockheed Martin was asked to provide a price quote to the Midwest Region LLC regarding developing and implementing an IVR system for public safety. The system would only include information regarding 'ported' phone numbers (and a special category of pooled numbers, which are those where a carrier is assigned phone numbers by NXX-X, the first four digits of the 7, rather than just the NXX, so each gets 1000 at a time instead of 10,000).

It did and the IVR was first purchased by the Midwest Region. Between then and now, five more regions have purchased it from Lockheed Martin. Again, the sole remaining regions not yet taking part are the West Coast, and Canada. As each region buys in, the pricing is reduced to those who bought in before.

When the Midwest bought in, it was at 100 per cent of total cost if no other region chose to take part. When the second region bought in, it was at 50 per cent of total cost, and the Midwest Region's cost dropped $\frac{1}{2}$. If all eight regions buy in, each pays $\frac{1}{8}$.

If the bill is determined to be part of that region's LNP costs, then the FCC cost recovery order can be used, and all carriers doing business in LNP areas will pay a share based on some complex formulas.

There were some items not paid for and which have been provided free of charge so far, by Lockheed Martin. These include registration and PIN administration. A public safety agency can register with Lockheed Martin by phone or on the Internet. It will then receive back the special phone number to call and a numeric password to use for the IVR. This work continues to be provided by Lockheed Martin at no cost.

Who pays that cost in the future is one of the issues not yet resolved by the national committee.

What still needs to be done?

The eight LLCs have been asked to provide the IVR with information on both ported and non ported numbers. This could be done by (1) doing a lookup on the phone number to see if it has been ported and (2) if it has not, checking as to which local service provider has the prefix or NXX of the number.

The seven U.S. regions have been asked to provide this, in a letter from the FBI. All eight regions have been asked to provide this, in a letter from a special NENA LNP study group, chaired by Barb Thornburg, and with a membership that includes representatives from most of the major local carriers and many of the new carrier entrants. (I did not mention above, but many 9-1-1 industry personnel have stated they have a need for a full IVR so as to quickly work and correct 9-1-1 database problems.)

I have attended the most recent Midwest Region LLC meeting. I believe its opinion is that of the other LLCs. Its members do not believe it should fund any additional features to the current IVR. It wishes some other group to take over the costs for all future administration and maintenance of the IVR, including registration of PIN administration.

It believes that law enforcement should come up with the financing mechanism for any needed enhancements more specific to it. The major one is a history file. Law enforcement may need to subpoena the records attached to a phone number days, weeks or months ago. The problem is, how to identify, in an LNP area, which local carrier was providing service for that phone number on that date or range of dates. Adding a history feature to the IVR could provide this.

On a long term basis, rather than having to access an IVR, most public safety agencies could be provided the same kinds of information through the national law enforcement computer system. If the database used by the IVR and NLETS (the national law enforcement computer system) were linked together, probably as much as 85 per cent or more of public safety could do all accessing through a computer terminal, just as if checking a license plate. (Reminder---this database only establishes a relationship between a local phone number and the appropriate local carrier, it includes absolutely no customer information of any kind.)

For some emergency services and their communication centers (such as fire and medical), the IVR would still be needed. Also, for some 9-1-1 PSAPs, which are not law enforcement managed and may only refer calls to law enforcement agencies, the IVR would still be needed.

So, where do we go from here? And, if you have managed to read this far, here is where I need your input, comments, opinions, disagreements, assistance.

At one point, the telephone industry representatives were hoping that the FBI would take over it all and be the sole public safety contact to handle everything from here on out. I have disagreed, and the FBI reps have agreed with me. Not just law enforcement is involved. 9-1-1 PSAPs, local public safety communication centers in general, and various local/state emergency services must also be considered. These, I believe, are best represented through NENA and APCO. I have stated that opinion publicly at the various meetings.

My opinion is that federal legislation, including funding, is needed. This could be worked out between APCO, NENA and the FBI, and then submitted to Congress.

While it may involve the FCC at some point, I do not think any kind of a national phone surcharge should be considered as a funding source as that would seem to create some real opposition among certain citizens' groups and dim the chances of successful resolution, at least in the near future. With the numbers growing, this does seem to require a quick resolution.

Cost estimates (and these are my rough estimates) are as follows:

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1—Upgrade IVR to provide local service provider information on all phone numbers | \$1 million |
| 2—Connect IVR and NLETS, and do software changes for local inquiries on local phone numbers | \$2.5 million |
| 3—History file (inc hardware) of ported numbers for 18 months (providing carrier having the number on specific date/range) | \$2.5 million |
| 4—Registration, PIN administration and other admin costs (to be handled through FBI, APCO, and NENA) (dropping to \$50,000 annually after year 3) | \$150,000 each of 1st 3 years |
| 5—Annual maintenance costs of system (including phone lines, needed equipment repair/upgrades) | \$100,000 |

| | |
|-------------------------------------------------------|-------------|
| Summary—1 st year total | \$6,225,000 |
| annual 2 nd and 3 rd year total | \$250,000 |
| annual 4 th year and beyond total | \$150,000 |

Thank you for your attention in this matter. I will be out of the office Saturday, April 10, through Wednesday, April 14, attending a computer class in New Jersey. The next national law enforcement/9-1-1 IVR meeting with telephone industry representatives will be held via conference bridge call, on Friday, April 16, at noon Central Time.

Respectfully submitted

Rick Jones, ENP
 Loves Park (IL) 9-1-1
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APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 15

SUBJECT: Project Updates

ACTION _____ INFORMATION X _____

PRESENTED BY: Project 25 – Craig Jorgensen
Project 31 – Joe Hanna, APCO President Elect
Project 35
Historical Committee – T.G. Mieure

BACKGROUND:

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 16

SUBJECT: CAC Report

ACTION _____ INFORMATION _____

PRESENTED BY: Joe Gallelli, CAC Executive Council Representative

BACKGROUND:

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

APCO
AGENDA ITEM COVER PAGE

AGENDA ITEM NUMBER: 17

SUBJECT: Open discussion concerning the needs, interests, opportunities, etc. of the membership as seen by the Executive Council

ACTION _____ INFORMATION X _____

PRESENTED BY: Nancy Pollock, MN Chapter, Facilitator

BACKGROUND:

EXISTING POLICY:

DISCUSSION:

RECOMMENDATION:

APCO International

Executive Council Meeting
Sunday, August 8, 1999
Hilton Hotel, Minneapolis, MN
Hilton Ballroom, Salon G
8:30 a.m.

Agenda:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Conference Site Selection 2004
5. Regulatory Report
6. Wireless Update
7. APCO Headquarters Y2K Update
8. Budget Approval
9. Employee Pension Plan
10. Department Reports
 - AFC
 - Institute Report
 - Editorial Advisory Committee
11. AFC Processor Position
12. APCO Annual Conference Manual
13. Regional Conference Review Report
14. Long Range Plan
15. Life Member Nominations
16. Quorum Resolutions
17. Other Business
18. Adjourn

A continental breakfast will be served prior to the meeting. Lunch will be provided.