

## Conference Attendees Frequently Asked Questions (FAQs)

By: Ericka Jackson, 2008 Conference Chair

Last Updated: 8/1/08

### When does the conference actually start and end?

The first session of conference (opening remarks) typically begins the morning of Monday, October 13<sup>th</sup> (time varies between 8am and 9:30am). Conference ends on Thursday, October 16<sup>th</sup> typically between 4 and 5pm. Tentative times for this year's conference can be obtained by viewing the agenda located on the website.

### When should I schedule my flight to arrive and depart?

If travelers are concerned about when to schedule flights, in order to ensure you will not miss any of the sessions, please schedule to arrive prior to 8am the first morning of the conference and depart after 5pm on the final day of the conference. Many attendees arrive the night before and depart the morning after when their agency permits.

### When is registration?

You must initially register to attend the conference and pay associated fees by registering online. Also, when you arrive at the conference site, there is another registration session where you sign in and receive your conference materials. On site registration is the first morning between 8am and the start of the session, but continues throughout the conference. On-site registration is also sometimes the night before in the hospitality suite. All attendees: members, non-members, speakers and vendors must participate in on-site registration.

### May I register now and pay later or upon arrival at the conference site?

Yes, but please remember that late registration requires an additional fee of \$50 for members and non-members. If you register and for some reason you are unable to attend, you must cancel your registration or your agency will be assessed fees as we will recoup the money spent in anticipation of your arrival. See the cancellation policy for specifics.

### What is the recommended or nearest airport to the conference site?

Tampa International Airport (TPA) and St. Petersburg - Clearwater International Airport (PIE) are both a similar distance to the hotel. PIE is the hub for a few discount airlines that connect medium market cities with the area while TPA typically services all major cities.

### What are the hotel taxes?

Attendees who want to figure their exact room rates should add an additional 12% tax to their nightly fees. This tax is the 7% local state tax for the area, plus the 5% occupancy / resort tax charged by the hotel. For example, if your room rate is \$129 per night, you must calculate this as  $129. + 12\% = \$144.48$  per night. Agencies that are Florida tax exempt will not have to pay the state tax but should contact the hotel to determine the exact amounts and inquire as to what proof they will need to provide. **While these tax**

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amounts were current at the time this document was written, remember this information serves as a guide to assist. IACA/FCIAA will not be held responsible for changes in taxes, rates or fees. In order to ensure that nothing has changed, it is your responsibility to verify this information with the hotel.

### Are the conference sessions held at the hotel?

Yes, all sessions are on site at the hotel.

### Do attendees share rooms?

Yes, this is common practice and you may also choose to share a room with a co-worker. Please contact the hotel to determine the exact costs as their may be additional (per person fees) associated with sharing rooms.

### How can I make my hotel reservations?

Every attendee is responsible for making their own hotel reservations. We recommend that all attendees including committee members, speakers and vendors utilize the hotel reservation form located on the website unless informed otherwise. Using the form will ensure that you receive the group rate and you will not be accessed the additional fees that sometimes come with make reservations via the internet or by calling the hotel directly.

### May vendors reserve rooms at the hotel using the conference rate?

Yes, we encourage everyone involved with the conference to utilize the conference hotel and received the negotiated group rates which are extended on a first come first served basis.

### What methods of transportation are available from the airport to the hotel?

*Shuttle:* There is a Super Shuttle company providing regular transportation to and from the airport? Phone: 727-572-1111. The rates are \$24 for one way or \$48 for round trip.

*Taxi:* For those arriving at hours that are not sufficient for shuttle service, there are taxi's who are contracted with the airports. They are all pricy, in upwards of \$60 - \$70 to the resort (one way). If you must take a taxi, the hotel suggests taking Studio Sedan. Pre-arrange the services with them by calling 866-403-3303. They are the hotel's onsite transportation company.

Please confirm the fees and availability of these companies by contacting the company directly.

### Are meals provided at the conference?

One full course lunch is provided during the keynote presentation.

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Continental breakfast, light refreshments and drinks are traditionally provided throughout the conference, but should not be considered meals for the purposes of your travel paperwork.

A networking reception is being considered but at this time should not be considered a meal for the purposes of your travel paperwork.

### **When will the agenda be available?**

The tentative agenda is available on the website as well. While minor changes may be made, this contains the anticipated conference events. A notification will be submitted to inform you of the release of any major changes to the 2008 agenda.

### **Who should attend this conference?**

Individuals with a demonstrated interest in crime and intelligence analysis including but not limited to law enforcement personnel serving in the analytical capacity, supervisors, investigators, homeland security analysts, narcotics analysts, administrators, academia and students. This conference provides information and training on a broad range of topics, skills and technology.

### **Is there a student rate?**

At this time, students must pay full conference rate. Upon becoming a member of IACA or FCIAA, you may receive the discounted membership rate.

### **Will certification testing be offered at the conference?**

Yes, IACA certification is always offered at the annual training conference. Information on eligibility and applying to take the certification test is available on the IACA website.

### **Are vendors invited to attend?**

Yes, vendors are encouraged to attend and set up at the training conference however there is an application process with rules and relevant fees. Please contact the person in charge of vendors for additional information. The contact information is listed on the conference page of the IACA website.

### **Is hands-on computer training offered?**

Yes, hands-on computer training is always offered at the conference. The training normally consists of basic and advanced levels of GIS (mapping) and a selection of other relevant technical skills. The computer labs have limited seating and are on a first come, first served basis. When labs are full, some instructors permit that you sit beside a co-worker or other attendee or that you may follow along on your own laptop.

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### Will there be a bulletins contest this year?

Yes, there will be a bulletin and analytical products contest to highlight products that you've created that have wowed members of your agency. We encourage all members to participate in the contests. Vendors are asked not to submit entries. Winners will be announced at the conference and prizes include awards such as certificates, plaques and reduced registration for future IACA conferences.

### Will there be door prizes?

Yes! Door prizes are given during the sessions where the entire group meets. You must be present to win. Vendors are asked not to enter into any of the contests. If you have anything you or your agency would like to submit as a door prize, please contact the conference Chair or another committee member.

### Will there be an association board meeting at this conference?

Yes, there will be two; an IACA and an FCIAA board meeting since this is a joint conference. Members of each association are encouraged to attend.

### Will there be night out events?

Two organized events are being planned but until they are finalized we have limited information. Nights out events are optional events that are planned for your personal enjoyment. These are on personal time after all sessions are complete for the day, are often off site, and are paid for separately by the conference attendee either in advance to the Night Out organizer or on site at the conference.

### What is the hospitality suite?

The hospitality suite is an area or room reserved at the conference site that is open for attendees to socialize and network after the conference sessions and sometimes after the night out sessions. We encourage you to visit the hospitality suite. This is where you will have time for one on one informal discussion with peers, instructors and vendors. Dress is extremely casual. Snack food, drinks and business card sharing is welcomed. The hospitality suite's room number and tentative schedule will be posted at the registration area or printed in the conference manuals. Also, early registration is sometimes provided on Sunday night in the hospitality suite for those who arrive early.

### What are the fees for registering for the conference?

- The conference early registration rate for IACA or FCIAA members is \$394.00
- The conference early registration rate for non-members is \$450.00

Early registration ends on 9/5/2008; the registration fee is an additional \$50.00 after that date for everyone!

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### What is the cancellation policy and how can I cancel?

- Registrants who cancel prior to **Friday, September 05, 2008** will receive a full refund provided he/she completed registration and paid prior to that date.
- Registrants who pay for but do not attend the conference, OR fail to notify the IACA of their cancellation, will receive a full refund less \$150 for food and administrative costs.
- Registrants who do not pay conference fees prior to the start of the conference and do not attend will be billed \$150 for food and administrative costs. Please cancel your registration if you do not plan to attend; do not just fail to show up.
- In order to cancel your conference registration, you **MUST** do one of the following (these are the only two ways to cancel your registration)
  1. Send an email to [treasurer@iaca.net](mailto:treasurer@iaca.net) on or before Friday, September 05, 2008 OR
  2. Call the IACA at 1-800-609-3419 and leave a voice mail regarding your cancellation on or before 09/10/2007.

Visit <http://www.iaca.net/Conference2008.asp> for all conference information.