



Charter

2011 Annual Training Conference Committee

Chartered November 23, 2010

Period Covered: November 23, 2010–November 30, 2011

Appointed under the IACA Bylaws, Article VII, Section 2, Paragraph B

Chair

Mary Craige

Alexandria Police Department, Alexandria, VA

Members

Tiana Antul
Lloyd Burke
Eric Drifmeyer
Mary Kirkwood
Allison Mayer
Rob Stering

Worcester Police Department, Worcester, MA
Watertown Police Department, Watertown, MA
Barnstable Police Department, Barnstable, MA
Scottsdale Police Department, Scottsdale, AZ
East Orange Police Department, East Orange, NJ
Dedham, MA

Affiliates

Susan C. Smith
Norman J. Mallard
Tamara Otley
Amanda Carr

Board Liaison
IACA Technology Director
IACA Treasurer
Awards Committee Chair

Mission

- Building on past successes and learning from past failures, produce the greatest Annual Training Conference in the IACA's 21-year history
- Provide top-quality training, networking, activities, discussions, and social events for the members of the IACA and MACA
- Synthesize the interests and needs of the IACA with those of the Massachusetts Association of Crime Analysts to create a joint conference that still conserves our traditions and priorities
- Send attendees back to their agencies refreshed, energized, and full of new ideas to apply to their daily work and new contacts in the crime analysis field

Goals

1. There are, of course, many steps and tasks associated with planning a conference. Generally, you have the freedom to prioritize them and establish deadlines as you see fit. However, there are a few milestones so crucial to the success of a conference that we are making their deadlines explicit in this charter:
 - a. By November 30, 2010, provide the IACA and MACA webmasters with the information necessary for a preliminary web site
 - b. By January 7, 2011, present to the IACA and MACA Boards a draft budget for the conference
 - c. By January 31, 2011, begin online registration
 - d. By February 25, 2011, issue a call for presentations to the crime analysis community.
 - e. By May 15, 2011, publish a preliminary list of speakers and topics
 - f. By July 1, 2011, publish a reasonably-final conference schedule
 - g. By November 30, 2011, tabulate conference evaluations and disseminate them to the IACA and MACA Boards, send appropriate thank-you letters to conference participants, deliver conference presentations and related materials to the IACA Webmaster, and finish all other outstanding tasks.
2. Achieve a total registration of 300 or more, including a total *paying* registration of 250 or more.
3. Attract at least 20 vendors and exhibitors to the conference.
4. Generate a net profit of at least \$12,000 (this money will be split with MACA according to our agreement).
5. Provide monthly reports to the IACA and MACA Boards, accelerating to bi-weekly starting August 15, 2011, on the progress of the conference, issues in need of Board attention, and potential problems.
6. At all stages, provide updated materials to the IACA Technology Director and work with him to ensure continuous updates of the IACA web site.

Authorizations

1. You are authorized to use any means and resources, including those provided within this charter, and to make any decisions necessary, and to establish any necessary policies, with the exception of any items under "Restrictions," to achieve these goals.
2. You are authorized to encumber funds up to the budgeted amounts agreed upon by you and the IACA and MACA Boards in your conference budget.
3. You are authorized to make direct purchases, reimbursable by the IACA Treasurer, for items consistent with the conference budget.
4. You are authorized to recruit up to 6 additional IACA or MACA members for any purposes you feel are necessary, and to promise them either Level 1 or Level 2 benefits (see below), depending on whether you think their total service time will be 0-10 hours or 10-30 hours, respectively. Forward the names and benefit levels of all such members to the IACA Board. These additional members must serve at the direction of, and may not occupy positions of authority higher than, the committee named in this charter.

Restrictions

1. The Conference Committee chair and members must follow the specifications of the Letter of Agreement between the IACA and MACA. This requires you to:
 - a. Submit your reports and updates to the MACA Board as well as the IACA Board.
 - b. Allow the MACA Board (assuming it chooses to exercise this option) to fill one keynote session through any process it desires
 - c. Allot time for both the IACA and MACA presidents to speak during the opening and closing ceremonies.
 - d. Provide time for both the IACA and MACA to hold their annual meetings during the conference. These times should not conflict with each other.
 - e. Include the names and logos of both associations on all conference materials.
 - f. Allow both IACA and MACA members to attend at the “member” rate.
2. There are certain aspects of the IACA conference so traditional or expected by members as to be essentially mandatory. Your conference plan should thus include:
 - a. Four full program days (although these may be spread across five actual days)
 - b. A computer lab for a minimum of three days
 - c. A hospitality suite for the duration of the conference
 - d. At least one night of organized entertainment (“nights out”). This can include an extra optional cost to conference attendees.
 - e. Exhibitors
 - f. A means for offering the IACA certification exam
 - g. Door prizes and give-aways
 - h. Gifts of appreciation for presenters
 - i. Roundtable discussions (between 3 and 6)
 - j. A merit-based scholarship program
3. Allot at least 90 minutes for the IACA Annual Meeting
4. Allot enough time during the opening ceremonies that the IACA President will have 30 minutes to speak
5. Allot a general session for the winner of the “Innovations in Crime Analysis” award.
6. You may not allow representatives of for-profit companies to present sessions that highlight their own products and services as part of the regular training tracks. Analysts *not affiliated* with such companies may propose sessions that use their products as part of the regular conference proposal process, and representatives of for-profit companies are welcome to propose sessions that do not rely on their products. If you want to allow vendors to demonstrate their own products and services, these must be part of a special, separate track, and registrants must have other training options during the same period unless the sessions occur before or after regular conference hours.

7. The IACA President shall have final approval on the IACA's selection for the keynote speaker. Please consult with the IACA President for a timeline and process for identification and selection of the keynote.

Guidelines

1. Since this is a joint conference with a local association, try to achieve a balance of topics of both international and local interest.
2. Although you may have a single person appointed to coordinate training proposals and speakers, please ensure that all members of the committee, the IACA Board, and the IACA President have a chance to comment on the presentation proposals, through whatever evaluation method you decide to use.
3. MACA has a number of conference traditions, such a trivia night and Brazilian Barbecue night. Please work with them to accommodate their normal conference elements.
4. You may set the conference registration fee at a level that makes sense based on your budget; however, try not to vary considerably from the fee of \$394 for members and \$450 for non-members used for the past few conferences.
5. Before registration opens and money starts coming in, please work with the IACA Treasurer to come up with a system of recording registration and tracking finances. The Treasurer will have to have some involvement with the committee because of her role in IACA finances, but she should not be involved in day-to-day operations.
6. Please offer a class session on the first day of the conference titled "Fundamentals of Crime Analysis," or something similar, which will serve as basic training for brand new attendees.
7. Please refer to the Board feedback from the 2010 conference in planning for 2011.

Budget and Resources

1. The 2011 Annual Training Conference Committee will establish its own budget, to be ratified by the IACA and MACA Boards. This budget should include provisions for committee meetings if you feel it necessary.
2. The Conference Committee may use the IACA's conference call service as often as you feel is necessary to convene committee meetings.
3. The Conference Committee may use the IACA Discussion List and IACA Announce List for conference business at its discretion.
4. A Basecamp project has been set up for you for project management.

Committee Benefits

The 2011 Annual Training Conference Committee Chair will receive Level 4 benefits, including free 2011 membership, free registration to the 2011 IACA Annual Training Conference, 2011 conference travel, lodging, and meal expenses paid according to the IACA Travel Policy, and free registration to any IACA Professional Training Series class in 2011.

Other committee members listed in this charter will receive modified special benefits: free 2011 membership, free registration to the 2011 IACA Annual Training Conference, and 2011 conference travel and lodging expenses but not meal expenses.

Additional individuals requisitioned for service by the 2011 Conference Committee will receive either Level 1 (free membership and \$100 off the conference) or Level 2 (free membership, free conference registration) benefits, depending on the nature of their service.

Review, Renewal, and Dissolution

This committee will be dissolved on November 30, 2011.

Chartered under my authority as President of the International Association of Crime Analysts on October 15, 2010, with the approval of the IACA Board.



Christopher W. Bruce

I have reviewed the charter and agree with its parameters.

Mary Craige