



Charter

First Annual International Symposium

Chartered December 10, 2010

Period Covered: December 10, 2010–May 31, 2011

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

Chair

Stacy Belledin

Lakewood Police, Lakewood, CO

Members

Trina Cook, Tukwila Police, Tukwila, WA

Samantha Gwinn, LexisNexis

Karin Sibilo, RCMP, Vancouver, WA

Mission

- Provide a high-quality regional conference, featuring a special topic, that supplements our Annual Training Conference without detracting from it.
- Provide top-quality training, networking, activities, discussions, and social events for the members of the IACA and regional attendees.
- Maximize international outreach and networking opportunities.
- Establish a solid, successful precedent for future international symposiums.

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 December 15, 2010, provide to the IACA webmaster the information necessary for a symposium web site
 - b. By December 31, 2010, provide to the IACA Board a completed budget proposal
 - c. By January 8, 2011, begin online registration
 - d. By January 31, 2011, publish a preliminary list of speakers and topics
 - e. By February 28, 2011, publish a reasonably-final conference schedule
 - f. By May 31, 2011, provide to the IACA board a comprehensive review of the symposium experience with recommendations for future years
2. Achieve a total paying registration of 75 or more
3. Attract at least 5 vendors and exhibitors to the conference.
4. Generate a net profit of at least \$2,000
5. Provide bi-weekly reports to the IACA board.
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 Board in your conference budget.
3. You are authorized to make direct purchases, reimbursable by the IACA Treasurer, for items consistent with the conference budget.

Restrictions

1. Allot enough time during the opening ceremonies that the IACA President will have 30 minutes to speak
2. 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.

Guidelines

1. As our first international event, this symposium will set a standard for future years, and will determine whether regular annual symposiums outside the United States are feasible. Please plan with this legacy in mind.
2. Use the proposals that you sent to the IACA board as a guide for conference planning, as the board was pleased with the proposed schedule and topic ideas.

Budget and Resources

1. The International Symposium will establish its own budget, to be ratified by the IACA Board. The budget should include provisions for all necessary expenses, including travel and lodging expenses for committee members (but not board members).
2. The Symposium Committee may use the IACA's conference call service as often as you feel is necessary to convene committee meetings.
3. The Symposium 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 International Symposium Committee chair will receive Level 2 benefits, including free 2011 membership and free registration to the 2011 IACA Annual Training Conference. Other members shall receive Level 1 benefits, including free 2011 membership and a \$100 discount on the 2011 IACA Annual Training Conference. Travel and lodging expenses to the symposium itself are also awarded for all committee members under the symposium's budget.

Review, Renewal, and Dissolution

This committee will be dissolved on May 31, 2011.

Chartered under my authority as President of the International Association of Crime Analysts on December 20, 2010, with the approval of the IACA Board.



Christopher W. Bruce

I have reviewed the charter and agree with its parameters.

Stacy Belledin