



Operational Guideline

Annual Conference Timelines	O.G. # 3.02.01	
	Effective: November 5, 2016	Initial of Pres DG

Purpose: To provide direction to the Annual Conference Committee for the organization and planning activities that need to be completed in preparation for the Annual Conference and Training Workshop.

Scope: The BCFTOA membership.

Policy The Annual Conference and Training Workshop will be planned by the Conference Committee under the direction of the First Vice President.

Procedure:

The Annual Conference Committee will ensure that the Annual Education Conference and Training Workshop is planned in an effective manner so that all Conference participants may benefit from the training and educational opportunities presented.

Planning will take place in a timely manner. The following timeline will guide the planning of the Annual Conference and Training Workshop:

Two years prior:

The BCFTOA Executive will identify the host city, fire department or organization that will host the Annual Conference and Training Workshop. Confirmation in writing will be provided by the Mayor, Fire Chief, or Chief Administration Officer of the host organization.

The host organization will appoint a Conference Committee chairperson who will liaise with the First Vice-President of the Association. The Conference Committee chairperson will be responsible for assembling the Conference Committee. The Conference Committee will consist of members of the host department(s) and the BCFTOA Executive.

18 months prior:

The Conference Committee will book an appropriate venue to hold the Annual Educational Conference and Training Workshop. Appropriate venues will include convention centers, public events centers or hotels with adequate meeting rooms to hold both training activities, as well as meeting and banquet rooms. Additional training facilities in relatively close proximity to the Conference venue may also be booked, as

required. The Conference Committee shall plan on 200 delegates, presenters and guests as a benchmark for booking a venue.

A host Conference hotel will be identified and rooms blocked for the anticipated number of out of town delegates and Conference attendees. The Conference Committee will attempt to secure the most reasonable room rates possible.

12-15 months prior:

The Conference Committee should meet with previous conference organizers to seek advice and guidance on the successes, challenges, and lessons learned.

The Call for Presenters will be placed on the Association Website in order to allow potential presenters an opportunity to put forward proposals to the Conference Committee. The Call for Presenters will also be sent out by email, as well as any other communications means that may be appropriate (e.g. BCFTOA Website, Facebook, Twitter, etc.).

The Conference Committee should book the keynote speaker(s) for the Conference

A webpage will be established on the Association website to promote the next Annual Educational Conference and Training Workshop.

12 months prior:

Announce at the Annual Conference the location, venue and hotels for the next conference. The BCFTOA Executive will assist in the promotion of the next conference by providing an opportunity for the host of the following year's conference to present their invitation to the Conference delegates.

The Conference Committee shall seek the sponsorship of community partners in hosting the Conference. These sponsors may provide both monetary and non-monetary support for events, training and other activities in order to offset some of the costs of the Conference.

The Conference Committee should determine the food services desired for the Conference and request written menus and quotes from local caterers for the Banquet as well as any other food services they expect to provide. For example: coffee breaks, breakfast, lunch and theme night dinners.

The Conference Committee along with the First Vice-President and the BCFTOA Executive will determine the educational content of the Annual Conference and Training workshop as well as the schedule of events for the Conference.

9 months prior:

The Conference Committee will develop an operating budget for the conference including expected revenues and expenses. This budget and the fee schedule for the Annual Education Conference and Training Workshop will be reviewed by the First Vice President and approved by the BCFTOA Executive before the end of October of the year prior to the Conference.

6 months prior:

The Conference Committee will establish a registration process to allow participants to register for the conference and sign up for any educational opportunities they may wish to attend.

If a Partners Program is planned, the Conference Committee should develop and organize activities and events for the partners of the delegates and participants.

4-6 months prior:

The Conference Committee should invite dignitaries to the Opening Ceremonies.

4 months prior:

Registration should be open.

The Conference Committee should determine what paraphernalia, binders, and other materials that will be included in the delegate package.

3 months prior:

Organize the logistics and team of helpers who will assist in doing various activities throughout the Conference.

1 month prior:

Close registration and determine the final number of delegates for each activity and training event. Make the final arrangements with the food service suppliers. Make final arrangements with the venue to ensure that the meeting and training rooms are ready for the Conference.

1 week prior:

Meet with the Conference Committee and team of helpers to ensure that everyone knows their roles and responsibilities during the Conference.

Reference:

 Signature of President	This OG replaces Issued: NA
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