



IOWA CORRECTIONS ASSOCIATION

CONFERENCE COMMITTEE:

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Conference Planning Guide

TIMELINE	Date Completed & By Whom
12 MONTHS PRIOR TO CONFERENCE	
Confirm conference city and date(s)	
Select conference co-chairs -Co-chairs may use up to \$300.00 of the conference budget toward their conference registration fee and/or hotel room expenses (this is for the Co-chairs only)	
Recruit committee volunteers & identify sub-committees	
Schedule first committee meeting	
Select conference sub-committee chairs -Contact ICA committees to see if they have any workshops/speakers for the conference	
Set future meeting schedule	
Request information from site options	
Prepare a proposed budget with est. participants and share with ICA board liaison (example attached) and keep the Board updated throughout the entire planning process	
Provide the ICA Vendor Chair with logistical information to share with vendors -Up to two (2) vendor reps will receive meals at the conf.	
Begin hotel negotiations	
11 MONTHS PRIOR TO CONFERENCE	
Continue to review site options	

Set tentative theme (list of ideas is attached)	
Decide if having a fundraiser (Ex. Silent Auction)	
Discuss registration fees (example reg. form attached)	
Identify training topics / possible training tracks	
Put request out to ICA Committee Chairs and ICA members for interested speakers	
Consider entertainment and social event options	

10 MONTHS PRIOR TO CONFERENCE	
Determine workshops / tracks / speakers	
Send each speaker a Presenter Agreement (example attached) to be completed and returned	
If no proposals are submitted in areas of interest, contact other possible presenters	
Provide save-the-date information to the following: Current conference chairs DOC Newsletter (DOC Central Office) ICA Rapsheet (to Rapsheet Editor) Facebook (to ICA Board Member) ICA Website (to ICA Website Chair)	
9 MONTHS PRIOR TO CONFERENCE	
Continue to develop conference schedule	
Finalize & sign the hotel contract Confirm dates Request block of hotel rooms for attendees Request comped rooms based on the number of rooms sold (to use for hospitality room, speakers, etc.) Negotiate state rate or very close Food/beverage minimum / menu options Conference space (workshop rooms, breakout areas, areas for CEUs, registration and merchandise (access to electricity)) Space for 10-15 vendors (access to electricity, wifi, etc.) Space for silent auction, if needed A/V – Request assistance from DOC/CBC locations to provide laptops, projectors, easels, chart paper, markers, etc., as needed ***Contact a conference committee member for assistance with any of these tasks (listed on first page)	
Secure entertainment and social events venues, if needed	

6 MONTHS PRIOR TO CONFERENCE	
Begin preparing conference registration form with the cut-off date for reserving a hotel room at the negotiated rate (examples attached)	
Ensure all Presenter Agreements have been returned, as this information is needed to request CEUs (example attached)	
Send the workshop information (name, bio/resume, workshop name and workshop description) to the ICA CEU chairs	
Send hotel registration information Website Chair	
Have "Save the Date" flyer sent by email to ICA members and added to website	
Contact local Chamber of Commerce to request conference bags / bag stuffers	

5 MONTHS PRIOR TO CONFERENCE	
Get registration form finalized and sent to members	
Share conference information / save-the-date with outside agencies ILEA (to reach law enforcement) Department of Human Services Juvenile Court Services Substance Abuse Agencies Mental Health Providers Community Colleges / Universities	
3 MONTHS PRIOR TO CONFERENCE	
Solicit AV equipment for speakers and awards banquet (from DOC Learning Center, DOC/CBC facilities) (<i>Awards Banquet is for Spring Conference Only</i>)	
Arrange to have an IT person on-site at the conference	
Arrange room set-up for training (classroom set-up, theatre set-up, round tables, etc.) and meal rooms	
Discuss awards banquet needs with co-chairs (<i>Spring only</i>) Line up people to greet the families Table for greeters, if needed Head table for ceremony (# of seats) Podium / Microphone A/V Needs (screen, etc.)	
Determine head table setting for meals and banquet	
Confirm entertainment location (if offsite), if any Arrange for transportation, if needed	
Secure people for the following: Introduce all speakers	

Distribute the speaker gifts	
Arrange to get tables for CEUs, Merchandise and Registration	
Begin preparing the printed program	
Confirm any room needs for special meetings (ICA Board, District Directors, Wardens, etc.)	
Arrange Vendor reception time(s) and location	
Select menus for meal functions	

2 MONTHS PRIOR TO CONFERENCE	
Continue working with hotel, finalize set-up details, monitor room reservations	
Determine head table seating for meals	
Finalize program and submit program order	
Send reminders to speakers of date, time, and break-out room assignment	
3 WEEKS PRIOR TO CONFERENCE	
Confirm CEU/Merchandise/Registration table needs (# of tables, electrical outlets, wifi, etc.)	
Confirm with Awards co-chairs Awards/Memorials banquet needs (# of seats at head table, AV needs, number of reserved tables needs, hostess table, etc.) (<i>Spring conference only</i>)	
Schedule Banquet program (awards memorials, scholarships, speakers etc.) (<i>Spring conference only</i>)	
Ensure Hospitality room needs are being met (enough food/beverage/tableware/silverware/coolers, etc. have been donated or purchased); ensure people have been lined up to “staff” the room during open hours	
Confirm entertainment equipment needs, if any	
Confirm the registration committee is making name tags	
Create signs for break-out rooms, hospitality room, directions, etc. (if not being done by the hotel)	
1 WEEK PRIOR TO CONFERENCE	
Ensure all items for conference bags are on site; assemble the bags	
Confirm AV equipment being borrowed is still available	
Confirm room set-ups	
Give final guarantees to caterer for the number of meals to be served	

Form Examples

1. Proposed Conference Budget Sample
2. Conference theme ideas
3. Example Registration form
4. Presenter Agreement
5. Workshop Planning spreadsheet
6. Donation Letter
7. Thank-you letter

Projected Budget for Fall ____ ICA Conference

	Number Registrants	Amount	Total
Revenue			
Pre-Registration	150	\$50.00	\$7,500.00
Registration, student		\$15.00	\$0.00
Registration, on site		\$60.00	\$0.00
Vendors	10	\$500.00	\$5,000.00
Advertising/donations	1		\$0.00
Total Revenue			\$12,500.00
Expenses			
Meals			
			<i>Wednesday</i>
			\$0.00
Coffee			\$0.00
Lunch	150	\$20.00	\$3,000.00
Dinner			\$0.00
			<i>Thursday</i>
			\$0.00
Coffee			\$0.00
Lunch	150	\$20.00	\$3,000.00
Dinner			
			<i>Friday</i>
			\$0.00
Coffee			\$0.00
Breakfast	100	\$17.00	\$1,700.00
Meals Sub Total			\$7,700.00
Service Charge		18%	\$1,386.00
Sub Total			\$9,086.00
Sales Tax		7%	\$636.02
Total Meals			\$9,722.02
Misc Expenses			
CEUs			
Supplies	1	\$40.00	\$40.00
Equipment rental	1	\$100.00	\$100.00
Program Booklets	1	\$500.00	\$500.00
Total Misc			\$640.00
Meeting room rentals			
Conference Rooms (2 days)	1		\$0.00
Meeting room rentals			\$0.00
Meeting Room Rental			\$0.00
Speakers			
Mike Hovda	1	\$1,000.00	\$1,000.00
Other speaker expenses			\$0.00
Honorarium Total			\$1,000.00
Entertainment			
Entertainment Total			\$0.00
Total Expenses			\$11,362.02

Themes

A World of Opportunities
A Whole New World
A Celebration of Success
A Spectrum of Opportunities
All Systems Go
Anything is Possible
Back to the Future
Back On Top
Becoming Agents of Change
Be Extraordinary
Beat (name of biggest competitor)
Better and Consistent
Beyond All Limits
Breakthrough To Excellence
Breaking Barriers
Breaking Down Barriers
Breakthrough Performance
Breakthrough To Excellence
Building on the Best
Building for the Future
California Dreamin' (Tie into the location of the event)
Commitment to Excellence
Creating Customer Connections
Creating Connections-Building Bridges...Together
Creating Connections: Co-operating with Competition
Challenge Yourself
Charting the Course
Customer Focus
Discovering Natural Treasures
Dedicated To Your Success
Develop the Possibilities
Discover the Difference
Do Great Things
Don't Stop Believing
Evolving With Our Business
Everything Counts
Expect the Best
Exceeding the Vision
Explore the Possibilities
Exploring the Possibilities
Facing the Future - Together
Facing Forward
Facing the Challenges
Focus on Success
Focus on the Future
Fusing Power and People

Gaining the Edge
Get Momentum
Get Switched On!
Get the Edge
Getting It Done
Getting You Prepared for 20__
Got Momentum
Growing Your Business
Great Expectations
Guide Their Journey: Improving Customer Service
Higher, Faster, Stronger
Historic Proportions
Homecoming 200_
It Starts with Us
Igniting Team Spirit
Ingenuity @ Work
Innovate, Integrate, Motivate
Innovation Integration
In It to Win It
Journey To the Top
Keep `em Rollin
Leadership Next: Defying Gravity
Leadership: Share the Vision
Leadership: Precision & Performance
Leadership Challenge
Leadership Conference: Guiding the Way into the 21st Century
Leading the Way
Leadership: Sharing the Vision
Legendary Leadership Lessons
Lighting the Future
Meeting the Challenge
Making a Difference
Make it Happen
Make it Matter!
Make Every Connection Matter!
Millennium: Honoring the Past, Treasuring the Present, Shaping the Future
Moving to Mastery
Make the Member Connection—Mission Possible
New Economy Efficiencies/Old Economy Relationships
Next Generation Leadership
Navigating the Future
Operation Excellence
People, Process & Performance
Peak Performance
Partners in Excellence
Prism of Possibilities

People, Purpose & Passion: The Pathway to Success
Pump Up Your Sales Success
Partners in Progress
Performance Driven
Pride and Performance
Play to Win
Portraits of Success
Power of the Past – Force of the Future
Peak Performance
Power Up!
Quality Connections Ready, Set, Grow
Right time - Right now
Rev Up Your Business
Selling Beyond Price
Sharing Solutions
Share the Vision
Shaping the Future
Showtime!
Success Oriented
Shoot for the Stars
Strategies for Success
Success through Synergy
Service You Can Trust
Switch It On
Swing For the Fences
Team (name of company)
Together Towards Tomorrow
The Challenge of Change
The Power of You
The _____ Experience
The Pride and the Promise
Takin' It to the Streets
The Power of Performance
The International Business Forum: Where Worlds Meet
The Future is Today
The Measure of Tomorrow
Taking Charge of Change
The Spirit of Adventure: Journey into the 21st Century
Today's Vision: Tomorrow's Reality
Think Big
Take Action
Team Impact
Understanding What's Important
Viva Las Vegas
Waves of Change: Oceans of Opportunity
We Create Opportunity

Where Technology Shapes Solutions
We Are All In
We've Got the Power
Winning Together
Working Together Wins
Yes We Can
Your Most Important Asset – People
You Ain't Seen Nothin' Yet

**IOWA CORRECTIONS ASSOCIATION
REGISTRATION FORM
2014 FALL CONFERENCE – Safety: Community, Staff, Offenders
October 08-10, 2014, at Adventureland Inn, Altoona, Iowa**

ACCOMMODATIONS... Made directly with *Adventureland Inn* by calling 515-265-7321 and mention "Iowa Corrections Association" to receive special room rates. This rate is guaranteed as long as there are rooms available so it is imperative for you to make your reservations early. There is a 24-hour cancellation policy. Adventureland Inn room rate is \$59 a room for one person.

CEU's... CEUs will be provided upon request and can be used for any other continuing education requirements. There will be a \$15 charge payable at the conference. Julie.brandt@iowa.gov

MEMBERSHIP: JOIN NOW below OR at ICA website: www.iowaica.com

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*** Pre-registration expires SEPTEMBER 24, 2014.**

CONFERENCE FEES for Wednesday through Friday:

ICA Member:	Pre-Registration (ends September 24)	\$65.00	_____
	On-Site Registration.....	\$70.00	_____
ICA MEMBERSHIP:	Annual fee:.....	\$30.00	_____
Non Member:	Pre-Registration (ends September 24)	\$95.00	_____
	On-Site Registration.....	\$100.00	_____
	F-T Student registration (not currently employed in Corrections, must show ID)	\$15.00	_____
	Thursday ONLY:	\$35.00	_____
	Wednesday or Friday ONLY:	\$15.00	_____
	TOTAL OWED		_____

PAYMENT OPTIONS:

For Checks/Money Orders, please make payable to the *Iowa Corrections Association* and mail payment, along with registration form, to the address below.

For Credit Card payment (VISA or MasterCard only), please contact Jane Jansen at Jane.Jansen@iowa.gov or 319-292-1280.

Name (First, Last): _____	
○ Name Change? Please write "old" name here _____	
Agency: ○ DISTRICT: ___1 st ___2 nd ___3 rd ___4 th ___5 th ___6 th ___7 th ___8 th	
○ PRISON: ___ASP ___CCF ___FDCF ___ICIW ___IMCC ___ISP ___MPCF ___NCCF ___NCF	
○ Other: _____	
Address: ○ New Address?	
City, State, Zip:	
E-mail Address:	Daytime Phone:

RETURN TO:

7th Judicial District
Department of Correctional Services
Attn: Julie Vantiger-Hicks, ICA Registration
101 W Mississippi Dr, Suite 200 Muscatine, IA 52761
Email: Julie.VantigerHicks@iowa.gov

Phone: 563-263-9168 ext 13
Fax: 563-263-0140



IOWA CORRECTIONS ASSOCIATION

PRESENTATION AGREEMENT

The **Iowa Corrections Association** (hereafter referred to as the Association), an Iowa non-profit corporation, and **Speaker Name(s)** (hereafter referred to as the Presenter) enter into the following agreement:

I. The Presenter agrees to deliver a Workshop titled

at the Iowa Corrections Association Fall 2012 Conference, located at Location/Hotel Name, City, Iowa, on Day of Week, Month, Day, Year, from Start time to End Time.

II. The Presenter agrees to deliver the following information to **Conference Co-Chair Name**, at the following address Address, City, State, Zip Code or Email Address by Due Date (by email, fax or USPS):

- A. Brief resume/vita;
- B. Brief statement of purpose of training; and
- C. Educational objectives of training.

III. Expenses and honorarium of the Presenter shall be paid by the Association as specified below:

Outline if the presenter will be receiving any compensation, per diem, airfare, hotel or food reimbursement

Upon arrival at _____, Presenter:

- A. will be provided transportation by the Association to the location specified in Paragraph I. of this Agreement; or
- B. is authorized to use public commercial transportation to the location specified in Paragraph I. of this Agreement. Reimbursement for this transportation shall not exceed _____.

Information provided on this Agreement will be used to process payment to the Presenter. If any additional expenses are incurred, the Presenter shall submit a receipt to the Association for approval.

The Presenter shall provide proof of any claim when requested by the Association. The Association shall pay the Presenter immediately following the presentation for expenses specified in this agreement. The Association shall pay any additional claims within 60 days of receipt of proof and approval by the Association.

IV. The Association shall make the following equipment available to the Presenter at the date, time and location specified in section I. above:

- | | |
|--|--|
| <input type="checkbox"/> laptop computer / projector | <input type="checkbox"/> projection screen |
| <input type="checkbox"/> slide projector | <input type="checkbox"/> VCR/TV/DVD player |
| <input type="checkbox"/> easel | <input type="checkbox"/> dry erase board |
| <input type="checkbox"/> Lav microphone | <input type="checkbox"/> other _____ |

V. Both the Association and the Presenter agree that either party may cancel this presentation as specified in this paragraph. Written notice by certified mail shall be given not less than ninety (90) days prior to the date of the presentation and is effective on the date it is received.

For purposes of cancellation, notice shall be sent to the following person at the address given below:

A. The Association:

Co-Chair Name
Address
City
State, Zip Code
Email Address

B. The Presenter:

VI. The Association and Presenter agree the Presenter is, for all purposes, an independent contractor and not an employee of the Association.

VII. Presenter acknowledges this agreement is for his or her personal knowledge or expertise and as such is not assignable by the Presenter to any other person, firm, partnership, or corporation without the express written consent of the Association. The Presenter further agrees the contract may be assigned by the Association to any other non-profit organization with purposes and goals similar to those of the Association.

VIII. Presenter and Association agree this Agreement is governed by the laws of the State Iowa and is deemed by the parties to be made in the State of Iowa. The parties agree that any claim, suit, or action on this agreement shall be brought and prosecuted in the State of Iowa, and the Iowa District Court shall have exclusive subject matter over this agreement and personal jurisdiction over the Presenter and Association.

IX. This Presentation Agreement should be signed and returned by **Date**.

Please Return to:

Co-Chair Name
Address
City
State, Zip Code
Email Address

Signed at _____ this ____ day of _____, YEAR.

Presenter

Authorized Representative
Iowa Corrections Association

Distribution: ICA Treasurer (original)
Presenter (copy)
ICA Authorized Representative above (copy)

Iowa Corrections Association Add Dates of Conference Here



Since 1957, professionals in corrections from across Iowa have held an Iowa Corrections Associate conference. We provide training opportunities, networking experiences and professional growth and development for correctional personnel. We are excited to announce the Spring, 2013 conference will be held at the Gateway Hotel in Ames on May 8-10, 2013.

It is anticipated that approximately 200 professionals will attend this event representing correctional institutions, community corrections, juvenile justice, and other related professions.

Iowa Corrections Association which is a non-profit (501(c)(3)) organization. Therefore, tax advantages apply to contributions. We are seeking your assistance to help make this conference a success. You may contribute in three ways:

Cash donation, Advertising or Products from your business.

Your donations will be used for door prizes and gifts for conference participants, and will greatly enhance the conference and reflect the generosity of the many Iowa communities.

If you have any questions or would like more information about the organization or the conference, please do not hesitate to call us at the numbers listed.

Thank you, in advance, for assisting the Iowa Corrections Association in its' effort to make the 2013 conference a dynamic and successful event.





IOWA CORRECTIONS ASSOCIATION

Date

Name

Convention and Visitors Bureau

Address

City, State, Zip Code

RE: Donation to Iowa Corrections Association Fall Conference

Greetings,

The Iowa Corrections Association hosted its Fall Conference at LOCATION, DATES. The conference was attended by over 150 probation, parole, law enforcement, human service, educators and corrections professionals from Iowa and throughout the region.

I would like to take this opportunity to thank you for the generous donation of conference bags for the Fall Conference. We were able to host a top notch conference due to the donations we received and we would not have been able to do that without your contribution. Thank you very much!

Best Regards,

Name

ICA Conference Chair