

Metro Fire Chiefs Association Conference Planning Manual

May 2015

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Planning Team

With the exception of the speakers program, the Host Chief is responsible for all conference planning, including the selection of all conference venues. Whenever possible, the conference hotel shall be a fully sprinklered facility, hotel room and tax should not exceed \$200 per night and free internet access should be included in sleeping and meeting rooms. The Metro Vice President serves as the Conference Coordinator and is responsible for the speakers program. Working as a team, the Host Chief and Metro Vice President shall coordinate all conference activities, including the selection of a conference theme. Microphones and stands should be included in the aisles during the education and business sessions to allow members to ask and respond to questions.

The conference coordinator shall deliver housekeeping announcements each morning and at the close of business as appropriate, and refreshments should be provided during the breaks.

A "First Time" ribbon should be included on name badges for first-time attending chiefs. This will allow veteran members to identify new chiefs and welcome them to the Metro.

When possible, the host department shall display for sale Metro and department logo apparel.

The Metro Executive Secretary shall assist the Host Chief and Vice President as needed.

SPECIAL NOTES:

Conference Tax ID Number: If the Conference Host needs a Tax ID number for the collection and management of conference-related funds, the host chief may apply on line for an IRS SS-4 Form. For a very reasonable fee (approximately \$20), the IRS will issue a temporary Tax ID, solely for the Metro Conference.

Questions or concerns about any Metro policies, guidelines, or protocols should be directed to the Metro Executive Secretary.

Eligible Attendees

With the following exceptions, only Regular and Senior Metro Chiefs, their spouses/partners (significant others), eligible sponsors, invited speakers, and host-department personnel are eligible to attend the annual Metro conference.

Exception #1: The Host Chief for the conference two years out may bring one assistant to observe conference planning and activities.

Exception #2: The Host Chief for the next year's conference may bring two assistants to observe conference planning and activities.

Exception #3: Two members from the *previous* year's conference planning team may attend the conference with their chief to assist the current year's conference planning team.

Special Note: *The "assistants" referenced in Exceptions # 1-3 above should not be charged registration fees, as their purpose for attending the conference is to work with and assist the host city planning team.*

Exception #4: With prior approval of the Host Chief and the President, one aide or assistant (and partners) may accompany eligible international chiefs traveling from outside North America. The international team for each chief shall not exceed four people. (This does not apply to Affiliate Members (See Exception #4 below.)

Exception #5: Affiliate Members. As defined in Section 4 of the Metro Bylaws, in addition to the governing officer of the Association or organization, up to nine additional members of the Association or Organization may attend and participate in conference activities. The total maximum number of attendees, including partners, would be 20. Currently the Chief Fire Officer Association (CFOA) headquartered in the United Kingdom and the Comite' Technique International De Prevention Et D'Extinction Du Feu (CTIF) headquartered in Berlin, Germany have Affiliate Member status.

Exception #6: Interim chiefs, representing Metro Departments, may attend the conference only while serving in the position of interim chief. An interim chief is defined as the individual temporarily filling the vacant position of Chief of the Department, of a Metro department, during an "interim" period (until the vacant position is filled by the jurisdiction's authority). Attending a Metro conference in the capacity of an interim chief does not grant the individual future status as a Regular or Senior Metro Chief. An acting chief, serving temporarily for the Chief of the Department during vacation periods or other types of leave, is not considered an interim chief and is not permitted to attend Metro conferences.

Children are prohibited from attending the conference events and meetings.

Registration Fees

The Host Chief, in consultation with the Metro President, shall establish conference registration fees. Early-registration discount and late-penalty fees shall be established, and a deadline date shall be set when cancellation would result in the loss of registration fees.

Conference registration fees shall not exceed \$350US for the member Chief and \$100US for the spouse/partner, unless first discussed with the Metro President and approved by the Metro Executive Board.

Unless specifically excused by the Host Chief or Metro President, all Regular and Senior Chiefs must pay conference registration dues. Complimentary registrations are offered to the IAFC President and Executive Director and partners, the NFPA President/CEO and partner, the CFOA and CTIF chief delegates and partners, and non-Metro Chief speakers and partners. All other members, including all members of the Metro Executive Board and all IAFC and NFPA staff members who are approved to attend the conference, must pay registration fees.

Additional family members are not permitted to attend Metro conferences unless the Host Chief grants special, advance permission. If permission is granted, each family member shall be charged an additional registration fee that is equal to or greater than the established spouse/partner registration fee.

In addition to the established conference registration fee, a surcharge equal to the amount of Regular Member Metro Dues (currently \$250.00US) shall be added to the registration fee of Regular (Active) Metro Chiefs who are not current with their IAFC, NFPA, and/or Metro Dues. This surcharge shall be collected by the Host Chief and sent to the Metro Treasurer.

In addition to the established conference registration fee, a surcharge equal to the amount of Senior Member Metro Dues (currently \$125.00US) shall be added to the registration fee of Senior (Retired) Metro Chiefs who are not current with their Senior Member Metro Dues. (Senior Members are not required to pay IAFC or NFPA dues.) This surcharge shall be collected by the Host Chief and sent to the Metro Treasurer.

Conference Cancellation Policy

If for any reason the Host Chief believes it is necessary to cancel a planned conference, he/she shall immediately contact the Metro President and Vice President. The Metro President will consult the Executive Board to resolve the issue(s).

Ground Transportation

The Host Chief is responsible for providing ground transportation for all planned conference events for participating Metro members, speakers, guests, and sponsors including transportation to/from the airport and hotel and to/from all social events. Transportation will be provided up to two days prior to and two days after the conference. Each attendee must complete the travel forms provided by the Host Chief.

Opening Ceremony

Executive Board members are expected to wear class-A uniforms, business suits, or the official Metro blazer during the opening ceremony. This same policy is “encouraged” for all members attending these events.

During the presentation of colors and the playing of the national anthems, members of the Executive Board shall stand at attention and salute (when in uniform) or place their right hands over their hearts (when wearing the Metro blazer or business suit) when their respective national anthems are played. Further, proper respect shall be shown during the presentation of each country’s flag (and anthem) by standing at attention.

A group photo will be taken of all Metro members present. The photo will be taken prior to or after the opening ceremonies.

Closing Banquet

During the closing banquet the Metro President and Host Chief shall be given the opportunity to offer remarks. Following their remarks, the oath of office shall be issued to the newly elected officers and board members. When possible and practical, the most senior Metro member present should be offered the honor of swearing in the new Executive Board members. Following the swearing-in ceremony the out-going President shall pass the official Metro Gavel to the newly elected President, who will then offer his/her remarks. Also at this time, in appreciation of the out-going President’s years of service on the Executive Board, the in-coming President shall present the out-going President with a gift that is pre-approved by the Executive Board. At the January 22, 2011, Salt Lake City business meeting the Board pre-approved the value of the basic, gold Metro ring or a gift of equal value. This action was taken to off-set the fluctuating price of gold.

The Award’s Chair shall then announce the Metro Award recipients and present the awards.

A group photo will be taken of all past presidents present. The photo will be taken prior to the closing banquet.

The host chief recommends attire for the closing banquet. For Senior Members, the official Metro blazer is always considered an acceptable option.

To ensure program continuity from year to year, unless directed otherwise by the President, the Executive Secretary shall serve as the master of ceremonies at the closing banquet.

Logos & Banners

The Metro will provide the Host Chief with three banners that include the official Metro logo. If the Host Chief wants to post additional banners, or use a “customized” logo featuring the host department, the cost of purchasing additional banners or logos would be the Host Chief’s responsibility. The Metro President must pre-approve “customized” banners and/or logos.

Business Meetings

In accordance with Section 11 of the bylaws, attendance at Metro business sessions is limited to Regular and Senior Metro Chiefs, unless the presiding officer grants exceptions.

On the first day of the conference, prior to going into closed session for the business meeting, each Regular and Senior member shall be given the opportunity to offer a self-introduction. Introductions shall be limited to the chief's name, city, number of years attending Metro conferences, and the member's service on specific IAFC and NFPA committees.

Any Chief wishing to nominate his/her department as a host department for a future conference shall make same known during (or before) the first business session. Each chief wishing to host a future conference will be granted an opportunity to give a brief presentation during the second business session. Following all presentations the membership will vote. A simple majority vote rules on all matters. Conference venues may be selected up to three years in advance.

All nominations for members running for election to positions on the Executive Board must be received no later than the close of business on the first day of the annual conference and during the business session. During the second business session of the annual conference an election will be held. (See Section 7 of the bylaws below.)

SECTION 7. ELECTION OF OFFICERS AND BOARD MEMBERS: At the Metro Chiefs spring meeting, an election of officers and Board members (President, Vice President, Secretary, Treasurer, Board Member, Senior Member, and Alternate Member) shall be held. Voting Members wishing to be placed in nomination for office shall submit their name to the President no sooner than January 30, of the election year, and no later than close of business on the first day of the spring conference. The President shall submit to the body the names of all candidates for consideration. A simple majority vote shall decide each election.

Officer and Board Member reports shall begin during the first business session of each Metro conference or meeting. Motions, resolutions, and similar business shall be presented at any business session as appropriate.

A candidate(s) running for the IAFC Board, NFPA Board or like association may request endorsement and financial support from the Metro membership. The Metro Executive Board position is to endorse and/or provide financial support for Metro Chiefs (Senior or Regular) only.

The Treasurer shall submit a complete report at one of the scheduled business sessions during the annual conference. The report shall reflect activity for the

entire year. Further, a detailed list of expenditures and revenue shall be included in a written report and a copy made available to all members. The Treasurer should be familiar with, and be prepared to explain, all Metro policies and procedures, including the policy to have the IAFC manage the Metro account and, in return, retain any interest gained.

Social Program

The Host Chief and Metro Vice President/Program Coordinator shall work together to ensure that adequate time is allowed between conference business and social events. When possible, to keep costs at acceptable levels and to provide for personal time, extended trips should be avoided.

Attendance at Meetings and Social Events

Members are strongly encouraged to attend all business meetings, speaker sessions, and scheduled social events. Vendors are discouraged from inviting chiefs to dinners or other functions at times that conflict with scheduled meetings or conference events. Not participating in scheduled conference events is unfair to the Host Chief and/or vendor(s) sponsoring the event. For these reasons, participating chiefs are strongly discouraged from accepting “special” dinner invitations and participating in extracurricular activities during speaker sessions and planned conference events.

Speakers

When arranging conference speakers, the Vice President/Program Coordinator should make certain that only the CEO (or equivalent) is invited to participate. Allowing “substitute” speakers is strongly discouraged. If the CEO requests permission to send a second-in-command, the Vice President, in consultation with the Executive Board, may approve or deny the request. The IAFC President and Executive Director, the NFPA President and CEO, and the USFA/FEMA director should be invited to speak at each annual conference.

When requested by non-Metro Chief speakers, the Vice President/Program Coordinator, in consultation with the President and Treasurer, may approve roundtrip, coach airfare and up to two nights hotel room and tax (the day prior to and day of the speaking engagement). These expenses are to be paid with funds from the Metro budget. Non-Metro Chief speakers and partners are not required to pay conference registration fees, and are permitted to attend social events scheduled on the day of and day prior to the speaking engagement.

The Host Chief is responsible for providing audio/visual equipment to support speaker presentations and related conference programs. Speakers requesting special equipment (equipment other than what is listed in the Speaker’s Approval Letter) shall submit a written request to the Host Chief at least 60 days prior to the conference opening date. The Host Chief will attempt to honor all reasonable requests.

It is recommended that a small gift (token of appreciation) be presented to each speaker that is included on the education program. The Vice President/Program Coordinator should work with the Host Chief to select gifts for each speaker. The costs of purchasing speaker gifts shall be paid with Metro funds.

Speakers requesting the duplication of handout materials (to support their presentations) shall submit said documents to the Host Chief at least 30 days prior to the opening day of the conference.

Sponsors (General)

Only registered sponsors may offer presentations or present their products at the conference.

Each sponsor shall be recognized at his/her sponsored event and given 3-5 minutes to offer remarks. For sponsors who are not sponsoring a specific event (e.g. bus transportation) and for spouses/partners sponsored events, time shall be given at the beginning of the education program to recognize the sponsor(s) and to allow for brief remarks. Every effort should be made to make certain that the sponsor(s) know the time and place when they are scheduled to be recognized.

Recognize sponsors during their sponsored event and allow each a few minutes to offer remarks (as we do at the closing banquet). For sponsors that are not sponsoring a specific event (e.g. bus transportation) and for spouses/partner sponsored events, recognize these sponsors during the education program after confirming that they will be present.

Sponsors who are also serving as speakers are discouraged from promoting specific product lines during their presentations, unless discussing same is critical to the actual presentation.

Each participating sponsor should be presented with a small “token of appreciation”. It is the Host Chief’s responsibility to select and pay for Sponsor gifts.

Sponsorship Guidelines

Purpose

Sponsors are recognized and appreciated by the Metro Chiefs. Sponsors are invited to support the Metro Chiefs Annual Conference in accordance with guidelines established by the Metro. The guidelines outlined below are not intended to be hard-and-fast rules, but rather suggested guidelines for the Host Chief.

Notification of Sponsors

As stated above, the sponsorship guidelines below are intended to serve only as guidelines for the Host Chief. However, if the Host Chief elects to revise the guidelines listed below, he or she must do so in consultation with the Metro President. If the Metro President approves the Host Chief's suggested changes, the Host Chief shall notify potential sponsors of all changes, in writing, at least six months prior to the opening day of the conference.

Request for Specific Events

The Host Chief will work with sponsors to identify assigned events. If the cost of the assigned event exceeds the agreed upon sponsorship level, the Host Chief will contact the sponsor offering him/her the opportunity to increase the contribution to the level necessary to retain sole sponsorship of the desired event.

Pooling Contributions

If multiple sponsors join together to achieve a specific level of sponsorship, the individual sponsors will be listed according to their sponsorship level. For example, if two sponsors contribute \$10,000 each to sponsor a Diamond-level event, both sponsors will be recognized and listed as Gold Sponsors. Using this same example, if these two contributing Gold Sponsors prefer using a single-sponsor name, then that sponsor only would be listed as a Diamond Sponsor and the other sponsor's name would not be listed.

Definitions

Open Speaker Sessions: Presentations made during the educational component of the conference program.

Business Sessions: Opened to Regular and Senior Metro Chiefs only. (See Section 11 of the Metro Bylaws.)

Social Programs: Sponsored events, such as the hospitality suites, evening events, and opening and closing ceremonies.

Partner Programs: Programs specifically organized for partners attending with Regular and Senior Metro Chiefs and Premier, Diamond, Platinum, Gold and Silver sponsors.

Pre-Conference Programs: Sponsored programs prior to the Opening Ceremony.

Sponsorship Levels

Premier Sponsorship -- \$25,000 or Greater

Up to seven people may attend the open speaker sessions and all social functions. Spouses and partners are included in the total count (i.e., four staff members accompanied by three spouses/partners or any combination totaling seven individuals). Any or all of these seven people are welcomed to attend the pre-conference events, the partners' program events and all social program events. Registration forms for the pre-conference events and the partners program events must be submitted to the host city with their registrations.

The Premier Sponsor will work with the Host Chief to determine the specific event to host.

The Sponsor's company will be listed in the conference program as a Premier Sponsor.

The Host Chief will post the company's name indicating Premier Sponsor throughout the duration of the conference at a site deemed appropriate.

The Host Chief and Metro President (and/or their representatives) will officially recognize the sponsor's representatives.

Time shall be reserved during the "Sponsored Event" and the Sponsors' Appreciation night for company representatives to make brief presentations before the attending chiefs.

Diamond Sponsorship -- \$20,000

Up to six people may attend the open speaker sessions and all social functions. Spouses and partners are included in the total count (i.e., three staff members accompanied by three spouses/partners). Any or all of these six people are welcomed to attend the pre-conference events, the partners' program events and all social program events. Registration forms for the pre-conference events and the partners program events must be submitted to the host city with their registrations.

The Diamond Sponsor will work with the Host Chief to determine the specific event to host.

The Sponsor's company will be listed in the conference program as a Diamond Sponsor.

The Host Chief will post the company's name indicating Diamond Sponsor throughout the duration of the conference at a site deemed appropriate.

The Host Chief and Metro President (and/or their representatives) will officially recognize the sponsor's representatives.

Time shall be reserved during the "Sponsored Event" and the Sponsors' Appreciation night for company representatives to make brief presentations before the attending chiefs.

Platinum Sponsorship – \$15,000

Up to five people may attend the open speaker sessions and all social functions. Spouses and partners are included in the total count (i.e., three staff members accompanied by two spouses/partners). Any or all of these five people are welcomed to attend the pre-conference events, the partners' program events and all social program events. Registration forms for the pre-conference events and the partners program events must be submitted to the host city with their registrations.

The Platinum Sponsor will work with the Host Chief to determine the specific event to host.

The Sponsor's company will be listed in the conference program as a Platinum Sponsor.

The Host Chief will post the company's name indicating Platinum Sponsor throughout the duration of the conference at a site deemed appropriate.

The Host Chief and Metro President (and/or their representatives) will officially recognize the Sponsor's representatives.

Time shall be reserved during the "Sponsored Event" and the Sponsors' Appreciation night for company representatives to make brief presentations before the attending chiefs.

Gold Sponsorship – \$10,000

Up to four people may attend the open speaker sessions and all social functions and up to two people may attend the pre-conference and partner events. Spouses and partners are included in the total count (i.e., two staff members accompanied by two spouses/partners for the social functions and one staff member and one spouse/partner for the pre-conference & partner events). The Gold Sponsor will work with the Host Chief to determine the specific event to host.

The Sponsor's company will be listed in the conference program as a Gold Sponsor.

The Host Chief will post the company's name indicating Gold Sponsor throughout the duration of the conference at a site deemed appropriate.

The Host Chief and Metro President (and/or their representatives) will officially recognize the Sponsor's representatives.

Time shall be reserved during the "Sponsored Event" and the Sponsors' Appreciation night for company representatives to make a brief presentation before the attending chiefs.

Silver Sponsorship – \$7,000

Up to two people may attend the open speaker sessions and all social functions and one person may attend the pre-conference and partner events. Spouses and partners are included in the total count (i.e., one staff member accompanied by one spouse/partner at the social programs and one person only at the pre-conference and partner events).

The Silver Sponsor will work with the Host Chief to determine the specific event to host.

The Sponsor's company will be listed in the conference program as a Silver Sponsor.

The Host Chief will post the company's name indicating Silver Sponsor throughout the duration of the conference at a site deemed appropriate.

The Host Chief and Metro President (and/or their representatives) will officially recognize the sponsor's representative(s).

Time shall be reserved during the "Sponsored Event" and the Sponsors' Appreciation night for a company representative to make a brief presentation before the attending chiefs.

Bronze Sponsorship -- \$5,000

Up to two people may attend the open speaker sessions and one person may attend all social functions. Spouses and partners are included in the total count (i.e., one staff member accompanied by one spouse/partner at the speaker sessions and one person only at the social events). This does NOT include the pre-conference and partner events.

The Bronze Sponsor will work with the Host Chief to determine the specific event to host.

The Sponsor's company will be listed in the conference program as a Bronze Sponsor.

The Host Chief will post the company's name indicating Bronze Sponsor throughout the duration of the conference at a site deemed appropriate.

The Host Chief and Metro President (and/or their representatives) will officially recognize the sponsor's representative(s).

Time shall be reserved during the "Sponsored Event" and the Sponsors' Appreciation night for a company representative to make a brief presentation before the attending chiefs.

Contributing Sponsorship – \$1,500

One person may attend the open speaker sessions only; with the exception of the assigned sponsored event, all other social and partner program events are CLOSED to the Contributing Sponsor.

The Contributing Sponsor will work with the Host Chief to determine the specific event to host.

The Sponsor's company will be listed in the conference program as a Contributing Sponsor.

The Host Chief will post the company's name indicating Contributing Sponsor throughout the duration of the conference at a site deemed appropriate.

The Host Chief and Metro President (and/or their representatives) will officially recognize the Sponsor's representative.

Time shall be reserved during the "Sponsored Event" for a company representative to make a brief presentation before the attending chiefs, and Contributing Sponsors will be recognized at the Sponsors' Appreciation night.

Supporting Sponsor – Less than \$1,500

Company name of the Supporting Sponsor is listed in the conference program and noted on signage at the conference site. Supporting sponsors are NOT permitted to attend the conference or any conference/partner events.

Additional Notes

Sponsors needing to bring additional staff members (for their sponsored event only) must get advance permission from the Host Chief.

The size and type of company logo signs shall be in accordance with general parameters established by the Host Chief.

Distribution of Literature – All Sponsors may place their literature on the tables at open conference meetings. However, Sponsors who attend another Sponsor's event (Diamond, Platinum, Gold, Silver, and Bronze) shall not distribute their company's literature at that event.

If a sponsor does not comply with the above guidelines, the Host Chief will advise the Metro President and the Executive Secretary. The Metro President or his/her designee(s) and the Executive Secretary will meet with the sponsor and, based on the specific circumstances, take whatever action is deemed appropriate.

Sponsorship Guidelines

	Levels	Open Sessions	Social Events	Pre-Conference & Partner	Sponsor Appreciation
Premier	\$25,000 and up	7	7	7	Y
Diamond	\$20,000	6	6	6	Y
Platinum	\$15,000	5	5	5	Y
Gold	\$10,000	4	4	2	Y
Silver	\$7,000	2	2	1	Y
Bronze	\$5,000	2	1	0	Y
Contributing	\$1,500	1	0	0	Y
Supporting	<\$1,500	0	0	0	N/A

Post-Conference Duties

The management and accounting of all financial issues related to sponsoring the conference is the Host Chief's responsibility. After all bills and expenses are paid, if the conference is profitable, the Host Chief shall distribute the surplus funds as follows: (1) up to the first \$5,000 shall be sent to the Metro Chief hosting the next annual conference to be used as seed money; (2) fifty percent (50%) of any additional surplus funds shall be forwarded to the Metro Executive Secretary to be deposited into the Metro bank account (managed by the IAFC); and, (3) the remaining fifty percent (50%) of the surplus funds shall be disposed of by the Host Chief in an appropriate manner (i.e. donated to a non-profit or charitable organization of his/her choice). Conversely, if the conference is not profitable, it is the Host Chief's responsibility to cover any resulting deficit; however, s/he may appeal to the Metro Executive Board for assistance.

The Host Chief shall send all Metro banners, logos, conference attendance and vendor rosters, and any other pertinent documents and/or materials (Metro gavel, Executive Board nameplates, etc.) to the Metro Chief responsible for hosting the next annual conference.

Appendix A

METROPOLITAN FIRE CHIEFS ASSOCIATION Requirements/Expectations for Submitting a Conference Bid

Before Submitting a Bid for the Metro Annual Conference:

- Fire Chiefs should anticipate being in office at time of conference.
- Fire Chiefs must have support and approval from their AHJs.
- Fire Chiefs and their Conference Coordinator(s) should be familiar with the Metro Conference Planning Manual posted on the Metro website at www.nfpa.org/metro.
- Fire Chiefs should contact the Metro Executive Secretary for additional information and to address any questions or concerns.

If Awarded to Host a Metro Annual Conference:

- Host Chief shall appoint a Conference Coordinator(s) and appropriate support staff. A Transportation Branch should be established with easy access for attending chiefs, sponsors and speakers. The designated Conference Coordinator(s) should be prepared to attend, at the very least, the conference prior to the hosted conference and the following year conference. This is a three year commitment.
- Host Chief and Conference Coordinator(s) must be available and responsive via email and telephone to communicate with the Metro Executive Secretary when planning the conference.
- Host Chief and Conference Coordinator(s) shall host the executive secretary at one and possibly two site visits. There is no cost to the host department for the site visit(s).
- Host Chief must have a dedicated conference website up and running no later than January 1 of the conference year.
- Host Chief shall establish a conference bank account through their respective city/county, a charitable 501c3 account or similar tax-exempt mechanism to pay deposits and related conference expenses.
- A budget must be developed and approved by Metro Executive Secretary.
- At the conclusion of the Conference – after all bills and liabilities are settled – there is typically a surplus of funds. These funds are to be divided equally between the host department and the Metro.
- With funds provided by Metro sponsors, conference registration fees and related revenue, the host fire department fully underwrites the conference. The Metro is not responsible to pay any bills if expenses exceed revenue.
- Recognize that in many cases long-term event sponsors have “traditional” sponsored events. Coordinate with the Executive Secretary prior to making changes to their events.
- No events are to be scheduled on Sponsors’ Appreciation Night.

- The Metro Vice President is responsible for the Education Program, including the selection and scheduling of all speakers.
- Be prepared to provide all the necessary IT support during the conference.
- Be prepared to provide all the necessary transportation for all events with chase vehicles for those who may become ill. Provide EMS support events as appropriate.
- Try to keep all events within reasonable driving distances to hotel.
- Provide an adequate number of staff and volunteers to work all events.
- During all breaks at the conference, refreshments shall be provided with coffee, tea, sodas, cookies, etc.
- When planning meals, please provide options for those with special dietary needs (vegetarians, diabetics, etc.).
- The Spouse/Partner program should end by lunch on the day of the closing ceremonies.
- The opening ceremony is the Host Chief's signature event. The closing ceremony is emceed by the Executive Secretary and is when official Metro business is confirmed (e.g. swearing in of new officers and board members, presentation of awards, etc.). The Executive Secretary will provide template programs for the opening and closing ceremonies.

Special Note: The above list is intended only as an overview of the expectations and requirements for hosting a Metro Conference. More detailed information is available in the Conference Planning Manual on the Metro website at www.nfpa.org/metro. It is strongly recommended that you discuss your intention to host a Conference with the Executive Secretary **before** submitting a bid.