

Metro Fire Chiefs Association Conference Planning Manual

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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. The conference hotel shall be a fully sprinklered facility and, when possible, hotel room and tax should not exceed \$220 per night and include free internet access in sleeping and meeting rooms. The Metro Vice President serves as the Education Chair and is responsible for the speakers program. Working as a team, the Host Chief/Conference Coordinator, Metro Executive Secretary 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 and appropriate, the host department shall display for sale Metro and department logo apparel.

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), Honorary Members, eligible sponsors, invited speakers, and host-department personnel are eligible to attend the annual Metro conference. Children are prohibited from attending all conference events.

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

Exception #2: The Host Chief for the next year's conference may bring up to three 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 #5 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 National Fire Chiefs Council (formerly CFOA) headquartered in the United Kingdom and the Comite' Technique International De Prevention Et D'Extinction Du Feu (CTIF) headquartered in Ljubljana, Slovenia 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.

Registration Fees

The Host Chief, in consultation with the Metro Executive Secretary, shall establish/set conference registration fees. Early-registration discount and late-penalty fees may 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 \$150US for the spouse/partner, unless first discussed with the Metro Executive Secretary and approved by the Metro President.

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 NFCC 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. Hotel room and tax is complimentary for the NFCC CEO.

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 Executive Secretary and President. The Metro President shall 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

The Opening Ceremony is the host Chief's event. The only request from the Metro is that the Metro President be given a few minutes to offer remarks.

Executive Board members are expected to wear class-A uniforms or business suits during the opening ceremony, unless the host Chief advises otherwise. 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 in civilian clothes) 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 (See Appendix C & D)

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. 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 the Metro ring. At the January 22, 2011, Salt Lake City business meeting the Board pre-approved the value of the basic, gold Metro ring. This action was taken to offset 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 Metro President and host Chief recommend attire for the closing banquet.

To ensure program continuity from year to year, unless directed otherwise by the Metro President, the Executive Secretary will prepare the closing ceremony agenda and serve as the master of ceremonies.

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 first business session in accordance with Section 7 of the bylaws (copied below). During the second business session of the annual conference an election will be held.

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/Conference Coordinator, Metro Vice President and Metro Executive Secretary 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. Sponsors are prohibited 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 sponsor(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.

Education Program (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/Chair of the Board and CEO/Executive Director, the NFPA President/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.

In lieu of a speaker’s gift, a \$50.00 donation in the name of each speaker will be donated to the speaker’s charity of choice. Speaker donations will be paid from Metro funds. A Charitable Donation Form will be provided to each speaker in advance of the conference (See Appendix B).

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)

See Appendix C for a copy of sponsorship guidelines that are suitable for distribution to potential sponsors

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 during open sessions 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.

Sponsors shall be recognized during their sponsored event and allowed 3-5 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, these sponsors should be recognized during the education program or during open sessions.

Sponsors who are also serving as speakers are strictly prohibited from promoting specific product lines or services during their presentations.

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/Opportunities

NOTE: An electronic copy of the guidelines below can be obtained from the Metro Executive Secretary at rsanders@nfpa.org

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.

Being a Metro Fire Chiefs Conference sponsor not only demonstrates the sponsoring organization's presence in the fire service profession, it also gives the sponsor's brand optimal visibility to the attendees, who are the leaders of the largest fire departments throughout the world and would viably benefit from learning about the sponsor's products and/or services.

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 Executive Secretary. If the Metro Executive Secretary 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.

Sponsorship Details

- There are multiple packages available at different levels of sponsorship funding. Each package has specific benefits listed. See the description of each sponsorship package for more details.
- Each sponsorship allows a given number of attendees per the level of sponsorship to attend the open speaker sessions and social functions. Spouses and partners are included in the total count.
- **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.

- **Request for Specific Events**—A representative from the host conference committee will work with sponsors to identify assigned events. If the cost of the assigned event exceeds the agreed upon sponsorship level, the sponsor will be contacted and offered the opportunity to increase the contribution to the level necessary to retain sole sponsorship of the desired event.
- **Social and Partner Events**—All events have a maximum limit of attendees. Sponsors should be encouraged to register as soon as possible in order to secure the desired spots for its company.

Brand Exposure Opportunities

Once sponsorship has been confirmed, the sponsor will be requested to provide a brief 100-150 word company description, website URL, and a high-resolution file of your logo. This information will be included on a comprehensive sponsorship listing page of the Metro Fire Chiefs Conference website. The sponsor's logo will also be featured in the conference publication with the level of sponsorship. If the sponsorship includes custom imprinted items, a high-resolution vector (preferably EPS) file should be provided.

Advertisement opportunities in the Metro Fire Chiefs Conference publication are available at an additional cost, or included in specified sponsorships.

Advertisements in the Metro Fire Chiefs Conference publication can be purchased in various sizes. Ads must be submitted in high-resolution (300 dpi) PDF in CMYK color mode. Ads should be print ready. No editing or proofreading is performed before publication. If the sponsor has a full page ad, please make sure the bleed extends 1/4 inch, and text is not within 1/4 inch of the edge of the page. Advertisement upgrades can be made by paying the difference in the cost between the standard package advertisement and the upgraded advertisement.

Quarter Vertical Page Ad	3 ¾ X 5	\$300.00
Half Page Horizontal Ad	7 ½ X 5	\$500.00
Full Page Vertical Ad (w/ bleed)	8 ¾ X 11 ¼	\$800.00

Brief Presentations

Each sponsor will 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) or spouses/partners sponsored events, time will be given during the education program/open sessions to recognize the sponsor(s) and to allow for brief remarks.

The Metro Fire Chiefs Conference Elite Sponsorship will include the unique opportunity to address the entire educational audience prior to the start of the educational program for a 10-15 minute speaking and/or video presentation.

Sponsor Recognition & Reception

The tabletop/information table gallery will take place during a designated time of the conference program. This provides an excellent opportunity for sponsors to meet the most influential fire service leaders from throughout the world.

The Sponsor Appreciation Reception is an event where the focus is on the sponsors in a networking setting.

Sponsors are promoted on the conference website, publication, and in print and electronic marketing for the conference. All attendees and speakers will know which sponsors are attending and supporting the Metro Fire Chiefs Conference to learn about their products and services.

Sponsor Appreciation Reception

This event takes place on a designated evening (typically from 5:30 PM to 7:30 PM) when no other social events are planned. This event spotlights the sponsors while providing a relaxed atmosphere for networking. This networking opportunity features a fun event and allows exhibitors to present their company's value proposition to attendees in a relaxed setting. Sponsors can raffle prizes from business cards collected at their booths.

Distribution of Literature – All sponsors may place their literature on the tables at open conference meetings. However, sponsors who attend another sponsor's event shall not distribute their company's literature at that event.

Additional Notes

Any persons attending the conference or any social events on behalf of a sponsor and as part of the sponsorship benefits must be identified by the sponsor's organization a minimum of two weeks prior to the first day of the conference. Any scheduling inquiries, change in designees, etc., must be communicated to the Conference Coordinator immediately.

Please be advised that it is Metro policy that sponsors shall invite Fire Chiefs out

to dinner **ONLY** on the evening of the *Sponsors Appreciation Night*, and **NOT** on any other night of the conference where a social event is scheduled. Fire Chiefs have been advised to not accept any invitations when there are sponsored events as it would reduce branding recognition for the event sponsor.

By signing the sponsorship agreement, the sponsor agrees to and understands the guidelines set forth for the Metro Chiefs Conference. 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.

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 Elite, Four Alarm, Premier, Diamond, Platinum, Gold, and Silver sponsors.

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

SPONSORSHIP LEVELS

Contributing Sponsor

Includes all brand exposure and sponsor recognition opportunities as described above and allows for one representative to make remarks for 3-5 minutes at a designated time. 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 contributions made at this level of sponsorship will be assigned.

- Any general sponsorship equaling this category amount will be considered a contributing sponsor. The sponsor will receive the aforementioned benefits as described and funds will be assigned.

COST: \$3,500

Bronze Sponsor

Includes all brand exposure and sponsor recognition opportunities as described above and allows for one representative to make remarks for 3-5 minutes at a designated time. 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. Unless otherwise specified, contributions made at this level of sponsorship will be assigned.

The following are examples of items available for sponsorship at this level:

- Conference Pens—custom imprinted with your logo, included in each attendee's conference packet, extras available to attendees.
- Conference Lanyards and Name Badges—custom imprinted lanyards with the sponsor's logo, given to all attendees of the conference.
- Any general sponsorship equaling this category amount will be considered a bronze sponsor. The sponsor will receive the aforementioned benefits as described and funds will be assigned for any unsponsored expenses.

COST: \$5,000

Silver Sponsor

Includes all brand exposure and sponsor recognition opportunities as described above and allows for one representative to make remarks for 3-5 minutes at a designated time. 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). This level can either be sole or partial sponsorship of a particular item/event.

The following are examples of items available for sponsorship at this level:

- Conference Pad-folios—custom imprinted with the sponsor's logo, included in each attendee's conference packet.
- Breakfast provided to all attendees and spouse/partners. Signage will be displayed indicating the sponsor's organization.
- Break refreshments/snacks provided to all attendees and/or spouse/partners. Signage will be displayed indicating the sponsor's organization.

- Lunch provided to all attendees and/or spouse/partners. Signage will be displayed indicating the sponsor's organization.
- Any general sponsorship equaling this category amount will be considered a silver sponsor. The sponsor will receive the aforementioned benefits as described, and if no particular item/event is requested to be sponsored, the host Metro Chiefs Conference Committee will designate sponsorship.

COST: \$7,500

Gold Sponsor

Includes all brand exposure and sponsor recognition opportunities as described above and allows for one representative to make remarks for 3-5 minutes at a designated time. 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). This level can either be sole or partial sponsorship of a particular item/event.

The following are examples of items available for sponsorship at this level:

- Conference Bags—custom imprinted with the sponsor's logo, included in each attendee's conference packet.
- Conference Program Publication—complimentary full page back cover advertisement.
- Breakfast provided to all attendees and spouse/partners. Signage will be displayed indicating your organization as the sponsor.
- Break refreshments/snacks provided to all attendees and/or spouse/partners. Signage will be displayed indicating the sponsor's organization.
- Lunch provided to all attendees and/or spouse/partners. Signage will be displayed indicating the sponsor's organization.
- Partial sponsorship of transportation or social/partner event.
- Partial sponsorship of *signature* event.
- Any general sponsorship equaling this category amount will be considered a gold sponsor. The sponsor will receive the aforementioned benefits as described, and if no particular item/event is requested to be sponsored, the host Metro Chiefs Conference Committee will designate sponsorship.

COST: \$10,000

Platinum Sponsor

Includes all brand exposure and sponsor recognition opportunities as described above and allows for one representative to make remarks for 3-5 minutes at a

designated time. 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 conference coordinator with their registrations. This level can either be sole or partial sponsorship of a particular item/event.

The following are examples of items available for sponsorship at this level:

- Breakfast provided to all attendees and spouse/partners. Signage will be displayed indicating the sponsor's organization.
- Break refreshments/snacks provided to all attendees and/or spouse/partners. Signage will be displayed indicating the sponsor's organization.
- Lunch provided to all attendees and/or spouse/partners. Signage will be displayed indicating the sponsor's organization.
- Partial sponsorship of transportation or social/partner event.
- Partial sponsorship of *signature* event.
- Any general sponsorship equaling this category amount will be considered a platinum sponsor. The sponsor will receive the aforementioned benefits as described, and if no particular item/event is requested to be sponsored, the host Metro Chiefs Conference Committee will designate sponsorship.

COST: \$15,000

Diamond Sponsor

Includes all brand exposure and sponsor recognition opportunities as described above and allows for one representative to make remarks for 3-5 minutes at a designated time. 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 conference coordinator with their registrations. This level can either be sole or partial sponsorship of a particular item/event.

The following are examples of items available for sponsorship at this level:

- Breakfast provided to all attendees and spouse/partners. Signage will be displayed indicating the sponsor's organization.
- Break refreshments/snacks provided to all attendees and/or spouse/partners. Signage will be displayed indicating the sponsor's

organization.

- Lunch provided to all attendees and/or spouse/partners. Signage will be displayed indicating the sponsor's organization.
- Partial transportation or social/partner event.
- Partial sponsorship of *signature* event.
- Any general sponsorship equaling this category amount will be considered a diamond sponsor. The sponsor will receive the aforementioned benefits as described, and if no particular item/event is requested to be sponsored, the host Metro Chiefs Conference Committee will designate sponsorship.

COST: \$20,000

Premier Sponsor

Includes all brand exposure and sponsor recognition opportunities as described above and allows for one representative to make remarks for 3-5 minutes at a designated time. Complimentary quarter page advertisement in the conference program publication. 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 conference coordinator with their registrations. This level can either be sole or partial sponsorship of a particular item/event.

The following are examples of items available for sponsorship at this level:

- Breakfast provided to all attendees and spouse/partners. Signage will be displayed indicating the sponsor's organization.
- Break refreshments/snacks provided to all attendees and/or spouse/partners. Signage will be displayed indicating the sponsor's organization.
- Lunch provided to all attendees and/or spouse/partners. Signage will be displayed indicating the sponsor's organization.
- Sole/partial transportation, social/partner event, or hospitality suite.
- Partial sponsorship of *signature* event.
- Any general sponsorship equaling this category amount will be considered a premier sponsor. The sponsor will receive the aforementioned benefits as described, and if no particular item/event is requested to be sponsored, the host Metro Chiefs Conference Committee will designate sponsorship.

COST: \$25,000

Four Alarm Sponsor

Includes all brand exposure and sponsor recognition opportunities as described above and allows for one representative to make remarks for 3-5 minutes at a designated time. Complimentary half page advertisement in the conference program publication. Up to nine people may attend the open speaker sessions and all social functions. Spouses and partners are included in the total count (i.e., five staff members accompanied by four spouses/partners or any combination totaling nine individuals). Any or all of these nine people are welcomed to attend the pre-conference events, the partners' program events all social program events. Registration forms for the pre-conference events and the partners program events must be submitted to the conference coordinator with their registrations. This level can either be sole or partial sponsorship of a particular item/event.

The following are examples of items available for sponsorship at this level:

- Sole/partial transportation, social/partner events, or hospitality suites.
- Partial sponsorship of *signature* event.
- Any general sponsorship equaling this category amount will be considered a four alarm sponsor. You will receive the aforementioned benefits as described, and if no particular item/event is requested to be sponsored, the host Metro Chiefs Conference Committee will designate sponsorship.

COST: \$40,000

Elite Sponsor

Includes all brand exposure and sponsor recognition opportunities as described above. Complimentary full page advertisement in the conference program publication. **Exclusive – this is the only sponsorship that provides the opportunity for a representative from the organization to address the attendees for 10-15 minutes before the beginning of the educational program (three slots available only).** Up to nine people may attend the open speaker sessions and all social functions. Spouses and partners are included in the total count (i.e., five staff members accompanied by four spouses/partners or any combination totaling nine individuals). Any or all of these nine people are welcomed to attend the pre-conference events, the partners' program events all social program events. Registration forms for the pre-conference events and the partners program events must be submitted to the conference coordinator with their registrations. This level can either be sole or partial sponsorship of a particular item/event.

The following are examples of items available for sponsorship at this level:

- Sole sponsorship of *signature* event.

- Any general sponsorship equaling this category amount will be considered an elite sponsor. You will receive the aforementioned benefits as described, and if no particular item/event is requested to be sponsored, the host Metro Chiefs Conference Committee will designate sponsorship.

COST: \$50,000+

Official Training and Research Partner

Includes all brand exposure and sponsor recognition opportunities as described above. **When deemed appropriate by the Education Chair**, the Partner will be offered a presentation slot as part of the main program to share fire service training and research results; however, promoting a sole-source product or service during the education session is **strictly prohibited**. Separate signage at the conference will be displayed as to separate Partners from “corporate” sponsors. Complimentary one-half (1/2) page advertisement in the center of the conference program publication. Up to four people may attend the open speaker sessions and all social functions. Spouses and partners are included in the total count (i.e., two staff members accompanied by two spouses/partners or any combination totaling four individuals). Any or all of these four 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 conference coordinator with their registrations. This level can either be sole or partial sponsorship of a particular item/event.

The following are examples of items available for sponsorship at this level:

- The Partner will be offered the option to put item(s) in the conference bag.
- Sole/partial transportation, social/partner event, or hospitality suite.
- Breakfast provided to all attendees and spouse/partners. Signage will be displayed indicating your organization as the sponsor.
- Break refreshments/snacks provided to all attendees and/or spouse/partners. Signage will be displayed indicating your organization as the sponsor.
- Lunch provided to all attendees and/or spouse/partners. Signage will be displayed indicating your organization as the sponsor.
- Partial sponsorship of signature event.
- Any general sponsorship equaling this category amount will be considered a premier sponsor. You will receive the aforementioned benefits as described, and if no particular item/event is requested to be sponsored, the host Metro Chiefs Conference Committee will designate sponsorship.

COST: \$25,000

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. 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 sponsor rosters, and any other pertinent documents and/or materials (Metro gavel, sponsor banner, flags, 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 this Conference Planning Manual and 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.

Appendix B



IAFC/NFPA Metropolitan Fire Chiefs Association



3257 Beals Branch Road, Louisville, KY 40206. Tel:
502.894.0411

Thank you for speaking at the 2017 Metro Chiefs' Conference. The Metro Chiefs greatly appreciate you volunteering your time to share your expertise and educate our members about emerging issues in the fire and emergency service. In recognition of your time and efforts, the **Metro Chiefs' would like to donate \$50 in your name to one of the following charities:**

- ___ [The National Fallen Firefighters Foundation](#)
- ___ [The Canadian Fallen Firefighters Foundation](#)
- ___ [The Home Fire Sprinkler Coalition](#)
- ___ [IAFC Foundation](#)
- ___ [IAFF Foundation](#)
- ___ [Helen and Douglas House](#)
- ___ [The Fire Fighters Charity \(UK\)](#)

Please indicate your charity choice and submit this form to **Russ Sanders, Metro Chiefs' Executive Secretary**: rsanders@nfpa.org, **no later than** (list appropriate date). *If a charity is not designated, the Metro Chiefs leadership will designate a donation to one of the above charities in your honor.*

Thank you again for your dedication to the Metropolitan Fire Chiefs' Association!

Note: If you would like the Metro to make a donation of \$50.00 to a different charitable organization, please provide the following information **prior to the April 7 deadline**:

Name of Organization:
President/Executive Director:
Street Address:
City:
State/Province:
Zip/Postal Code:
Country:
Email address:
Web site:
Phone Number:

(If this charity is outside the US or Canada, please verify that it will accept checks from a U.S. organization and U.S. bank.)

Appendix C

Closing Banquet Program (Location) (Date)

6:00 PM – Cocktails

6:30 – 6:45 PM – Metro Program – (Emcee's name)

Remembering Those That Have Gone Before Us – (Emcee's name)

(Have a fully dressed table set aside with one seat – Toast all of those who have gone before us.)

Salute to Those Who Have Gone Before Us

The table is round - to show our everlasting concern for our lost fire fighters.

The cloth is white - symbolizing the purity of their motives when answering the call to duty.

The single red rose, displayed in a vase, reminds us of the life of each lost fire fighter and their loved ones and friends left behind.

A pinch of salt on the plate symbolizes the tears endured by the families and friends.

The Bible represents the strength gained through faith to help us deal with the loss of our loved ones.

The glass is inverted - to symbolize their inability to share this evening's toast.

The chairs are empty - they are gone, but never forgotten.

Let us now stand and raise our water glasses in a silent toast to honor our lost fire fighters.

Recognize Special Guests – (Emcee's name)

Introduction of Metro President (Name) – (Emcee's name)

President's Welcome and Remarks – (Metro President)

Introduction of Host Chief (Name) – (Metro President)

Host Chief's Remarks – (Name)

Presentation of Gifts – (The Closing Banquet Sponsor at times elects to present the host chief & Metro President with a gift)

6:45 – 8:15 PM – Dinner

8:00 – 8:30 PM – Metro Program (Continues)

Next Year's Host Chief Remarks – (Next year's host chief's name)

Presentation of Seed Money for Next Year's Conference – (Host chief to the next year's host chief)

(Announce future host cities)

Introduction of Newly Elected Metro Executive Board – (Emcee's name)

Immediate Past President (TBD)

Alternate Board Member (TBD)

Senior Board Member (TBD)

Board Member (TBD)

Treasurer (TBD)

Secretary (TBD)

Vice President (TBD)

President (TBD)

Oath of Office – (Member to be selected by the emcee)

Passing of the Gavel – (Metro President to Incoming Metro President)

Newly Elected President's Remarks – (Name)

President's Gift – Metro ring presented to current Metro President by incoming Metro President.

Metro Award Recipients and Presentation of Awards – (Award's Chair)

Remarks by Award Recipients – (To Be Announced)

Closing – (Emcee's name)

8:45-9:45 – After Dinner Refreshments & Entertainment

10:30 PM – Buses Depart for Hotel

Appendix D

Metro Fire Chiefs Oath of Office

I (they state their names) hereby swear that I will support the Constitution and Bylaws of the Metropolitan Fire Chiefs Association and at all times bear true allegiance to the goals and purposes of the Association.

I further swear to perform the duties and responsibilities of my office to the best of my ability and at the end of my term of office I will deliver to my successor all records of said office.

So help me God.