

ANNEXURE C: FAQs Potential Conference Directors

- **We are interested in hosting an IAWP conference. How do we go about this?**

Look out for information about future conference bids in the website of the IAWP. Much of what conference requires is contained in Policy 10 – IAWP Conference Policy. In particular, section 8 refers the bidding process. First of all, read the Policy and the conference guide. If you have an IAWP affiliate or Women Police Association that can affiliate or any other institution that can host with you, it might be to your advantage as you will need help to bid as well as prepare a conference if you are successful. It will also be in your advantage if your own agency supports you bidding as well as hosting the conference. You need to be able to prove you can host the entire event, not just bidding for it.

- **Do we have to be members of IAWP?**

Yes, The conference is the annual training conference of the IAWP as well as including the Annual General meeting and the Regional meetings. Policy 10 states the Conference Director(s) must be a member of IAWP in good standing, have at least 5 years service with their agency and attended at least 2 international IAWP conferences to date. It is good practice for all the members of the planning committee to be IAWP members, even if it is being planned for by an IAWP affiliate.

- **We don't have an affiliate in our region. Does that mean we can't host a conference?**

No, you can host a conference providing you meet the criteria of Policy 10. Most conferences generate new developments for women officers such as the setting up of a women in law enforcement association.

- **There is more than one police agency in our area. Do they all have to be involved?**

It would be nice if they could as this is their opportunity to develop their women officers and support staff as well as engage with policewomen from all over the world. During any conference, there will be needs for security, traffic control, transport liaison, volunteers and training as both trainers as well as delegates. So all local forces could benefit by being involved.

- **How long does it take to plan a conference?**

The Bidding process itself can take up to a year as you seek out the necessary support, a venue and suitable accommodation. Under Policy 10, section 8, it states bids should be no earlier than 2 years. Which means you are looking at a three year time span including the bidding process. It can be done in less time, but this puts a lot of pressure on the planning team.

- **What is involved in the bidding process?**

As per Section 8 of Policy 10. The notice of intention to bid has to be sent to the President of IAWP no later than three months prior to that year's Late Board Meeting (LBM) and Annual General Meeting (AGM). Then the Bid Outline has to be sent to the President no later than 45 days prior to the AGM. At the conference, the Director and any of their planning team make a presentation to the LBM and then the AGM. It is at the latter that the members vote on their preferred choice.

- **Should the director(s) work full time on the conference?**

Whilst not required by policy, it is extremely helpful for the director(s) to be working full time on the conference for at least three months prior to the conference. This is because there will be numerous emails, calls, procurements, deliveries, potential exhibitors, menu planning, enquiries as well as persons to liaise with. It is extremely useful for those to be able to contact the director or their representative promptly. It is an added expense for the director's agency (if they are still working) which many agencies have generously supported.

- **How many directors should there be?**

Policy 10 talks about the Director and co-directors. It is useful to have two directors, especially when it is known that it will be a very large conference with over 600 delegates. Where there are more than one directors, both have to be members of IAWP as per Policy 10.

- **How will IAWP support us planning the event?**

See section 4 of the Policy. The Conference liaison committee chair is a precious resource, especially having been a director themselves. The President will appoint a mentor who is also a previous conference director and will guide as well as mentor the conference director(s) and planning team. Other previous directors can help if you require further specific advice. As can your regional coordinator. The IAWP treasurer will send the Committee the start up donation and liaise with registrations. The IAWP Recording secretary will liaise re the requirements for the LBM, Regional Meetings and the AGM. The chair of the awards committee will need a liaison person from the planning committee regarding the awards and the awards ceremonies. IAWP will also supply your website address and marketing through the magazine and the IAWP website.

- **What are we obliged to include in the conference?**

All conferences vary and it is easy to think of 'out doing' the previous event, but that is not the purpose of the conference. It is the annual training conference of the IAWP and that agenda must be the high priority. Obviously planning has to include a conference venue and accommodation. The latter must include various options so that it is affordable for diverse groups of women. Also, the registration fees to accommodate the different IAWP membership levels and the companions.

Other obligations are clearly indicated in the conference guide.

See also section 5 of Policy 10. Any thing else is really a 'nice to have' rather than a 'must have'.

- **How do you choose an appropriate location?**

This will depend on where you are situated. Are international travellers able to reach you smoothly? Is there a hub airport nearby or does your area have a local airport with good links to a hub airport? Can delegates afford to travel there from anywhere in the world without too much difficulty. For the actual conference venue, what's available locally, how large it is, what facilities are available and the price of it all. A conference planner or local tourist board can help you with both of these points.

- **What sort of venue should we look for?**

This will vary with what is available local to you and what you can find at a reasonable price, as you research for the bid. Sometimes there is a convenient conference venue with all the facilities you need for eating as well as training rooms and a place for the ceremonial parts. Sometimes it may be more convenient to host the opening ceremony in a nearby venue such as a theatre or community hall and then march to the conference

venue for the awards luncheon. You may make use of a hotel, a conference centre or a police college, etc, as long as it can accommodate the requirements for the IAWP training.

- **How do you negotiate for the venue and hotels?**

Some committees negotiate themselves, others have used conference planners and/or tourist boards as they are well skilled at negotiating because it's their main job.

- **How do we price the conference and what should we include in the registration fee/ price?**

Your appointed mentor can advise. You do not want to price your conference too high so it's unaffordable or too cheap so that you cannot cover all your costs. An experienced treasurer on your planning committee will be an asset here. You need to add up all the costs involved including the hire of the venues; hire of furniture; any transport; equipment such as microphones, lecterns, flip charts, exhibition stands; any speaker's costs such as travel expenses and a present of appreciation; drinks and meals; flag poles for the IAWP flags; publicity; cost of running the registrations, allowance for inflation; etc and divide by the minimum number of delegates you know you can attract. Any number above that should be just profit! As well as making an allowance for the different categories of membership. A substantial saving on the price for IAWP members will generate new members for the association!

- **How do we market the conference?**

IAWP can assist with the website address and will provide a link from the main IAWP website to the conference website. Details will also be included in Women Police magazine. So all the IAWP members and affiliates will know about it. It is then important to reach out as far as you possibly can, especially within your region and the adjacent ones as those potential delegates will not have so far to travel. Consider advertising within the police press; reaching out to other networks of policewomen who are not affiliated to IAWP yet; writing to international embassies asking them to forward the details to policewomen in their home countries as they often have a national police force. Writing to all the police chiefs in your region, country or continent inviting them to send women delegates.. Think as wide and as far as possible! You will also be given a stand in the exhibition area of the preceding conference(s) where you can take registrations, advertise the venue and locality, the possibility of other tourism in the area before or after conference and generate funds by selling local souvenirs or running raffles for registrations and/or souvenirs.

- **How do we find and choose enough speakers?**

Send out a call for papers to IAWP membership and identified local, regional and international speakers that can bring different viewpoints and expertise from their countries. Your planning team should be able to think of suitable local and national speakers. You may also receive unsolicited offers to speak, just make sure that these speakers are relevant to the IAWP conference and will be affordable. Best practice is to get speakers that will not charge you anything. You should only book speakers who can be vetted as suitable by either someone on your planning team or the IAWP.

- **Do we have to pay every speaker?**

No you don't. It is perfectly possible to ask for speakers who will come for free or only for travel expenses. Especially if you run a call for papers. Otherwise it will hugely increase the cost of the conference.

- **Do we have to arrange translation services?**

Conferences are attended by people from different parts of the world, who speak various languages. Some delegates arrange their own translators, however, it is advisable to have at least a few translators for a few generally spoken languages.

- **Do we have to include a social event every evening?**

No you don't. You are only obliged to provide the facility for the host evening of the next conference, providing there is one selected. Plus the final banquet or similar on the last night to close the event down and handover the IAWP flag to the next conference director(s). Delegates are often so busy during the day and may well be jet lagged, so they just want to eat or meet up with their IAWP friends. Social events may be sponsored but not overdone.

- **What is the Companions Tour? Who goes on it?**

A companions tour is an opportunity to entertain and provide some sightseeing for the partners and/or families of delegates as well as retirees who don't want to attend the training. However they will need to be included in attending the opening ceremonies, award luncheon and final banquet. Plus many are members of the IAWP and will want to attend the Regional Meetings as well as the AGM. The cost of the tour and other attendances must be included in their registration fee. It is not for full delegates as their fee is for the training events.

- **Can the companions come into the conference at all?**

This may well be a security issue. Their fees should include the option of attending the Opening Ceremony, Awards Luncheon, Final Banquet, regional meetings and AGM

- **Do we have to provide transport for the delegates to and from the airport? Or around the town?**

This may be done out of courtesy but it is not mandatory. It is costly in time and money as delegates arrive at all times of the day and night. Which puts a lot of pressure on conference finances. Numerous airports provide shuttle packages to hotels, as well as trains and taxis. Its worth researching all these and putting the details on the website so delegates can make their own choices. Within the town, some hotels and tourist boards arrange for free travel on local buses. You may have to provide transport between conference hotels and the conference venues if it is not within walking distance, also considering different age and fitness abilities of delegates.

- **What about the IAWP awards? Do we or IAWP run the selection process? Who provides the actual awards?**

The IAWP award programme is a highlight of every conference providing recognition to officers from all over the world. The IAWP runs the award selection process. See Section 5 of Policy 10. You will need to appoint a person from the planning committee to liaise with the chair of the awards committee re the ceremony, sourcing appropriate items for the awards (which IAWP will pay for) and ensuring the recipients are registered for conference.

- **What about the IAWP scholarship?**

Similar to the awards, this is administered by IAWP. Please liaise with the chair of the Scholarship committee. They are selected by June of the conference year. They will require a registration and hotel room for which IAWP will pay as part of the scholarship.

- **Do we have to have a silent auction?**

Traditionally conferences have liked to raise money for the IAWP Foundation as that pays for the scholarship as well as an appropriate local charity. Often this has taken the form of

a daily silent auction with goods donated by delegates which are bid for throughout the day. The highest bidder wins and pays for the item on the day. However as conferences have grown in size, some have found this awkward to run with minimal bids on the items. Making them really not worth the effort to run. Its down to the individual conference directors re this, but worth consulting recent conference directors for their experiences.

- **What about goody bags?**

These are handed out to delegates on arrival at registration. Obviously they are popular because everyone likes free gifts, especially if unique to that locality. However they cost money even if the samples included inside are provided by sponsors, the tourist board or the venue. Again, its down to the conference director(s) if they want to provide, but without a sponsor or sponsors it may well not be worth the effort and expense. Try to get sponsorship for goodiebags in order to save costs.

- **Do we have to provide a conference handbook/booklet?**

These are unique souvenirs of the event and are very handy as they should provide details of the event, timetable and speakers. They can also include details of all the award recipients, the sponsors, a map of the locality and details of the IAWP. Often used as a resource for future conference planners. They are an additional expense, but could be sponsored. There are new apps available for conferences such as WHOVA that can provide the same details. However they are not tangible and only have a short shelf life.