

**2020 Conference
QUESTIONS & ANSWERS**

Q. How many trustees may need transportation to and from the airport?

A. Between 12 – 18.

Q. How do the regular attendees get to and from the airport? Would we also provide transportation for them or are they on their own?

A. They will usually use UBER, taxi or a shuttle. It is helpful to know approximate costs for different methods if possible.

Q. How much classroom space is required? How many seats? How many days? What is the daily time frame for the classrooms?

A. On the first day of classroom sessions, a large room is needed that can accommodate 300 – 500 people for the morning Opening Ceremony. After that, between 5-6 classrooms that can fit around 50 people. Two additional smaller rooms for staff and planning would be great.

Q. What are the audio/visual requirements for the classrooms?

A. Presenters are asked to bring their own computers, but screens and projectors will be needed in each classroom. 1-2 microphones would also be needed in each room. *(No AV is required for the two additional smaller rooms for staff.)*

Q. Is there a ceiling cost for the hotel room rates? This will determine which hotels we recommend. What has been the typical rates for the last several conferences?

A. There is not a ceiling rate, however, higher rates may deter some firefighters from being able to attend. Past rates have varied between \$99 - \$130.

Q. How much time will be spent at the training center? What accommodations are you looking for there? How many days? What is the daily time frame?

A. In the past, one day has been spent at the training center for HOT classes. However, in 2018 we increased that to two days to accommodate two classes that required 16 hours (Nozzle Forward and Stress Exposure). We would like to be able to have two days. Each day would be a full day, 7:30 a.m. – 5:00 p.m. Some classes may be held off-site as well such as auto extrication has been held at tow yards. We will determine the classes based on the accommodations provided.

Q. How many attendees will need transportation to and from the training center?

A. HOT classes are not attended by all conference attendees. A good number to estimate would be 150. School busses and coach busses have been used in the past.

Q. Are the costs for the whole conference covered by sponsors?

A. The cost of the conference is covered by attendee registration and sponsors.

Q. If so, how much was the last conference budget (revenues/expenditures)? If there are more revenues than expenditures, where do those funds go?

A. All revenues go to iWomen as this is one of our main sources of income.

Q. If the conference ends up costing more than the revenues provided, who is responsible to make up the cost variance?

A. Hopefully this would never be the case. But if so, the cost would be covered by iWomen.

Q. Are any funds expected to be paid by the host department? (this does not include sponsoring an evening event)

A. We ask that the host department cover the cost of the training center and supplies (if applicable) and bussing. If the host department decides to create marketing materials or any other items not supplied by iWomen, these costs would not be covered.

Q.	If we sponsored an evening event, what would this entail? What is the approximate cost? And what are the evening options to sponsor?
A.	Evening events are usually light appetizers and 1-2 drink tickets (not a requirement). Some host departments have also hosted other events that would highlight their region. Evening events can be held at the host hotel or off-site. However, if held off-site, transportation would need to be provided or must be within walking distance. The cost can vary greatly dependent on the venue.
Q.	How many volunteers are typically needed throughout the entire conference?
A.	Volunteer opportunities are usually 2 at the Registration Desk, and 2 runners at the host hotel to help with last minute details. More may be needed as planning begins, but iWomen does have access to other volunteer organizations to help if the host department cannot provide additional volunteers.
Q.	How long does the conference last?
A.	Typically, the iWomen Board will meet on Day 1, HOT classes will be held on Days 2 and 3, and classroom sessions on Days 4 and 5.
Q.	Does the iWomen run the registration desk or is it done by the host department?
A.	We try to have a presence at the Registration Desk. However, due to the full-day Board Meeting on Day 1, additional meetings, and presentations, it may not be possible. We do ask for two volunteers to be at the Registration Desk at all times.
Q.	Does the host department need to set up a conference web site?
A.	No. iWomen will have all conference information on our website. The host department can post links to that site. And we can post links to the host department's site as well as the visitor websites, etc. We will also utilize the iWomen social media pages for marketing and information.

**iWOMEN 2018
Fairfax County, Virginia
Final Pickup Report**

	SUN 5/20	MON 5/21	TUE 5/22	WED 5/23	THU 5/24	FRI 5/25	SAT 5/26	SUN 5/27	Total
Hilton McLean Tysons Corner	0	0	0	10	10	10	0	0	30
Rooming List Cut-Off	0	0	1	4	4	4	0	0	13
Pickup at PCS Final Cut-off	0	0	1	4	4	4	0	0	13
Pre-Audit Hotel Pickup	0	0	1	4	4	4	0	0	13
Hotel Final Pickup (<i>no audit</i>)	0	0	1	4	4	4	0	0	13
Sheraton Tysons Corner	0	20	76	185	214	203	144	0	842
Rooming List Cut-Off	3	10	58	154	183	179	101	6	694
Pickup at PCS Final Cut-off	3	12	71	181	212	206	114	3	802
Pre-Audit Hotel Pickup	2	11	67	170	203	194	108	1	756
Hotel Final Pickup (<i>post audit</i>)	2	12	69	178	213	203	114	2	793
TOTAL BLOCK	0	20	76	195	224	213	144	0	872
Total Rooming List Cut-Off	3	10	59	158	187	183	101	6	707
Total PCS Final Cut-off	3	12	72	185	216	210	114	3	815
Total Pre-Audit Hotel Pickup	2	11	68	174	207	198	108	1	769
Total Hotel Final Pickup	2	12	70	182	217	207	114	2	806