



IAPSC Annual Conference Committee Charter

Last revised March 2025

Purpose

The Annual Conference Committee is a standing committee of the International Association of Professional Security Consultants and is dedicated to designing, planning, marketing, producing and delivering the Annual Conference for the membership.

The Committee works closely with the Association Management Company to deliver a conference to the membership (and non-members) with content beneficial to the core security consultant profession. This includes the recruitment of sponsors and vendors; in coordination with the Technical Standards Committee; venue location and facilities, annual meeting schedule and awards/conference luncheon. The Annual Conference produces a significant portion of the revenue of the Association.

Vision

IAPSC members receive the greatest benefits, education, networking, content, and access to vendors to accomplish professional security consulting in their practice through the Annual Conference. The Association also benefits from as many attendees as possible.

Key Responsibilities

Pre-planning

1. The IAPSC President will appoint the Conference Committee Chair each year at the conclusion of the previous year's Annual Conference.
2. The geographic location and conference venue will be determined by the Committee Chair, President, and the Executive Committee at least 12 months prior to the Annual Conference, if applicable.
3. IAPSC'S Association Management Company will assign IAPSC Staff as Event Planner to work exclusively with the committee to plan, budget, organize and deliver the conference timely.
4. The IAPSC Event Planner and the Conference Committee will develop the budget for the conference. The Executive Committee will approve the Conference Committee's draft budget as soon as practical after its submission.

5. The Board of Directors will approve the overall conference budget as part of the overall Association budget. The Conference Committee will work within the approved budget.
6. Any contractual agreement or obligation, including conference venue, will be approved and signed by the President.
4. The Conference ~~Committee~~ Chair will closely monitor and manage board approved expenses.

Planning and execution

1. Assign Committee members tasks to include sponsor recruitment, marketing, social activities, **Conference Experience** and session content.
2. Develop the program schedule and content that benefits the greatest numbers of attendees, sponsor engagement, and attendee networking.
3. Develop conference layout of sponsor displays, session rooms, presentation and social events that benefits sponsors and attendees.
4. Recruit conference speakers to present sessions of value to the membership. Honorariums are not typically or routinely made for speakers. Some travel expenses may be reimbursed within the approved budget.
5. Plan and execute the Awards Luncheon **Dinner** and closing conference events within the approved budget.

Meetings

1. The Conference Committee Chair will conduct monthly meetings with the Event Planner or their designee during the pre-planning phase.
2. The full Conference Committee will meet monthly starting nine (9) months prior to the scheduled conference dates.
3. Meetings will be conducted virtually or by other electronic media as available.
4. The Conference Committee will provide the Executive Committee with timely monthly reports as well as quarterly reports to the Board of Directors.

Members

1. Committee members will be recruited and selected by the Conference Committee Chair and will include;

- At least two Board of Directors members or Executive Committee members
- At least one person for sponsor recruitment and engagement

2. The Committee will include the program coordinator assigned by the Event Planner.
3. The Conference Committee will consist of at least four members.
4. The President will approve all recruited members.

Funding, Resources, and Expenses

1. The funding for the expenses for the Annual Conference will come from revenue generated from attendee registrations and sponsors.
2. Commissions derived from the venue or other Association expenses shall be paid to the Association and reflected in the final conference budget.
3. Authorization to exceed the board-approved budget will come from the Executive Committee.

Annual Goals

1. Increase attendance and sponsorship at Annual Conference from previous years.
2. Provide useful, interesting and valuable content to membership and attendees.
3. Produce and provide a profit derived from revenues and managed expenses to the Association annually.

Compliance Calendar Activities

1. President will assign the Committee Chair at the conclusion of the Annual Conference.
2. Selection of geographic location, venue at least 12 months prior to the scheduled conference dates, if applicable.
3. Execution of venue contract and agreements by the Association President.
4. Venue site inspection by Committee Chair and Event Planner or designee.
5. Draft budget submission for Board of Directors meeting.
6. Determine date for website design of full conference program, open registration and room reservations.



7. Final program and speaker agreements completed.
8. Venue contractual trigger dates for expenses.
9. Final venue layout and setup.
10. Association staff pre-conference setup.