

All proposals to host a spring or fall conference must consider the information and requirements contained in this policy. Additional information to assist Administration in making a site selection should also be included. Through providing these guidelines it is the intent of IFSAC Administration to make the most cost-effective meeting arrangements possible where quorum is met by all groups with IFSAC.

General

- The spring conference will normally be held in April.
- The fall conference will normally be held in October.
- All meetings and lodging facilities must be equipped with automatic fire sprinklers and smoke alarms.
- IFSAC Administration will make final selection of hotel and negotiate arrangements for guest room accommodations and meeting facilities. The hosting member may provide a list of preferred hotels.*
- The contract/agreement and the master account is to be established with the hotel facility for Oklahoma State University/International Fire Service Accreditation Congress (OSU/IFSAC) by IFSAC Administration.*

** If meetings are to be held in a location whereby it will be difficult for IFSAC Administration to communicate with the hotel (i.e., outside North America), the member host and IFSAC Administration should work together to make such arrangements and ensure that all meeting needs are met.*

Consideration of Gifts

Oklahoma State law (as well as other U.S. states) considers anything over \$50, including transportation, lodging, or entertainment, as being a gift and at minimum reportable if not a breach of ethics on the part of a State employee. As such, IFSAC employees will not be able to accept anything of value over this limit. From the State ethics reporting rules IFSAC can accept:

- Modest items of food and refreshments, such as soft drinks, coffee, and donuts, offered other than as part of a meal;
- Food and beverage consumed on the occasion when participating in a charitable, civic, or community event, and the individual is attending in an official capacity;
- A meal or other food served at a meeting at which the individual is an invited guest;
- Transportation furnished for the purpose of assisting the individual in the performance of their duties to IFSAC and from which the individual receives only incidental personal benefits ancillary to said purpose.

The process for hosting meetings is as follows:

1. Hosting requests will be considered in the order received.
2. Member provides IFSAC Administration with the attached form at least two years prior to the dates of the meetings an entity is requesting to host.
3. IFSAC Administration will consult the COG and Logistics Coordination Committee to determine the feasibility of proposed locations.
4. IFSAC Administration will approve or deny requests based on all available information.

5. IFSAC Administration will keep the membership advised of all proceedings at the spring and fall conferences.
6. IFSAC Administration will contact the hotels of proposed location(s) for rates, meeting space, etc.

Selection Criteria

IFSAC Administration must be the primary contact and will submit the request for proposal with a hotel to ensure the final contract/agreement is with OSU/IFSAC. This is necessary in order for a purchase order to be properly processed for payment to the selected hotel. Entities are only expected to provide a list of suggested hotels based on the following criteria. If the hosting entity assists IFSAC Administration in negotiations with a hotel, the entity must ensure that the hotel understands the proposal is for IFSAC and that any contract which may be established will be with OSU/IFSAC and not the hosting entity. When providing IFSAC Administration with a list of hotels, please include contact information. To be considered for the meeting venue and lodging accommodations, each hotel must be capable of providing the following:

Meeting Space

- For the spring conference – meeting rooms for four (4) days
- For fall meetings – meeting rooms for two (2) days
- Space for approximately 100 - 125 attendees
 - 1 large room that will hold all attendees
 - 3 – 4 smaller meeting rooms to hold up to 30 attendees
 - 1 area for registration, food & beverage break, and vendor exhibits (these can be separated in different areas if necessary)
 - 1 office area
 - 1 room for evening activity (reception/social) that will hold all attendees and guests (spring conference)
 - Rooms to have 24 hour hold for our use is preferred

NOTE: Actual daily set-ups and schedule will be arranged with the hotel by IFSAC Administration.

Food and Beverage Service

At minimum the hotel must be able to provide:

- Snack and beverage service for morning and afternoon breaks
- One evening activity with food and cash bar (spring conference)
- On-site restaurant open for breakfast, lunch, and dinner

Lodging

Host member may provide a list of preferred hotels.

- Guest room rates at or below the U.S. General Services Administration (GSA) rate per night preferred.
 - If hotel cannot agree to U.S. GSA rate, rates should be reasonable and as low as possible preferably no more than \$150 (USD) per night.

- Guest room accommodations (group block)
 - For spring conference – at least five (5) nights -
 - For fall conference – at least three (3) nights -
 - Must have enough guest rooms to accommodate approximately 100 – 125 attendees

Transportation

The following are recommended:

- Airline hub city - most members reach location with only one airline connection.
- Ground transportation provided by the hotel or by the member host.*
- Ground transportation target of less than 45 minutes from the airport to the hotel (this can be flexible for special circumstances).
 - * If ground transportation is not provided by the hotel or the member host, other methods of transportation (taxi, airport shuttle, etc.) must be available.

Other Considerations

- It is the goal of IFSAC to provide a safe and secure location for the members and staff who attend the meetings. Political instability and/or security and safety is a concern. Therefore, Administration will review and monitor current travel warnings and forecasted extreme weather events of proposed and upcoming meeting locations. As the environment changes, Administration reserves the right to move meeting locations due to potential safety, security, health, or weather-related issues that could affect the safety and well-being of the membership or staff while attending a meeting.
 - Locations with travel warnings will not be considered for meeting locations.
- Preference shall be given to locations that are relatively easy to get to for the majority of the membership.
- Locations outside North America should be considered for at least one meeting every five (5) years.
- Cost estimates for travel shall be taken into consideration. It should be “affordable” for the members and IFSAC Administration to attend.
- It is the goal of IFSAC to include diversity and human rights into its foundational principles. Therefore, the fundamental human rights in dignity and worth of the human person at the proposed location of a meeting will be taken into consideration. This includes the rights of individuals for their race, gender, religion, etc.

Final Decision

- Administration will use the factors listed in the proposal, the items listed above, as well as an estimate on the percentage of membership able to attend the meeting to make a sound business decision for the entirety of IFSAC.
-

This policy and procedure is effective as of October 5, 2024, and supersedes any previous policies and procedures related to IFSAC meeting locations.

For questions or further information regarding this policy and procedure, please contact IFSAC Administration.