

# **SYMPOSIUM GUIDELINES**



# **ONTARIO MUNICIPAL FIRE PREVENTION OFFICERS' ASSOCIATION**



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## **OMFPOA SYMPOSIUM GUIDELINES**

These guidelines are for assisting Departments/Chapters who are considering hosting an OMFPOA Symposium.

### **WHEN IS THE SYMPOSIUM?**

The date of the Symposium is governed in part by the date of the Symposium of the Ontario Association of Fire Chiefs. This is due to the lead-time required for the presentation of Resolutions passed at the OMFPOA Symposium.

The Executive Committee sets the actual date a year in advance and will be decided by a majority vote of the Executive Committee.

### **RECOMMENDED COMMITTEES:**

The following items will need to be addressed for the Symposium and it is recommended committees be established.

- Hotel Liaison
- Agenda (Appendix A contains an outline for the symposium)
- Advertising
- Prizes
- Companion Program
- Registration
- Trade Show
- Hospitality Room
- Finances (We recommend opening a bank account and having 2 persons for signing authority)  
(Appendix B contains a sample financial spreadsheet)

## **WHAT IS INVOLVED?**

It is first of all important that you secure the backing of a number of people and organizations. Since your Committee will be spending some time on the organization and operation of the Symposium, it is most important that your Chief and Council are behind you. Fortunately, Municipalities view the Symposium as revenue-producing activity.

The Executive of the OMFPOA provides direction, and oversees the Symposium. The Symposium agenda is organized, with your input, at Executive meetings prior to the Symposium date. The Association can provide some "financial assistance" which is returned to the Association after all accounts are settled. Other profit sharing is noted on Page 9.

## **HOTEL FACILITIES?**

All Hotel expenses, exclusive of the delegates' individual room and meal expenses are your responsibilities. This includes meeting rooms, banquet facilities, hospitality rooms, office facilities and whatever else the hotel provides. They normally provide some of the facilities free of charge to a Symposium.

## **REVENUE?**

**Where does the money come from? The methods we employed are as follows:**

- **Registration:** Currently the early-bird price is \$450.00 and \$500.00 after this for Delegates. All who attend pay exceptions should be discussed with the Association prior to making a commitment See Page 9 regarding profit sharing.
- **Sponsorship of Events:** If you promote sponsorship of events such as hospitality nights, coffee breaks, receptions and luncheons, these items can be self-sustaining. Research through past programs will give you an idea of whom you can approach. If you have difficulty with some of the "traditional" sponsors, you can ask the Association for some assistance to possibly find additional sponsors.
- **Sales of Advertising in your Symposium Magazine:** A Symposium magazine can be a major source of funding. When getting printing quotes, it may be worth your while to price components of the printing package as well as the whole thing. You could end up with one printer for your book and another for the balance of your requirements.
- **Municipal Grants:** Most Municipalities provide a grant to assist in operation of a Symposium. It should at least cover the cost of the Mayor, dignitaries, and your own Committee at the Banquet. Apply for this grant well ahead of the Symposium to make sure it is available.

- **Rental of Advertisement Space:** This method is often used to generate revenue. Request a Company to sponsor coffee break, and provide recognition in the Symposium book and at the break
- **Trade Show:** Trade show booths are currently \$400.00 each. This is a great opportunity to encourage distributors to show their products to the delegates.

## **WHAT DOES IT COST?**

**The hosting municipality is responsible for the following:**

***The Gala Dinner:*** Wednesday's gala dinner which includes a reception, presentation of awards and entertainment?

***Printing:*** The Symposium Program, Agendas, Registration Forms, Delegate Badges, Room Lists, Advertising, etc. If you are in doubt ask the Executive.

***Coffee Breaks:*** One each morning and afternoon of the Symposium (at least 7).

***Hospitality:*** ***The Tuesday Night of the year prior to your Symposium:***  
For the past few years, this has taken the form of a meet and greet with refreshments being served, and is hosted by you and however many of your Fire Department that can attend. Quite often the Host Fire Chief and a representative of your Council will attend to help you invite the Delegates to attend your Symposium. The factors that appear to govern this include how far they have to travel and how much the Municipality wants to attract this kind of business.

***The Sunday and Monday nights*** of the Symposium are your responsibility. Sunday night can be a Wine and Cheese but finger foods have also been well received. This is a reception to welcome the Delegates and renew acquaintances.

Monday night is a dinner for the delegates and can be a buffet. It is informal; no head table and followed by entertainment.

***Companions Program:*** If provided, it is also the host's responsibility. This includes activities, transportation, luncheons etc. This entails day trips throughout your community such as tours of difference tourist attractions and meals. This will reflect a large success of your Symposium, so it is important that this program is well planned.

## **DEALING WITH THE SYMPOSIUM HOTEL:**

Ensure that the Hotel you decide to use is in compliance with the Ontario Fire and Building Codes.

- The Hotel of your choice should be able to accommodate approximately 250 persons preferably in one facility, with Symposium facilities.
- Assume nothing, ensure that a proper contract is in place with the hotel and get everything in writing. From the cost of coffee to what rooms and services you will be billed for and how much, you can rest assured that whatever isn't documented may cost you. The Executive can meet with you at the Symposium hotel to provide assistance on your selection of facilities.
- One room rate for single or double occupancy is preferred. This allows a Delegate's companion to attend at no additional charge except for their registration and meals. Some Municipalities don't fund a Delegate's companion's expenses.
- Check out the Hotel's policy regarding hospitality rooms, their rates, and their requirements with respect to alcohol and food. Recent Symposiums have had at least two Wine and Cheese Receptions or other finger foods. Do you have to buy these items through the Hotel, or can you use an outside supplier. What is the cost of glasses and ice? Do not assume any of these details are at no expense to you.
- What events are taking place prior or during your Symposium at the Hotel? Such things as a service club convention or a hockey tournament can really complicate your registration.
- Consider the setup of the Symposium Room to hold all delegates. It can be complicated by the design of the building or the facilities the Hotel has to offer. Generally speaking, a classroom layout with a centre aisle for the use of Delegates asking questions is preferred. It is at these meetings, microphones will be required not only for the speaker but also to be placed in areas where the people could easily ask questions or give remarks. Also if there were an open forum then the panel would require at least one additional microphone. The size of all break out rooms must also be arranged to ensure that the space will accommodate the required number of delegates.

## **DAY-TO-DAY OPERATIONS OF A SYMPOSIUM:**

- ***Sunday:*** Is the opening day of the Symposium. The events that occur are the Pre-Symposium Executive Meeting, Registration, and Welcoming Reception

The Pre-Symposium Executive Meetings is held on this day. Further information is given on Page 9.

It seems to help if an assembly can be organized to process Registrations. The more Delegates that pre-register, is beneficial to you. It is helpful to add a request for the Companion's name on the Registration Form. This allows you to prepare all nametags ahead of time, and assist in keeping the assembly line moving.

Traditionally, the Host Department prepares a Delegates Bag distributed during registration. This bag contains whatever you manage to promote from your local businesses such as pens, pins, pads, golf tees, mugs, etc.

Sunday night's Welcome Reception is the host's responsibility. It helps if you can find sponsors to assist with the costs. It has been a Wine and Cheese but it is your decision as to what you would like to serve. Hospitality Rooms are only to be open when other activities, such as sessions or registrations, are not taking place. Among other things, this makes it easier for you to staff these activities.

- ***Monday:*** Opening Ceremonies - a piper pipes in the head table guest for the opening ceremonies the Chairman of the Symposium Committee acts as Master of Ceremonies and introduces the head table. The composition of the Head Table is decided between the Executive and the host. Letters of confirmation are written to invited guests but someone will likely not be able to attend at the last minute. The piper is your responsibility. If you are not able to arrange one, contact the Executive. The Companions are welcome to attend the Opening Ceremonies and then leave for their own activities. Arrange for chairs at the back of the room to accommodate them.

During the Symposium, guests and all speakers are presented with appreciation gifts arranged and paid by the host.

During the Symposium, there can be a number of draws for gifts. They can be drawn anytime, Monday evening dinner, Tuesday evening host night, etc. Most businesses have a budget for promotion to cover such donations. You have to get your requests in early, for there is quite a bit of competition for these items. Every municipality seems to have a number of similar events coming up, and they are all trying for the same things. If requested, you should issue a receipt on the spot for any draw prizes received.

It helps if you can assign a staff member to liaise with the Hotel and field requests for projectors, screens, V.C.R. equipment, microphones, and the like. Much of this is available from the Hotel, but unless covered in writing ahead of time, it may be an additional cost. It also helps to assign one or more persons to the Companion's Program on a full time basis. Whether this is a staff member or not depends on the size of your staff and the degree of assistance you can promote from your Municipality and your Department.

- **Monday Night:** You are responsible to plan the dinner for the delegates and companions, and can be a buffet. It is informal, no head table, followed by entertainment. The host is responsible for the entertainment, and is to advise the Executive of what is being proposed, i.e. Comedian, etc
- **Tuesday:** Tuesday should not be too hectic for the Hosts. It is essential that you have someone available to assist in showing the Trade Show participants where they are to set up, (a floor plan with each vendor listed) and assist them with getting electrical hook ups, etc. After the Trade Show it is usually appreciated by the Hosts of next years Symposium (who are the Hosts of the Tuesday Night Reception) if you and your Committee can provide a complete list of vendors with contact information.
- **Wednesday:** A reception followed by the gala dinner. Specify the layout of the room, even to the size of the Head Table (for 12+) and the requirement for the lectern and microphone. Head table guests are determined by the Executive and the host and confirmed in writing.

Head Table Guests may include (with or without spouses) the President, the Host, The Ontario Fire Marshal, the Fire Chief, the Police Chief, the Mayor, local and Provincial Politicians, the Local Fire Fighters Assoc., President, and the Minister. Head Table guests are for the most part, complimentary (the Executive and hosts' expense). A piper, arranged by the host, if possible, leads in guests. The Master of Ceremonies is the host department, who introduces the head table. The President of the Association then continues the formal part of the evening with the announcements of award winners, etc. Entertainment follows the banquet dinner. The host is responsible for the entertainment, and is to advise the Executive of what is being proposed.

- **Thursday:** The final sessions, swearing in the new Executive closing ceremonies and the President officially declares the Symposium adjourned.



## **EXECUTIVE MEETINGS:**

The Sunday Pre-Symposium Executive Meeting requires a room that will accommodate up to fifteen (15) people, including some of your Committee, and goes over the last minutes details of the Symposium and will include a tour the Hotel facilities. The cost for this room will be the responsibility of the Executive.

Following the close of the Symposium on Thursday, a short Post-Symposium meeting at which any further business will be dealt with. You present your financial report and financial spreadsheet at the next monthly Executive Meeting along with any proceeds to be turned over to the Association. If you cannot attend this meeting you may send the report and spreadsheet to the Association Secretary along with a cheque of any proceeds prior to this meeting.

## **PROFIT SHARING:**

The profit comes from two areas:

- For every delegate registered, eight percent (8%) is to be returned to the OMFPOA from the registration fee.
- The OMFPOA will receive a minimum 20% of the profit revenue generated from the Symposium. In addition, each year the host department and the Executive of the OMFPOA meet to determine the amount of assistance the Association will provide to the host in organizing the Symposium, resulting in adjusting the percentage of the profit revenue to the Association to reflect the efforts required from both parties to organize the Symposium.
- Appendix B contains a sample of the financial spreadsheet that will be required to be presented to the Executive.
- Appendix C contains a sample of the financial report that will be required to be presented to the Executive.

Any "financial assistance" provided by the Association to assist the host be returned in full and not considered as part of the profit revenue.

## **SUMMARY:**

The Association can provide financial assistance, advice and guidance. The success of the Symposium largely depend so on the efforts of the host. Start planning early, form committees, sponsorships, etc. It does not matter how big or small your Department or your Municipality is. If you have accommodations for 200 to 250 (preferably under one roof), you can host a successful Symposium. Hosts have seen profits from \$10,000.00 to \$25,000.00 depending on planning, sponsorship and negotiations.

Any questions please go to [www.omfpoa.com](http://www.omfpoa.com) for listing of Executive members to contact.

## **APPENDIX A: SYMPOSIUM OUTLINE**

## **Symposium Outline:**

### **Sunday:**

<b>TIME</b>	<b>TOPIC</b>	<b>Speaker</b>
4:00 pm – 8:00 pm	Registration – front lobby of hotel	Host Department and OMFPOA Executive
8:00 pm – 12:00 am	Entertainment and Social Gathering.	Host Department

### **Monday:**

<b>TIME</b>	<b>TOPIC</b>	<b>Speaker</b>
7:00 am – 8:30 am	Registration / Breakfast	Host Department and OMFPOA Executive
8:30 am – 9:00 am	Opening ceremonies Colour Guard, Pipe band, OFMEM, OAF, Fire Chief, OMFPOA, OPFFA, IAFF, Regional Chair, Mayor	Host Department is Master of Ceremony
9:00 am – 10:00	TBD	
10:00 am – 10:30 am	Networking break	
10:30 am – 12:00 pm		
12:00 pm – 1:00 pm	Lunch	
1:00 pm – 2:00 pm		
2:00 pm – 4:00 pm	Motivational Speaker	
Time will depend on speaker	Networking break	
4:00 pm – 4:15 pm	Draws, announcements, end of day	Master of Ceremony
5:00 pm – 9:00 pm	Dinner, entertainment	Host Department
9:00 pm – 12:00 am	Hospitality night	Host Department

**Tuesday:**

<b>TIME</b>	<b>TOPIC</b>	<b>Speaker</b>
7:00 am – 8:30 am	Registration / Breakfast	Host Department and OMFPOA Executive
8:30 am – 9:00 am	Draws, announcements	Host Department
9:00 am – 10:00		
10:00 am – 10:30 am	Networking break	
10:30 am – 12:00 pm		
12:00 pm – 1:00 pm	Lunch	

**Afternoon Break Out Session:**

1:00 pm – 2:00 pm			
2:00 pm – 2:15 pm	BREAK	BREAK	BREAK
2:15 pm – 3:15 pm			
3:15 pm - 3:30 pm	BREAK	BREAK	BREAK
3:30 pm – 4:30 pm			
4:30 pm – 4:45 pm	Draws, announcements	Host Department	
6:00 pm – 9:00 pm	Trade Show		
9:00 pm – 12:00 am	Hospitality night	Next year's Host Department	

**Wednesday:**

<b>TIME</b>	<b>TOPIC</b>	<b>Speaker</b>
7:00 am – 8:30 am	Registration / Breakfast	Host Department and OMFPOA Executive
8:30 am – 9:00 am	Draws, announcements	Host Department
9:00 am – 10:00		
10:00 am – 10:30 am	Networking break	
10:30 am – 12:00 pm	OMFPOA Annual General Meeting, Elections	OMFPOA President
12:00 pm – 1:00 pm	Lunch	
1:00 pm – 3:00 pm	Key Note Speakers	
3:00 pm – 3:30 pm	Draws, announcements, end of day	MC
6:00 pm – 7:00 pm	Cocktails prior to Gala dinner	OMFPOA Niagara Chapter
7:00 pm – 9:00 pm	Gala dinner, speeches, awards, entertainment	OMFPOA Niagara Chapter
9:00 pm – 12:00 am	Hospitality suite	Host Department

**Thursday:**

<b>TIME</b>	<b>TOPIC</b>	<b>Speaker</b>
7:00 am – 8:30 am	Registration / Breakfast	Host Department and OMFPOA Executive
8:30 am – 9:00 am	Draws, announcements	Host Department
9:00 am – 10:00		
10:00 am – 10:30 am	Networking break	
10:30 am – 12:00 pm	Keynote Speaker to end the symposium	
12:00 pm – 12:30 pm	Closing remarks. Swearing in of the new OMFPOA Executive	Host Department and OMFPOA Executive

**APPENDIX B: SAMPLE FINANCIAL SPREADSHEET**





## **APPENDIX C: SAMPLE FINANCIAL REPORT**

## SYMPOSIUM FINACIAL REPORT 20##

### Amount Owing From the OMFPOA

Gala Dinners to be paid by the OMFPOA = 15

- OBOA & guest
- OAFB & guest
- Student bursary winner
- Chief of the Year & guest
- Jim Copeland Award & guest
- OFMEM & guest
- OMFPOA Life Member & guest
- Fire Prevention Employee of the Year & guest

Cost to the OMFPOA (\$ \_\_\_\_\_ per Gala dinner) = \$ \_\_\_\_\_

Total amount owing from the OMFPOA \$ \_\_\_\_\_

### Amount Owed To the OMFPOA

Amount due for registrants = 8% per registered individual

Total number of registrations = #

Total amount due to the OMFPOA for registrants = \$ registration

Amount due for percentage of profit = 20% of total profit

Total deposits/credits = \$A

Total expenses = \$B

Total Profit = \$A - \$B = \$C

20% of total profit = \$C x 0.20 = \$ profit

Total amount owed to the OMFPOA

\$ registration + \$ profit = \$ \_\_\_\_\_

Payment to the OMFPOA = total amount owed to the OFMPOA – total amount owing from the OMFPOA

\$ \_\_\_\_\_