

SEMINAR PLANNING GUIDE

For the CAC Annual Seminar

**CAC Seminar Planning Committee
Updated Revision August 2022**

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INTRODUCTION

Thank you for agreeing to host an upcoming California Association of Criminalists (CAC) Seminar! You and your colleagues will find this task to be both a challenging and rewarding experience. CAC seminars have a long and distinguished history, with two per year held from 1952-2019. In 2020, the world was devastated by the COVID-19 pandemic, cancelling both of the semi-annual seminars scheduled for that year. Ultimately, in 2021, the CAC amended the bylaws to change from two seminars per year to one.

Over the years, the seminars have grown from small informal gatherings to large professional meetings that last 4 days or longer. On the face of it, the challenge of planning and hosting a seminar may appear to be a daunting task. But you and your colleagues should not fear, as many others have gone before you and their collected wisdom and experiences have been gathered and assembled into this Planning Guide. Read it carefully and you will find that the process, while time consuming, is really not too difficult. Leading up to your seminar, you will participate in Seminar Planning Committee Meetings that will enable you to discuss and benefit from the experiences of other seminar hosts. The regular members of the Seminar Planning Committee all have had experience with hosting seminars and are available to help you with the planning of your seminar. Contact the Seminar Planning Committee via the web at www.cacnews.org/organization/committees.shtml

Currently, a CAC seminar is an educational and social event that lasts approximately 5 days. Careful planning will ensure success. A suitable site for the seminar must be chosen well in advance. The site must have adequate space for the general session, vendors and workshops. Meals must be chosen. Presenters, vendors and entertainment must be recruited and selected. The guests receive registration materials and maybe a keepsake mug or t-shirt. All of this must be done within a reasonably well-defined budget. A well designed and planned seminar will not only provide an educational and enjoyable social event for you, your staff and the many guests who show up, but may also achieve a reasonable profit that will benefit the CAC by helping to sponsor future seminars and training events.

This Seminar Planning Guide is available on the Internet at the CAC website:
www.cacnews.org/organization/committees.shtml#seminar

WHAT EXACTLY IS A CAC SEMINAR AND WHAT ARE THE GOALS FOR IT?

Though there is no strict format that must be followed for a seminar, over the years they have evolved into a predictable scheme. They are held at reasonably priced hotels that have adequate space for all of the events that take place. The most common events include a Board of Directors meeting, workshops, a main technical program, a hospitality suite, a banquet, an Association Business meeting, certification examinations, a poster session and vendor displays.

- The typical seminar starts on a Monday.
- Monday and Tuesday are usually devoted to workshops. Three to five one-day workshops are common, although you may choose to offer more or less. Some hosts have also offered half day workshops.
- The Board of Directors typically meet either Monday or Tuesday. The preferred day should be discussed with the CAC President.

- The main program begins on Wednesday and continues Thursday and concludes after a half-day on Friday.
- The Association Business Meeting is typically held Wednesday or Thursday afternoon and lasts for 2-3 hours. The day and time of the Business Meeting can be adjusted, but should be discussed with the Seminar Planning Committee Chairperson and the CAC President.
- The vendors display their wares and meet with attendees during breaks on Wednesday and Thursday in a room adjacent to the technical meeting.
- A wine and cheese reception for all the guests is held Wednesday in the vendor area after the technical program. If a poster session is included, it will often run during the wine and cheese reception.
- A reception for new CAC members is typically held Thursday before the banquet, but may be held any time after the business meeting and is coordinated by the New Member Committee.
- A banquet with entertainment is held Thursday evening.
- Friday is typically a half-day, with a morning technical session and certification examinations held in the afternoon.

SEMINAR GOALS

A CAC seminar is designed to gather the membership together in a professional, social setting to facilitate the exchange of ideas and information. Seminar attendees are interested in learning about new or improved analysis methods, interesting casework presentations, and to network with colleagues from other forensic laboratories. The seminar host committee should make it their primary goal of exceeding the expectations of the attendees. Attention to detail by the host committee is very important. The hotel site should have well-maintained accommodations, as well as provide quality food and service. There must be adequate space for the meeting and vendor displays. The audio-visual equipment should be working well and back up plans are recommended should any problems arise. Enough host committee staff should be on hand at the hotel to handle all of the seminar activities.

The CAC bylaws direct that regular business meetings of the association be held during each seminar. Business meetings are those two or three hour sessions usually held Wednesday or Thursday afternoons where CAC members vote on current issues pertaining to the organization, including election of the Board of Directors and acceptance of new members. The business meeting is a vital part of each seminar.

The financial goal of the Seminar Planning Committee is that on average, **seminar revenues shall break even with seminar expenses.** Recent seminars have shown that with careful planning, this goal is not difficult to meet. Any excess revenue will be used to subsidize future seminars and training activities, and for acquisition of equipment. Each seminar committee should work closely with the CAC Treasurer to avoid large deficits or excesses.

Founders Lecture:

The Founders Lecture is presented at every CAC Seminar. Contact the Founders Committee to determine the meeting time requirements. The Founders Committee budget covers lodging, transportation, registration and a \$200 Honorarium for the lecturer. The lecturer or the Founders Committee will take care of these arrangements and request reimbursement through the CAC Treasurer. If the lecturer is a Life Member, there will be no registration costs for that individual. The Award Committee's budget covers the cost of the plaque. Coordinate with the Awards Committee to have the plaque prepared.

SEMINAR PLANNING TIMELINE**Setting the Date:**

The association bylaws state: “The regular meetings of the membership shall be held at least once per year.” (CAC Bylaws, Article III, Section 2A), and “The Board of Directors may vary the time and place of the regular meeting(s) of the membership so long as at least one regularly noticed meeting is held during any particular year and that the regular meeting is held less than 15 months after the previous regular meeting in accordance with the California Corporation Code.” (CAC Bylaws, Article III, Section 2B).

When selecting a date, consider other professional meetings that may conflict with your chosen date. Based on typical seminars held by other similar professional organizations, the CAC recommends hosting your seminar in either April or May. It may be necessary for you to choose a meeting date other than that directed by the bylaws. If that is the case, contact the Seminar Planning Committee Chair and the CAC Board of Directors for approval. Notify the CAC President as soon as a seminar date is chosen.

SEMINAR PLANNING TIMELINE

TIME UNTIL MEETING	CHAIRPERSON	WORKSHOPS/ TECHNICAL PROGRAM	VENDORS
24-26 Months	<ul style="list-style-type: none"> Start hotel search and choose meeting dates. Establish committees and brainstorm theme. 	<ul style="list-style-type: none"> Plan/select which workshops will take place. Identify space needed for the technical program and workshops at hotel. 	<ul style="list-style-type: none"> Identify space requirements for vendors at hotel.
24 Months	<ul style="list-style-type: none"> Announcement to Seminar Publicity Committee for newsletters and journals. Work with Seminar Planning Committee to finalize hotel contract. 	<ul style="list-style-type: none"> Finalize meeting space requirements with hotel. 	
12 Months	<ul style="list-style-type: none"> Establish preliminary budget and give a copy to the planning committee and the treasurer. 	<ul style="list-style-type: none"> Contact and firm up agreement with speakers for workshops and tech program 	<ul style="list-style-type: none"> Work with the vendor coordinator, start contacting vendors and prepare list of probable participants. Begin soliciting door prize donors; many larger companies plan their donations a year in advance.
6-8 Months	<ul style="list-style-type: none"> Plan meal and banquet functions and estimate costs for registration. Coordinate an advertisement and possible representative to attend the seminar preceding yours. 		<ul style="list-style-type: none"> Work with the vendor coordinator to send the 1st vendor e-mail announcing dates and location. Solicit break, wine & cheese sponsors. Continue to solicit door prize donors.

5 Months	<ul style="list-style-type: none"> 1st E-mail to members announcing meeting dates and site, call for papers 		
4 Months	<ul style="list-style-type: none"> Prepare artwork for program and merchandise (mugs, t-shirts, etc.) 		
3 Months	<ul style="list-style-type: none"> Prepare detailed budget and set final registration costs. Make travel arrangements for invited guests. 		<ul style="list-style-type: none"> 2nd vendor e-mail with hotel information, exhibit space layout, exhibitor/sponsor contracts. Coordinate the online vendor registration page and include the link in the E-mail.
2 Months	<ul style="list-style-type: none"> 2nd E-mail containing prelim program, registration/abstract links Coordinate the online forms and provide the link in the E-mail. 	<ul style="list-style-type: none"> Collect abstracts and solicit additional papers. 	
6 Weeks	<ul style="list-style-type: none"> 3rd E-mail containing tentative program and schedule, registration and abstract links 	<ul style="list-style-type: none"> Determine AV needs. 	
4 Weeks	<ul style="list-style-type: none"> Pre-registration deadline. Arrange for awards and certificates. Confirm reservations for invited guests. Hotel deadline for room rates. 	<ul style="list-style-type: none"> Abstract deadline. Establish speaker schedule and notify speaker. 	<ul style="list-style-type: none"> 3rd vendor email with detailed program. Collect outstanding money and arrange for additional utilities for vendors.
3 weeks	<ul style="list-style-type: none"> Print Programs 	<ul style="list-style-type: none"> Prepare Workshop binders 	
2 Weeks	<ul style="list-style-type: none"> Prepare registration materials (receipt of payment, name tags, raffle/meal tickets, etc.) 	<ul style="list-style-type: none"> Assemble workshop attendee lists. 	
3 Days	<ul style="list-style-type: none"> Make meal guarantees with hotel 		
1 Day	<ul style="list-style-type: none"> Meet with hotel to review final details. Gather materials for registration table. 		
0 Days	<ul style="list-style-type: none"> Arrive 2 hours in advance to set up registration table 	<ul style="list-style-type: none"> Arrive 2 hours in advance to coordinate AV equipment and speakers 	<ul style="list-style-type: none"> Arrive 2 hours early for vendor setup. Provide map of table assignments.
-1 Week	<ul style="list-style-type: none"> Thank you notes to special guests. 	<ul style="list-style-type: none"> Thank you notes to speakers. 	<ul style="list-style-type: none"> Thank you notes to vendors and sponsors.
-2 Weeks	<ul style="list-style-type: none"> Evaluate seminar finances 		
-1 Month	<ul style="list-style-type: none"> Present final financial report to CAC Seminar Planning Committee and CAC Treasurer Provide list of certificate recipients to CAC Training Resources Committee 		

PREPARING THE COMMITTEES

It is important to divide duties and responsibilities carefully to increase efficiency and to allow full participation of your laboratory's staff. Carefully evaluate your staff's individual strengths and skills and their willingness to commit time and energy to the meeting when assigning people to specific committees. Although there may be a different number of individuals participating in the meeting, a division of labor and responsibilities as outlined below may be helpful. It is divided into three main areas of responsibilities, seminar chairperson, vendor chairperson and technical program chairperson with subcategories as staff resources permit.

One or more of your committee staff may have perplexing seminar problems that they need help with. In addition to the Seminar Planning Committee and the CAC Treasurer, previous seminar committee members will be glad to advise you and try to help you with your seminar. Do not hesitate to contact them. A list of previous seminar host laboratories and chairpersons is provided at the end of this guide.

Seminar Chairperson- Responsibilities include:

- Site Selection
- Establish timelines
- Arrange space for technical sessions, workshops, vendors and certification exams
- Finalize hotel contract
- Arrange food functions, select menus
- Serve as hotel liaison
- Select committees and delegate responsibilities
- Oversee and coordinate committee meetings

Budget Coordinator

- Establish preliminary budget
- Maintain seminar account
- Oversee individual committee budgets
- Account for all financial transactions
- Prepare detailed budget and final financial report presented to CAC

Publicity Coordinator

- Send meeting announcements to appropriate journals
- Coordinate with webmaster to post seminar information to www.cacnews.org
- Advertise meeting and workshops to non-CAC members
- Coordinate advertisement and announcements for the CAC News and for the program for the seminar immediately preceding your seminar.
- Prepare meeting announcements and coordinate with the webmaster the timely E-mailing of all announcements
- 1st announcement (~5 months prior to meeting) includes site, dates, workshop descriptions and abstract form.
- 2nd announcement (~2 months prior to meeting) includes site, dates, meeting and link to hotel registration materials. Tentative schedule and abstract form should also be posted to www.cacnews.org

- 3rd announcement (~1 month prior to meeting) includes site, dates, meeting and link to hotel registration materials. Technical program schedule and abstract form should be finalized and posted to www.cacnews.org

Registration Coordinator

- Coordinate with the webmaster to post the online registration information
- Coordinate assembly of technical program binder with technical program chairperson
- Select materials for registrant packets (ex. Bags, notebooks, pens, etc.)
- Coordinate with the webmaster to generate registrant spreadsheet
- Coordinate registration during meeting including staffing of registration table each day
- Coordinate with Budget Coordinator and the Treasurer to process registration checks and credit card transactions, as needed.

Hospitality Coordinator

- Investigate local attractions. Restaurants and information for inclusion in the registration packet
- Arrange for all details associated with hospitality suite including provision of food and drink and oversight of the hospitality suite, use adjoining room for staff members
- Arrange for transportation and accommodations for VIP's if necessary
- Obtain donations and sponsorship from local business (non-vendor sources such as restaurants, professional sports, etc.) Get tax exemption information from the Treasurer
- Start requesting raffle donations as early as possible, as some companies have specific amounts per year.

Vendor Chairperson – Responsibilities include:

- Coordinate with the CAC vendor liaison to solicit exhibitors for the meeting and develop a pricing list
- Coordinate with the CAC vendor liaison and webmaster to post a contract and secure funds from vendors through the CAC website
- Coordinate literature distribution in the Registration packets
- Prepare vendor packets including nametags, meal tickets, etc.

Sponsor Coordinator

- Solicit donations and sponsorships from the vendors (i.e. T-shirt and product giveaways, coffee break sponsor, wine & Cheese sponsor, etc.)
- Assure that sponsors get adequate recognition for their donations
- Coordinate the raffle for donated prizes

Technical Program Chairperson – Responsibilities include:

- Coordinate with the webmaster to post the online abstract submission form (papers and posters)
- Receive and evaluate abstracts
- Solicit guest speakers
- Serve as a liaison between speakers and the meeting
- Establish the technical program and scheduling of speakers
- Provide a copy of the technical program to the person producing the program binder

- If a poster session will be held, provide the abstracts for the program binder. Additionally, the number of posters and poster size dimensions/materials may need to be limited depending on where the poster session is held. Also, ensure you have adequate display stands and/or wall/table space available.
- Arrange for technical session moderators
- Determine, in advance, AV needs and coordinate with AV coordinator

Workshop Coordinator

- Establish workshop topics and solicit funding if appropriate
- Seek out additional funding through AAFS and CAC Endowment (talk to the CAC Treasurer for requirements)
- Coordinate workshop needs with the workshop presenters
- Arrange for equipment needed and handouts or notebooks
- Communicate AV needs to AV coordinator
- Give general welcoming remarks during workshops and announce breaks

Audio/Visual (AV) Coordinator

- Coordinate with the Technical Program Chairperson and Workshop Coordinator to determine AV needs of speakers.
- Handle all AV needs at meeting site and coordinate staff to assist with lights and technical needs during meeting.

CHOOSING A SITE

It is best to reserve the Seminar site a minimum of two years in advance. The CAC currently uses an event planning contractor to research locations and negotiate hotel contracts. The event planner will evaluate possible locations using the CAC Seminar Estimated Requirements (listed below). The Seminar Planning Committee chair will request initial information about preferred dates, any preferred properties, and general location for the seminar and provide it to the event planner. This is a good time to communicate any additional or unique needs for your seminar. The event planner will create a report on various properties that fit the seminar needs, and the list will be narrowed to approximately three sites with the help of the seminar hosts.

Once the top three sites have been selected, the event planner will arrange for the seminar hosts to visit the sites before making a final decision. The site visits will be arranged with the hotel banquet coordinator and attended by the Seminar Chairperson and one or more laboratory staff member. A site visit checklist is provided following the CAC Seminar Estimated Requirements.

The site visit should include a tour of the meeting space and sleeping rooms, discussion of meal and banquet functions and an overview of the Seminar space requirements. It is helpful to draft up a summary of days, events, meal functions and room requirements for the hotel to review during the site visit. It is important to ascertain whether the hotel has sufficient meeting space to accommodate both the participants and the vendors. Historically, hotels should NOT charge for meeting space. Usually a set minimum room night requirement will waive any meeting space fees.

HOTEL SITE VISIT
CAC SEMINAR ESTIMATED REQUIREMENTS

ATTENDANCE – Classroom Seating:

DAY	TIME	FUNCTION	# OF PEOPLE
Monday	9 am-5 pm	Board Meeting	15
	8 am-5 pm	Workshops (3 to 5 rooms)	50-100
Tuesday	8 am-5 pm	Workshops (3 to 5 rooms)	50-100
Wednesday	8 am-5 pm	Main Program	100-175
Thursday	8 am-5 pm	Main Program	100-175
Friday	8 am-12 pm	Main Program	50-100
	1 pm-5 pm	ABC Exams	5-20

HOTEL ROOM NIGHTS: 125-200 (for entire conference, including vendor & presenter rooms)

MEALS AND BREAKS:

DAY	FUNCTION	# OF PEOPLE
Monday	Coffee/Soda Breaks am & pm	50-100
Monday	Lunch (optional, could have on your own lunch)	50-100
Tuesday	Coffee/Soda Breaks am & pm	50-100
Tuesday	Lunch (optional, could have on your own lunch)	50-100
Wednesday	Coffee/Soda Breaks am & pm	100
Wednesday	Lunch	100
Wednesday	Wine and Cheese Reception	100
Thursday	Coffee/Soda Breaks am & pm	100
Thursday	Lunch	100
Thursday	Banquet	90-100
Friday	Morning Coffee Break	50-75

VENDORS: Space needed for 25 to 35 Tables for Wednesday and Thursday (100 square feet per vendor is optimum). May require electrical outlets and/or internet access. While we typically only have about 20 vendors, the extra space is useful for breaks and potential evening events.

OTHER NEEDS: Hospitality Suite (Tue-Thurs); Presenter AV Set-Up Room; Upgraded Suites for Host Agency Seminar Chair and CAC President.

Geographical considerations:

Most CAC Seminars are conducted in hotels proximal to the host laboratory. This cuts down on the need for sleeping rooms for seminar staff and reduces transportation costs. Meetings can be held, however, in hotels some distance from the lab. Although proximity is a convenience, location should not exclude a possible unique meeting site, e.g., Yosemite Valley or Lake Tahoe.

When estimating overall participation, room nights and walk-in registrants, consider the distance most laboratory participants will have to travel to the meeting. For example, a meeting held in a large downtown area with three nearby laboratories might have a reduced number of overnight hotel guests because most participants will commute. A meeting held in an area with no surrounding laboratories may have an increased number of room nights because most guests will be staying at the hotel.

Space considerations:

A CAC Seminar requires a fair amount of meeting space. Make sure that the hotel understands up-front what the space requirements are. Draft out a preliminary schedule with the function, date, time and number of people in attendance. (See Choosing a Site example).

- Board Meeting – Arrange the CAC Board meeting times with the President. This meeting will be attended by 10-15 people.
- Workshops – The number of workshops and the number of attendees will vary with each Seminar. Consider putting limits on the number of workshop participants to control the size of the workshop.
- Vendor Space – The vendor space should be in close proximity to the main Technical Session and should have sufficient room for 25 – 35 vendors. There should also be sufficient room for coffee breaks and the wine and cheese to be held in the Vendor Space.
- Main Technical Program - The main meeting room should be able to accommodate 100 – 150 people classroom style for Wednesday and Thursday and 50 – 75 people on Friday.
- Lunches – Lunches are usually set on rounds and will need to accommodate 100 – 150 people.
- Wine and Cheese Reception – The wine and cheese reception should be held in the vendor area and should be able to accommodate 75 – 100 people.
- Business Meeting – The business meeting can be held in the same room as the Main Technical Session or in a room that can accommodate 50-75 people.
- Banquet – The banquet should be held in a facility that can accommodate 120 people.
- ABC Exams – Contact the ABC liaison to determine the number of ABC exams to be given and schedule a secluded room accordingly.
- Hospitality Suite – The hospitality suite should be able to accommodate the social after-hour functions of the meeting. A hotel suite (or connecting rooms) works well. The hosting lab usually brings in food/drinks for the hospitality, but leniency may vary from hotel to hotel.
- President's Room - The CAC President's accommodations will be paid for by the Seminar.
- Also keep in mind rooms for special guests or speakers.
- Other – Determine if there will be any other meeting space requirements (i.e. Study groups. ASTM meetings, etc.)

Budget considerations for the Site:

The hotel should be able to provide a reasonable room rate and may be able to provide discounts to government employees. Ask the hotel if they are offering the lowest possible rate available (“prevailing government per diem”). This rate may be different from a set contracted room rate and depending on the hotel, may supersede set contracted rates, so please make sure the room rates are clearly stated in your contracts. “Prevailing Government Per Diem” rates can oftentimes be lower than rates negotiated in contracts. If the room price is too high, attendees may seek other cheaper accommodations thereby lowering room night attendance numbers. Our event planner will work with you to ascertain the best room rate cost for your seminar.

The hotel will generally waive the meeting room charges based on a number of seminar attendee room nights, as this has been the industry standard. If the hotel is strict on a high number of room nights, try to negotiate a sliding scale where the meeting room charges are reduced based on the percentage of total room nights booked. The hotel should also provide complimentary room nights after a certain minimum number of room nights are booked. It is standard to receive one complimentary room night for every 50 room nights booked. These complimentary room nights can be put toward speaker or staff room needs.

All finances should be handled on a hotel master account. Contact the CAC Treasurer if the hotel wishes to do a credit check or if the hotel needs a deposit.

The CAC Seminar will produce a lot of revenue for the hotel. Keep this in mind when negotiating the contract with the hotel. Push for deals on meeting space rental, parking, wine and cheese reception, etc.

Meal and banquet considerations:

During your site visit, ask for a complimentary lunch to get a sample of the catering menu. Outline for the hotel the number of breaks and meal functions that you are anticipating. Do not structure the hotel contract to be contingent on meal counts. You can provide the hotel with an estimate of the number of meals, but allow some flexibility based on registration. You should expect that the hotel will want guaranteed meal counts 72 hours before each meal.

Most hotels will charge you for all of the meals that you guarantee. If you overestimate the number, you may still have to pay for the meals. If you underestimate the number, you should only pay for the number of meals consumed. The general rule is to estimate about 10% below the actual numbers for all meal functions. **Remember that the costs of the meals are subject to tax and gratuity (approx. 25%).** Ask the hotel to guarantee that there will not be a price increase in meal costs. Explore banquet options with the hotel, as well as outside venues. Most hotels will arrange a theme banquet, but be sure to ask if there are any set-up costs. If arranging off-site wine and cheese or banquet events, be sure to factor this in to your food and beverage minimum. Most hotel contracts will require a minimum amount to be spent on food and beverage. Although it may be cheaper to hold a banquet off-site, you will want to be sure that you meet your food and beverage minimum without that event.

Vendor considerations:

It is important to situate the vendor display area close to the main technical session. It is essential that there be enough space for at least 25 vendors (6 foot tables) with additional space to accommodate coffee break needs. The vendors are a very valuable source of income for the CAC Seminar. Successful seminars typically have 25 – 35 vendors.

Most hotels will be able to provide a locked room for the vendor area. If the area is unsecured, you must arrange for security either by the hotel or through a private company. In the recent past, there have been thefts of cash and vendor equipment, so it's very important to make sure this area is secure after hours. The hotel should provide reasonable electrical access in the vendor room. Be sure to ask how many outlets are available, if they charge any set-up fees and if they do, are they daily charges.

CAC Seminar Site Visit Checklist

When visiting a potential hotel meeting site, use this checklist to answer the questions that will facilitate a successful seminar.

GEOGRAPHICAL CONSIDERATIONS	NOTES
Is there a nearby airport? Serviced by which airlines?	
Is there a hotel shuttle to and from the airport? Cost?	
What nearby attractions are there? Are they within walking distance?	
Are there parking fees for the hotel guests? For day visitors? Can they be waived? In and out privileges for guests?	
Other?	
SPACE CONSIDERATIONS	NOTES
Does the hotel have space for both 30 vendors and a technical session for 150+ people to run concurrently?	
Will there be a charge for the meeting rooms? Will this be waived with a minimum number of room nights?	
Are there suites available?	
Can a hospitality suite be set up where food and beverages are supplied by the CAC?	
Will the hospitality suite be complimentary?	
Can upgraded rooms for the Seminar Chairman and CAC President be gotten at the regular room rate?	
Will the vendor area be adjacent to the technical session?	
Is the lighting in the meeting rooms adjustable? Is there easy access to it?	
What are the hotel rates for AV rental? What AV items are included with the meeting rooms?	
Can CAC supply their own AV?	
Are there appropriate rooms/facilities for workshops? ABC exams? Study groups?	
Guests will be responsible for their own registration?	
Government employee room rates available?	
Other space considerations?	

BUDGET CONSIDERATIONS	NOTES
What minimum number of room nights must be met to waive the meeting space fees? Is it on a sliding scale?	
Are there additional set up charges for vendor tables? Registration area? Banquet?	
Are there complimentary room nights offered with room night minimums? (e.g., 1 free room night per 50 booked)	
Can all hotel costs be handled on a single master account?	
What deposit is required by the hotel at the acceptance of the contract?	
FIRST IMPRESSIONS	NOTES
Lobby layout and reception desk	
Conference Center	
Sleeping room floors (corridors, elevators, etc.)	
SLEEPING ROOMS	NOTES
Be sure you are being shown rooms that are being proposed for your program and rate.	
Are the corridors/hallways well-lit? How long are the corridors? Would attendees feel comfortable walking to their rooms alone at night?	
Does the room feel clean and comfortable?	
Are the double-bedded rooms 2 Queen or 2 Double beds? Is the vanity in the bathroom or outside the bathroom? Is the toilet in a separate WC?	
Does the room have complimentary coffee/tea? Are their refrigerators in the room?	
Are there ample power outlets, USB ports, etc.? Is there an in-room safe? A full sized ironing board?	
MEAL AND BANQUET CONSIDERATIONS	NOTES
What are the menu choices for lunch and the banquet (100+ in attendance)? What are the costs? Are meal options not on the standard banquet menu available?	
At what date prior to the seminar are the meal prices guaranteed?	

What are the menu choices for morning and afternoon breaks? What are the costs? Are other (less expensive) break options available, like considering ala carte options for breaks?	
What are the costs of meals and breaks including tax and gratuity?	
Is water service provided during the main meeting and workshops? Anything else provided (pens, paper)?	
Can a theme banquet be arranged? Meal costs? Set up costs?	
Will it be possible to hold the banquet somewhere other than the hotel and have the hotel costs stay the same?	
Is there a corkage charge for beer and wine? Can CAC supply its own wine? What minimum charge is there for the no host bar?	
What will the wine and cheese reception cost?	
Are there any expenses that have not been discussed?	
CONFERENCE CENTER	NOTES
Is the main room large enough to accommodate the classroom set-up and vendors? Consider the flow of attendees with the breakfast and/or break food set-up.	
If the vendor room is separate, what is the proximity to the main room?	
Do you have to go through foyers or areas of other meetings taking place? Would there be traffic from other groups walking through your foyer/registration area?	
What would the A/V set-up be based on the rooms configuration? Are the projection screens free standing or drop-down? Do you need to consider having more than one screen? Is there space for a small riser and a podium for the speakers?	
Is there complimentary wireless internet access? What is the bandwidth/browsing speed?	
What do you think of the carpeting, light fixtures, ceiling height, wall material, etc.?	
Do you have control of the room temperature? If not, are you given a radio or phone number to call for immediate assistance?	
What is the proximity to the restrooms? How many stalls are available?	
Where will your conference services manager's office be in proximity to your main room?	

VENDOR CONSIDERATIONS	NOTES
Is there enough space for 30 vendors? What is the maximum number of vendors that will fit? (Estimate approximately 100 square feet per vendor)	
Is there security available for the vendor area? Is there an additional charge for security? Can the vendor display area be locked up overnight?	
Can breaks be held in the vendor area?	
Are there enough electrical outlets in the vendor area? What are the costs for extension cord usage/set-up?	
What size tables are there for the vendors? Is there a set-up charge?	
Is there an extra charge for electrical service to the vendor display area? Is 220v service available?	
Can the hotel store vendor display items: display boards and equipment?	
Can the hotel ship and/or receive exhibitor items?	
Are there any charges associated with vendors shipping equipment?	
MISC.	NOTES
Is the fitness center 24 hours? Size/condition/quality of equipment	
Are there ample elevators to get to and from the sleeping rooms and the conference center?	
How far is the distance from the lobby to the sleeping room elevators?	
Are there good areas for networking in the conference center? Lobby? Other locations?	
When the last renovations were: sleeping rooms, conference center, lobby? Are there any renovations scheduled?	
Is the WiFi complimentary? Is Room Service 24 hours? Do they have complimentary 24/7 print options for boarding passes?	

NEGOTIATING THE HOTEL CONTRACT

After the site visits, the seminar hosts should select their top hotel. The contracted event planner will begin hotel negotiations and provide a draft contract. **Read the hotel contract carefully!** Ask for an explanation of anything that you don't understand or if there are any benefits that are not discussed. Our event planner can get questions answered or do additional negotiating on our behalf. Make sure the hotel defines the specific rooms for the functions that you requested. This may alleviate confusion later during the seminar.

Before signing, make sure a copy of the hotel contract has been provided to the CAC Seminar Committee Chairperson and the Treasurer for approval. The final contract is typically signed by a CAC board member.

*****Do not sign the hotel contract without approval from the CAC Seminar Planning Committee and the CAC Treasurer*****

As the seminar dates approach, or during the seminar itself, our event planner is available to communicate with the hotel on behalf of the seminar hosts. Hotel management, and even ownership, can change between the time of the initial contract negotiation and the event. If you are having issues with the hotel, feel free to contact the Seminar Planning Committee chairperson and the event planner.

PREPARING A SEMINAR BUDGET AND MANAGING SEMINAR FINANCES

One of the more challenging aspects of hosting a Seminar is budgeting. A Seminar that has a sound financial plan based on data from previous successful seminars will usually be a financial success.

Preliminary Budget - Once the hotel contract is signed and the major expenses determined (special guest costs, workshop fees, etc.) it is time to prepare a preliminary budget. This should be done about one year before your seminar. The preliminary budget should outline all anticipated expenses and income. The purpose of this preliminary budget is to get a reasonable idea if expenses will outweigh income. This will help you forecast the feasibility of financing workshops, speakers or other special events.

Detailed Budget - A detailed budget should be prepared 3 months in advance of the scheduled Seminar. The purpose of the detailed budget is to help set registration costs and to monitor the financial health of the meeting as it progresses. **INCLUDE** in your financial report, the "Seminar Stats Survey" document on page 28 of this planning guide.

Setting Up Seminar Bank Account:

Currently, two established Seminar Checking Accounts are maintained with Bank of America; one is for the North and one for the South. These accounts are likely to be merged in the near future. The seminar host agency designates one person to handle most of the seminar finances. This person will be in contact with the Treasurer throughout the planning process. The Treasurer maintains all bank statements. It is the responsibility of the seminar's finance person to keep a full and complete record of all income and expenses (including check number, payee, check amount and receipts).

The Treasurer provides a bankcard (with PIN) and checkbook for the appropriate account to the seminar finance person approximately 6 months prior to the seminar. The Treasurer will inform the seminar finance person of the current balance of the account (typically set to \$1,000). This initial balance is intended to cover expenses until income begins to accumulate. This money is considered seed money, which means it is money to be paid back to the CAC general funds at the end of the seminar (this amount should not be included in seminar budget as income). If required by the current treasurer, two individuals involved in the seminar can be designated as approved signatures on the account. The signatures of these individuals should be acquired by the Treasurer nine (9) months prior to the seminar for board approval and bank processing.

The bankcard can be used to check the account balance at any ATM and can be used as a debit card to make purchases for the seminar. All receipts need to be kept and submitted with the final seminar financial report. Any checks that are written also require documentation (check number, payee). For travel/speaker reimbursement either an invoice from the individual or receipts for travel must be provided.

The bankcard and checkbook **must** be given to the Treasurer for record keeping purposes after the seminar accounting is complete. It should not be transferred directly from one seminar planner to the next.

The Treasurer requests that a budget of income and expenses be generated and submitted to the Treasurer and the Planning Seminar Committee Chair **three (3) months** prior to the meeting. The budget should break down income and expenses by category (see category list in “Financial Report” section of this document).

Hotel Deposit - The Treasurer will pay the hotel deposit. This deposit is paid from the CAC general fund and is considered seed money, which means it is money to be paid back to the CAC general funds at the end of the seminar (this amount needs to be deducted from the seminar profits).

On-line Payments/Credit Cards - The CAC uses PayPal¹ to manage on-line payments. A few months before the seminar, your seminar finance person can be given limited PayPal account access. Account privileges will include entering credit card payments using PayPal Virtual Terminal and viewing transactions. Mail-in credit card payments/authorizations from vendor and mail-in registrations are the primary transactions that will be processed. For accounting purposes, always include a description/memo with the transaction; it should start with the Seminar Year and include a brief description of the transaction (e.g. 2021 vendor payment). If PayPal access is required, contact the Treasurer for set up.

The current recommendation is an all-online registration format. This should minimize the need for Virtual Terminal access. For vendors or agencies that require payment by check, online registration can still be completed and payment mailed to the Treasurer for deposit and reconciliation. The Treasurer will periodically transfer all seminar related PayPal income to the seminar checking account. The Treasurer will inform the Seminar finance person of all transfers so that they may be recorded as deposits or credits. A full list of registered attendees and vendors is also available at request from the Webmaster or Treasurer (see registration section).

¹ On registration and vendor related solicitations, you should indicate the CAC uses PayPal to process credit card transactions and on-line payments. Some companies do not authorize PayPal payments.

Refunds will be processed by the Treasurer.

Endowment Contribution - The A. Reed and Virginia McLaughlin Endowment Fund award each seminar with \$1500 to be used for workshop expenses. This award is intended to benefit CAC members only. Recognition of the donated expenses should be made apparent to those attendees who benefit. This money will be provided by the Treasurer upon written request with a stated purpose of how the funds will be used. If the seminar has a profit of greater than \$1,500, this money will be returned to the Endowment Fund.

AAFS Funding - The Criminalistics Section routinely distributes funds to be used by regional associations for training purposes (on application). Any organizations interested in a portion of this funding must formally request the funding stating how the funds will be used, why the funds are needed, how much is requested and when the funds are to be used. For application deadlines, contact the current AAFS Criminalistics Section chairperson through the AAFS website:
<https://aafs.org/AAFS/Sections/Criminalistics.aspx>

Setting the Registration Costs - Set registration costs approximately 3 months before the scheduled Seminar, so the 2nd announcement mailing can reflect the registration schedule. When setting your detailed budget, experiment with different registration costs to see the effect of the overall finances. See previous seminar costs on the next page.

Full Registration - The Full pre-registration costs for CAC members should be determined by the cost of all breaks, meals, and the banquet and registration material. If your hotel food costs are high, and your registration costs don't cover all your food costs, you must plan on increasing the number of vendors you will have to make up the difference.

*******This is why a preliminary budget is so important for planning and setting costs initially*******

Workshops prices are typically a separate charge from the registration. It is up to the discretion of the Seminar Chairperson to determine if workshops are going to be budgeted within the Full registration. If a workshop is included in the Full registration, include the cost of the workshop in the Full registration price.

Non-members and Late Registrants - Non-members typically pay \$50-\$75 more for full registration than members. A late fee of \$25 for students and \$60 for non-students is typically added to all registration categories after the early registration date set by the seminar committee.

Daily Registrants - Set-up fees for daily registration by estimating the cost of all breaks, meals and meeting costs for each day. Increase the daily registration fee by \$50-\$75 to encourage Full registration.

Student Registrants – Full time students should receive a discount on registration at the discretion of the Seminar chairperson. Previous seminars have offered students drastically reduced rates by charging only for the cost of meals. You have the option to exclude lunch tickets and/or banquet tickets for the student registrants. Be sure to indicate on your registration form whether this cost will include meals.

Retired Members – Retired members should receive a discount on full registration.

Life Members - Life members of the CAC are eligible for complimentary registration at CAC Seminars.
Special Guests – Special guests and staff may receive reduced or complimentary registration at the discretion of the Seminar chairperson. Staff members from your laboratory can receive complimentary registration if your budget allows, but don't forget to add them to your meal counts!

Cancellation Policy – The Cancellation policy should be clearly stated in the registration materials. Full refunds are available through a request to the treasurer up to the cancellation date. After the cancellation date, a 15% cancellation fee will be charged. There are no exceptions to this policy.

EXAMPLE OF SETTING REGISTRATION COSTS (Previous Seminar Registration Costs)

Event	F-2017	S-2018	F-2018	S-2019	F-2019	F-2021†	2022*
Full Registration Full/Assoc./Corr. member	\$300	\$360	\$350	\$330	\$350	\$350	\$350/375
Full Registration Retired member	\$200	\$270	\$250	\$230	\$250	\$250	\$250/275
Full Registration Affiliate member	\$80	\$105	\$100	\$80	\$100	\$100	\$125/150
Full Registration Student nonmember	\$100	\$130	\$150	\$105	\$125	\$125	\$150/175
Full Registration All other nonmember	\$350	\$415	\$400	\$385	\$385	\$385	\$425/450
Wed or Thu/Fri Daily Reg. Full/Assoc./Corr. member	\$150/\$80	\$160/\$80	\$180/\$80	\$160/\$80	\$160/\$80	\$160/\$80	\$170/185
Wed or Thu/Fri Daily Reg. Retired member	\$140/\$70	\$140/\$70	\$160/\$70	\$140/\$70	\$140/\$70	\$140/\$70	\$120/135
Wed or Thu/Fri Daily Reg. Affiliate member	\$50/\$25	\$50/\$25	\$75/\$30	\$50/\$25	\$50/\$25	\$50/\$25	\$60/75
Wed or Thu/Fri Daily Reg. Student nonmember	\$60/\$35	\$65/\$40	\$75/\$50	\$65/\$40	\$65/\$40	\$65/\$40	\$70/85
Wed or Thu/Fri Daily Reg. All other nonmember	\$200/\$130	\$210/\$135	\$230/\$100	\$210/\$135	\$210/\$135	\$210/\$105	\$205/220
Extra banquet ticket	\$100	\$100	\$120	\$120	\$120	\$85	\$120
Extra daily lunch ticket	\$80	\$80	\$80	\$80	\$85	\$45	\$65
Room rate	\$158	\$150	\$149	\$229	\$149	\$194	\$181

†Both seminars scheduled for 2020 and the spring 2021 seminar were cancelled due to COVID-19.

*Multiple values in this column reflect both early registration and late registration costs

Collecting Registration Fees – On-line, Mail-in, and at the door:

On-line Registrations - On-line Registration: Members and non-members can register for the seminar using the CAC website (www.cacnews.org). All transactions get processed using PayPal and an email notification is sent to the designated Seminar persons. All on-line payments are posted to a PayPal cash account; the Treasurer will periodically transfer all seminar related income to the seminar checking account.

Mail-in Registrations - Individuals who register by mail must include a check payable to CAC Seminar or a credit card number with the expiration date and an authorized signature. Allow sufficient space for the information to be written legibly. Checks can be deposited into the Seminar checking account. Electronic copies of all mail-in forms and checks should be made and sent to the Treasurer at the end of the seminar (along with other receipts). **NOTE: The current recommendation is an all-online format. With this format, you do not need to include a mail in option on the registration form. Exceptions can be handled with the Treasurer.**

At the Door Registrations - At door registrations are handled in the same manner as the mail in registrations. The credit card information is collected and processed through PayPal. Credit card processing may also be arranged through the merchandise representative at the Seminar. If this option is needed, the Seminar chair should coordinate with the Merchandise committee.

Miscellaneous Expenses – board members, speakers fees, etc.

President Expense - The CAC president's room will be paid for by the hosting seminar. The seminar may also choose to pay for the president's meals and registration as well.

Board Member Expense - Lunch for the Board of Director's meeting will be paid by the hosting seminar. Board member registration and lodging expenses will be paid individually by board members and will be reimbursed by the Treasurer. The hosting seminar is **not** responsible for covering board member registration costs.

Stipends, entertainment, etc. - The CAC is required to issue a 1099 to any individual who is paid >\$600 for services (stipend, etc.) during any given calendar year. For any individual paid >\$600 by the Seminar (this does NOT include travel reimbursement or money paid to a company), the following information needs to be provided to the Treasurer: name, mailing address, social security number, amount paid. The Treasurer will issue the 1099 after the end of the calendar year.

WORKING WITH VENDORS

A CAC Seminar vendor liaison is available to support you during the planning process and at the seminar. The vendor liaison may already have a good working relationship with many of the vendors that typically attend CAC meetings and can be a valuable resource for recruiting exhibitors and sponsors as well as providing guidance during the planning process.

The CAC vendor liaison is typically responsible for the following:

- a) Assisting the host laboratory with contacting vendors via e-mail and/or phone with an invitation to participate in the seminar as an exhibitor or sponsor.
- b) Answering questions and providing guidance to the host lab committee members and/or vendors.
- c) Keeping track of registered vendors, and providing them information about the seminar.
 - a. If applicable this can include inquiring about the purchase of additional meals or banquet tickets, meal preferences, etc.
- d) Coordinating with the host lab (and/or venue) and vendors regarding the layout of the exhibit hall and managing table assignments.
- e) Greeting vendors when they arrive to assist with setting up their exhibits and acting as a liaison between them and the host lab to ensure that all reasonable needs/accommodations are met.
- f) Providing all registered vendors with a list of seminar attendees (attendees must have opt-out option).

What you need to do:

- 1) Begin contacting potential exhibitors/contributors as soon as possible.
 - a) While the vendor liaison can be helpful at providing some contacts, the most promising source of potential exhibitors/contributors are those companies from which your laboratory orders supplies or services.
 - b) Make frequent follow-up calls, at least once per month after the initial contact.
 - c) Record all contacts for future reference.
 - d) The vendor contract should include a clause stating that the CAC is not responsible for any thefts during the seminar. Also clearly state any cancellation clauses.
- 2) Have information regarding the seminar (dates, levels of participation, exhibit hall layout, etc.) available to send or fax to potential exhibitors/contributors ASAP (contact Vendor Liaison for examples).
- 3) Most important: Funds collected from the exhibitors essentially pay for the entire seminar. Therefore, anything that can be done to draw seminar participants into the vendor exhibit area should be done.

Suggestions:

 - a) Have all refreshment breaks during the seminar in the vendor exhibit area.
 - b) Organize a vendor game to draw seminar participants to each of the tables.
 - c) Hold all raffles in the vendor exhibit area.
 - d) Have one evening of the Hospitality events in the vendor exhibit area with the vendors (e.g. a wine and cheese party).
 - e) Arrange for the vendors to eat lunch prior to the seminar participants. This allows them to be back at their exhibits to assist seminar participants during the remainder of the lunch break.
- 4) Have a raffle for the vendors, preferably each time you have a raffle for the participants.
- 5) A list of companies that have contributed funds to sponsor the CAC meeting should be included in the program binders (contact Vendor Liaison for examples).

- 6) A list of the vendors exhibiting at the CAC meeting should be included in the program binders (contact Vendor Liaison for examples).
- 7) An agenda listing the events scheduled for each day of the meeting should be provided for the vendors.
- 8) A letter of appreciation should be sent to each vendor and sponsor following the seminar (contact Vendor Liaison for examples).

CAC WEB SITE AND EMAIL NOTIFICATIONS

There are three (3) main seminar-related functions that the CAC webmaster will assist with:

- 1) Informing members of seminar-related information via the CAC web site (www.cacnews.org) and through email notifications.

You may email all seminar information, as it becomes available, to the web master so they can post it on the CAC web site and send out email notifications. Send the electronic version only. You can email them as an attachment, or send them on a USB drive or CD. Please don't mail paper or send faxes.

The following notifications are typically sent out:

- a) Announcing the registration page and/or new information added to the web site.
- b) Early registration deadline approaching.
- c) New or updated information on seminar speakers for schedule.
- d) Hotel reservation changes.
- e) Any reasonable information that attendees (or potential attendees) would need.

- 2) Creating on-line forms for submitting seminar registration, vendor registration, and abstract submission.

To set up the online registration page, the webmaster will need the following information:

- 1) The Full Registration (early), Full Registration (late), Daily Registration, and Workshop fees for the following categories:
 - a. CAC Members (Full, Associate, Corresponding)
 - b. CAC Members (Student, Retired)
 - c. Non-Members (Students)
 - d. Non-Members (Non-students)
 - e. CAC Life Members receive free general registration, workshop prices are set to the same price as Retired Members.
- 2) Banquet only registration and extra meal ticket cost
- 3) Early registration deadline (typically 3-4 weeks prior to seminar. This is difficult to change once it is set. Please consider carefully when selecting the date.
- 4) Refund policy

When someone registers through the website, a registration notification will be sent via email with the following information: Name, employer, contact information, amount paid, registration type, workshop(s) chosen, and meal choices. This email can be sent to the designee(s) of your choice by coordinating with the webmaster. If the email is received, the registrant has paid.

In addition to or in lieu of the individual registration emails, the webmaster can generate an up-to-date registration list from the information stored in the Member Services system database. This can be requested at any time, and generally provided in less than two business days. There is no need to create an in-house spreadsheet from the emails received.

If a refund is requested, and approved by you based on your policy, contact the Treasurer to process the refund.

3) Archiving and disseminating all of the meeting papers and abstracts

In an effort to organize all of the abstracts/papers from all CAC seminars and allow easy access to them through our web site, we would like to do two things:

- 1) Put all of the abstracts (and full papers) into an organized database for archiving.
- 2) Put all of the above on the CAC web site for all to see.

You will accomplish both by simply collecting all of the abstracts (and full papers, if you have them) and sending them to the CAC webmaster.

Send the electronic version only. You can email them as an attachment, or send them on a USB drive or CD. Please don't mail paper or send faxes. This process is evolving, and right now, we don't want 'Power Point' presentations, only abstracts and full papers. To keep it all simple, you can send every paper you have and the Webmaster will decide what to post on the web site.

You can do so at your convenience, but please try to have them submitted within one month of the seminar. If you need help, please contact the webmaster.

AMERICAN BOARD OF CRIMINALISTICS (ABC) CERTIFICATION EXAMS

Be sure to contact the ABC-CAC Certification Committee to discuss facility and staff requirements for ABC exams that may be given at your seminar. The committee can be contacted via the web at www.cacnews.org/organization/committees.shtml#abc

The ABC-CAC Certification Committee requests the following be provided at each CAC Seminar:

- A minimum of one very quiet room to administer exams. Occasionally more than one exam room is needed. Ideally this room should be set-up classroom style and accommodate 12-20 individuals.
- One booth to advertise the ABC. This could be part of the literature table or at the registration table. The ABC has a banner they would like to display.

- The ABC would like to include a page of information about the ABC (or the most recent ABC Newsletter) in the registration materials given to each attendee at the seminar.
- You or a member of the ABC-CAC Certification committee may also contact the current ABC Registrar at abcregistrar@criminalistics.com for more information

ADDITIONAL CERTIFICATION EXAMS

If your agency would like to include certification exam testing for other organizations, care should be taken to ensure proper space and time availability with the caveat that additional exam times should not overlap with the ABC Certification examination.

MERCHANDISE SALES

Typically a table is set aside at each seminar for the sale of CAC merchandise. The CAC merchandise committee will provide a representative, if possible, to handle the sales and payment. Contact the CAC merchandise committee to arrange the details.

POSTER SESSION

In addition to abstracts for technical session speakers, abstracts are solicited for poster submissions. This is an avenue for student members and future members to present their research projects to our organization. The students are able to interact with members of the forensic community and get feedback on their projects. Submissions are typically more numerous in the during the spring seminar because of the school calendar. If poster abstracts are submitted, a space and time must be arranged for their display and the awards committee chair should be notified.

If a poster session will be held, provide the abstracts for the program binder. Additionally, the number of posters and poster size dimensions/materials may need to be limited depending on where the poster session is held. Also, ensure you have adequate display stands and/or wall/table space available.

FINAL REPORTS

For the Seminar Planning Committee Chair - A final report should be submitted to the Seminar Planning Committee chair within two months of the seminar. At a minimum, a final report includes the information at the end of this guide titled "Seminar Stats Survey". Additional information is typically included on the topics of location/hotel, vendors, workshops, technical program, audio/visual set up, publicity, budget, registration, hospitality, and final thoughts. This report is a chance to share your experience and make suggestions for future seminar hosts and/or the Seminar Planning Committee. The Seminar Planning Committee chair can provide you with examples of past reports upon request.

For the CAC Treasurer - In addition to the final report described above, a **final financial report** must be submitted to the CAC Treasurer. The Treasurer must have the opportunity to review and approve the financial report. All financial seminar records **MUST** be forwarded to the Treasurer for tax purposes within **two months** of the completion of the seminar. The final profit/loss for the seminar will be

determined by the treasurer. A list of past seminar income statements is included at the end of this guide. Example reporting formats can be requested from the treasurer.

The **final financial report** should include the following:

- 1) A list of expenses and income by category
 - a. A preferred list of categories is listed below.
 - b. Before doing this, it is a good idea determine the sum total of all deposits made into the checking account and the sum total of all checks written out of the account. This provides the total income value and the total expense value that should correspond to totals generated in a finance report organized by category.
- 2) A list of all checks and debit card charges with supporting invoices/receipts.
 - a. This list should include date of charge, payee, check number (if applicable), and category/purpose (for example, 2/1/2020 Costco \$292.30 Hospitality Suite).
 - b. This list may be combined with the expense/income list or cross referenced.
 - c. It is not necessary to include documentation for individual vendor/registration income unless deposits were made by the seminar budget coordinator. The CAC Treasurer has access to all online payments.
- 3) A list of all durable goods purchased for the seminar with a before tax cost greater than \$200.00.
 - a. See Policy Statement 13-006 for more details
(<https://www.cacnews.org/resources/policydocs/policydocs.shtml>)
- 4) A completed “Seminar Stats Survey” – attached at the end of this guide.

Income and Expense categories:

Total Income:

- 1) Vendor tables
- 2) Sponsorships (breaks, receptions, etc.)
- 3) Literature Distribution
- 4) Advertising
- 5) Registration – may be broken down into the following subcategories:
 - a. Checks/cash/credit card
 - b. Member vs. Non-member
 - c. Full registration vs. Daily registration vs. Student registration
- 6) Workshop income
- 7) Endowment donation (\$1,500), if received
- 8) Extra meal tickets
- 9) Other

Expenses:

- 1) Hotel Deposit/Seed money*
- 2) Supplies (badges, binders, paper, envelopes, etc.)
- 3) Postage
- 4) Printing/photocopying
- 5) President’s expense
- 6) Speaker honoraria
- 7) Entertainment
- 8) Transportation
- 9) Meals and coffee breaks

10) Wine & Cheese reception

11) Audio/Visual

12) Refunds

13) Other

*The hotel deposit is not income; it should be listed as an expense only. The money is typically paid directly to the hotel through the CAC general funds.

Seminar Stats Survey

Hotel Stats:

Room rate-
Minimum number of nights in contract-
Any comp'd rooms-
Hotel deposit-
Total rooms booked for seminar-
Any charges for meeting space-

Vendor Stats:

Price per table-
Total number of tables-
Literature Only price-
Break sponsor (how many & amounts)-
Extra lunch ticket price -
Extra Banquet ticket price -

Registration Stats:

Number of workshops-
Costs of each workshop-
Costs to put on each workshop-
of registrants for each -
All registration costs (member/non-member/student)-
of full registrants-
of daily registrants-
of walk-ins-

Technical Presentation Stats:

Number of technical papers presented (general session) –
Number of posters presented -

General:

Entertainment type and costs for banquet-
“Grand Prize” presented and it’s cost-
Speaker gifts and cost –
Any other special raffle prizes, etc. -

Income/Expenses:

Vendor Income-
Registration Income-
Endowment income -
Total Expenses -
Profit/Loss-

ROSTER OF MEETINGS PAST AND FUTURE

<u>Year</u>	<u>Season</u>	<u>Agency</u>	<u>Location</u>	<u>Chairperson</u>	<u>Notes</u>
1980	Spring	DOJ – Santa Barbara	Santa Barbara	Robert Cranston	
1980	Fall	DOJ – Modesto	Yosemite	Duane Lovaas	
1981	Spring	Los Angeles Co. Sheriff	Los Angeles	Barry Fisher	
1981	Fall	Washoe Co. Sheriff	Lake Tahoe	Enrico Togneri	
1982	Spring	Orange Co. Sheriff	Orange County	John Ragle	Joint Mtg - NWAFS
1982	Fall	DOJ – Sacramento	Sacramento	John DeHaan	
1983	Spring	San Francisco PD	San Francisco	Debbie Wakida	
1983	Fall	San Bernardino Co. Sheriff	Ontario	William Baird	
1984	Spring	DOJ – Watsonville	Monterey	Steve Cooper	
1984	Fall	San Diego PD	San Diego	James Stam	
1985	Spring	Oakland PD	Oakland	Jan Bashinski	UC Berkeley Co-host
1985	Fall	Los Angeles PD	Los Angeles	Greg Matheson	
1986	Spring	Contra Costa Co. Sheriff	Concord	John Patty	
1986	Fall	DOJ – Riverside	Palm Springs	Faye Springer	
1987	Spring	Washoe Co. Sheriff	Reno	Enrico Togneri	Joint Mtg - NWAFS
1987	Fall	Huntington Beach PD	Irvine	Eston Schewecke	
1988	Spring	Inst. Of Forensic Sciences	Berkeley	Chuck Morton	
1988	Fall	Orange Co. Sheriff	Costa Mesa	Carol Sidebotham	
1989	Spring	California Criminalistics Institute	Sacramento	Lou Maucieri	
1989	Fall	Cal Lab	Irvine	Carol Hunter	
1990	Spring	San Mateo Co. Sheriff	San Mateo	Nick Stumbaugh	
1990	Fall	Los Angeles Co. Sheriff	Long Beach	Dave Hong	
1991	Spring	San Francisco PD	San Francisco	Debbie Madden	
1991	Fall	San Bernardino Co. Sheriff	Ontario	Hiram Evans	
1992	Spring	DOJ – Fresno	Bass Lake	Gary Cortner	
1992	Fall	Ventura Co. Sheriff	Ventura	Margaret Schaeffer	
1993	Spring	DOJ – Berkeley	Berkeley	Jan Bashinski	
1993	Fall	San Diego Co. Sheriff	San Diego	Randy Robinson	
1994	Spring	Oakland PD	Oakland	Mary Gibbons	
1994	Fall	LA Sheriff/LA Coroner	Pasadena	M. Munoz S. Dowell	Founders
1995	Spring	Contra Costa Co. Sheriff	Walnut Creek	Karen Sheldon	
1995	Fall	Los Angeles PD	San Pedro	Joe Hourigan	
1996	Spring	Santa Clara Co. Lab	Milpitas	Raymond Davis	Founders
1996	Fall	DOJ – Riverside	Palm Springs	Steve Secofsky	
1997	Spring	Sacramento Co. Lab	Sacramento	Ann Murphy Jeff Herbert	
1997	Fall	Orange Co. Sheriff	Irvine	Liz Thompson	Founders
1998	Spring	Forensic Analytical	Monterey	Amy Mongan	
1998	Fall	San Diego PD	San Diego	John Sims	

Year	Season	Agency	Location	Chairperson	Notes
1999	Spring	Forensic Science Associates	Oakland	Peter Barnett	Founders
1999	Fall	San Bernardino Co. Sheriff	Ontario	Mike Kellett	
2000	Spring	SERI	Napa	Brian Wraxall	Joint Mtg. - FSS
2000	Fall	CSU – Los Angeles	Glendale	Tony Longhetti	Founders
2001	Spring	California Criminalistics Institute	Lake Tahoe	Victor Reeve	
2001	Fall	Los Angeles Co. Sheriff	Universal City Walk	Dean Gialamas	
2002	Spring	San Francisco PD	Fisherman's Wharf	Bonnie Cheng	Founders
2002	Fall	Los Angeles Co. Coroner	Huntington Beach	Dan Anderson	
2003	Spring	Washoe Co. Sheriff	Reno, NV	Suzanne Harmon	Joint Mtg. - NWAFS
2003	Fall	San Diego Co. Sheriff	San Diego	Jeanne Parson Celia Lukomski	Founders
2004	Spring	San Mateo Co. Sheriff	Foster City	Mona Ten	
2004	Fall	Ventura Co. Sheriff	Ventura	Michael Parigian	
2005	Spring	Oakland PD	Jack London Square	Tom Abercrombie	Founders
2005	Fall	Los Angeles PD	Downtown LA	Buffy Miller Henry Tuazon	
2006	Spring	Contra Costa Co. Sheriff	Concord	Paul Holes	Joint Mtg. - FSS
2006	Fall	DOJ – Riverside	Pechanga Resort	Elissa Mayo	Founders
		SWITCH Between North/South			
2007	Spring	Orange Co. Sheriff's	Anaheim	Pennie Laferty	
2007	Fall	DOJ - Jan Bashinski Lab	Berkeley	Meghan MannionGray Sheltri Hallford	
2008	Spring	San Diego PD	San Diego	Tanya Dulaney Frank Healy	Founders
2008	Fall	Sacramento Co. DA	Sacramento	Cara Gomes	
2009	Spring	San Bernardino Co. Sheriff	Lake Arrowhead	Craig Ogino	
2009	Fall	Santa Clara Co. Sheriff	San Jose	Grady Goldman	Founders
2010	Spring	DOJ – Fresno	Tenaya Lodge	Nancy McCombs	
2010	Fall	Alameda Co. Sheriff	Oakland	Michelle Dilbeck	
2011	Spring	Los Angeles Co. Sheriff	Long Beach	Heidi Robbins	Founders
2011	Fall	California Criminalistics Institute	Davis	Cecilia von Beroldingen	
2012	Spring	Kern Co. Sheriff	Bakersfield	Greg Laskowski	
2012	Fall	CSU – San Jose	San Jose	Steve Lee	Founders
2013	Spring	CSU – Los Angeles	Pasadena	Katherine Roberts	
2013	Fall	DOJ – Central Valley	Modesto	Christian Schneider	
2014	Spring	San Diego Co. Sheriff	Downtown San Diego	Connie Milton	Founders
2014	Fall	CAC Board of Directors	Rohnert Park	Eric Halsing	Joint Mtg. - NWAFS
2015	Spring	Ventura Co. Sheriff	Ventura	Regina Davidson	
2015	Fall	San Mateo Co. Sheriff	South San Francisco	Alice Hilker	Founders

Year	Season	Agency	Location	Chairperson(s)	Notes
2016	Fall	DOJ – Riverside	Rancho Mirage	Caroline Kim	Joint Mtg - ASTEE
		SWITCH Between North/South			
2017	Spring	San Francisco PD	Japantown	Sharon Barkwill	Founders
2017	Fall	Orange Co. Sheriff's	Newport Beach	Robert Binz	
2018	Spring	Contra Costa Co	Concord	Debbie McKillop	
2018	Fall	San Diego PD	Downtown San Diego	Lisa Merzwski Kristin Beyers	Founders
2019	Spring	Oakland PD	Oakland	Jennifer Mihalovich Susan Molloy	Founders
2019	Fall	San Bernardino Co. SO	Ontario	Nessa Rosenbaum	
2020	Spring Seminar Rescheduled to Fall 2021 due to COVID-19				
2020	Fall Seminar Rescheduled to Spring 2022 due to COVID-19				
2021	Spring Seminar cancelled due to COVID-19				
2021	Fall	BFS Jan Bashinski Lab, BFS Freedom Lab, BFS Santa Barbara Lab	Santa Cruz	Meghan Mannion Gray Mary Hong	Joint with CACLD
CAC voted to change to a once per year seminar starting in 2022, with the Founder's Lecture at each seminar					
2022	N/A	Los Angeles Co. Sheriff's Laboratory	Long Beach	Jamie Lajoie	
2023	N/A	Washoe County SO (NV)	Reno, NV	Lisa Smyth-Roam Laura Dickson Steve Gresko	
2024	N/A	Los Angeles Police Department	Los Angeles, CA	Kristina Takeshita Meiling Robinson	
2025					
2026					
2027					
2028					
2029					
2030					
2031					

PREVIOUS SEMINAR INCOME STATEMENTS

(Monetary values are rounded to the nearest \$1.00, NA = data not available)

Year	Laboratory	CHAIR	Vendor Income	Registration Income	Expenses	Profit
S-95	Contra Costa	K. Sheldon	10,148	11,195	21,343	3,842
F-95	LAPD	J. Hourigan	12,200	13,752	25,952	6,532
S-96	Santa Clara	R. Davis	12,240	16,592	28,832	397
F-96	Riverside	S. Secofsky	10,319	14,525	24,844	-5,632
S-97	Sac Co.	A. Murphy J. Herbert	17,680	15,983	33,663	11,697
F-97	Orange Co.	L. Thompson	22,720	23,570 + 923 other	47,213	10,350
S-98	Forensic Anal	A. Mongan	NA	NA	NA	NA
F-98	SDPD	J. Simms	17,250	27,022 + 89 interest	44,361	5,273
S-99	For.Sci Assoc.	P. Barnett	13,250	11,235 + 5,880 other	30,365	-1,301
F-99	San Bern Co.	M Kellett	12,925	18,335	31,771	4,647
S-00	SERI	B. Wraxall (FSS)	12,175	40,060	52,715	5,548 split with FSS=2,774
F-00	CSULA	T. Longhetti	12,550	15,640	31,690	3,385
S-01	CCI	V. Reeve	11,875	17,934	31,509	16,162
F-01	LASO	D. Gialamas	15,100	19,293	39,743	-1,861
S-02	SFPD	B. Cheng	14,000	38,135	52,735	2,892
F-02	LA Coroner	D. Anderson	16,500	32,378	51,674	-10,072**
S-03	Washoe Co.	S. Harmon	16,618	NA	NA	5,480 split with NWAFS = 2,740
F-03	SDSO	J. Parsons C. Lukomski	19,016	22,635 + 2,000 grants	43,651	5,766
S-04	San Mateo Co.	M. Ten	19,425	20,001 + 2,755	42,181	4,368
F-04	Ventura	M Parigian	18,725	27,765 + 980	47,470	9,921
S-05	Oakland	T. Ambercrombie	15,650	22,000 + 125 misc.	37,775	4,290
F-05	LAPD	H. Tuazon B. Miller	25,650	20,202	45,852	5,900
S-06	Contra Costa	P. Holes (FSS)	30,275	20,114 + 10,250 other	60,639	9,312 no split
F-06	DOJ-Riverside	E. Mayo	24,575	30,330 + 6,430	61,305	19,594
	SWITCH North/South					
S-07	Orange Co.	P. Laferty	30,250	24,575 + 1,500 endow.	56,325	NA
F-07	DOJ-Richmond	M. MannionGray S. Hallford	22,695	21,055 + 1,500 endow.	NA	12,665
S-08	San Diego PD	T. Dulaney F. Healy	21,000	21,855	NA	7,000
F-08	Sacramento Co DA	C. Gomes	NA	NA	NA	NA
S-09	San Bernardino	C. Ogino	NA	NA	NA	NA
F-09	Santa Clara	G. Goldman	NA	NA	NA	NA
S-10	DOJ-Fresno	N. McCombs	NA	NA	NA	NA
F-10	Alameda Co	M. Dullback	15,476	21,534 + 1,500 endow.	38,510	-8,000
S-11	LASD	H. Robbins	24,300	49,185	NA	-4,652
F-11	UCDavis	C. von Beroldingen	NA	NA	NA	14,377
S-12	Kern Co SO	G. Laskowski	19,443	28,693 + 2,030 grants, etc.	51,364	1,864
F-12	CSUSJ	S. Lee	19,584	36,652	61,589	13,345

Year	Laboratory	CHAIR	Vendor Income	Registration Income	Expenses	Profit
S-13	CSULA	K. Roberts	15,940	53,373 + 1,500 endow.	70,813	8,106
F-13	DOJ-Central Valley	C. Schneider	20,553	23,702 + 1,500 endow.	45,264	-249
S-14	San Diego Co SO	C. Milton	14,515	47,715 + 500 AAFS	62,730	9,021
F-14	CAC BOD	E. Halsing	22,235	43,795 + 500 AAFS	66,530	-4,751
S-15	Ventura Co SO	R. Davidson	37,653	28,986	66,639	15,089
F-15	San Mateo Co SO	A. Hilker	7,771	41,650	51,557	2,699
S-16	LAPD	M. Robinson	22,600	67,404	95,315	3,199
	SWITCH North/South					
F-16	DOJ-Riverside	C. Kim	25,490	32,191 + 180 other	57,861	1,867
S-17	SFPD	S. Barkwill	16,953	43,276	61,288	-793
F-17	Orange Co SO	R. Binz	22,993	43,730	67,786	699
S-18	Contra Costa Co	D. McKillop	20,426	37,967	60,653	3,251
F-18	San Diego PD	L. Merzowski K. Beyers	19,715	61,095	80,810	6,357
S-19	Oakland PD	S. Molloy	12,546	62,203	79,143	285
F-19	San Bernardino Co SO	N. Rosenbaum	10,898	39,302 + 1,500 endow. + 1,000 AAFS grant	NA	-5,820
S-20	Rescheduled to Fall 2021 due to COVID-19					
F-20	Rescheduled to Spring 2022 due to COVID-19					
F-21	DOJ-Richmond DOJ-Freedom DOJ-Santa Barbara	M. MannionGray M. Hong	20,584	36,350	85,557	-28,623
CAC voted to change to a once per year seminar starting in 2022						
2022	Los Angeles So SD	Jamie Lajoie				
2023	Washoe Co SO	Lisa Smyth-Roam Laura Dickson Steve Gresko				
2024	Los Angeles PD	Kristina Takeshita Meiling Robinson				

**The Fall 2002 Seminar was the 100th Anniversary of this association and was given authority from the Board of Directors to take a loss of that amount.