

United Fire Brigades' Association Conference Information Sheet

The below is intended to assist potential host brigades in sourcing appropriate venues for the annual UFBA conference, the list is by no means exhaustive and the final decision on location is that of the Board.

Accommodation

- The UFBA requires no less than 300 accommodation rooms (hotel or equivalent) either within the same complex as the conference venue (ie, hotel), or within close walking distance to the conference venue
- It is preferred that no less than 50% of the rooms are in the same property
- At least two suites or apartments must be made available
- Breakfast should be available daily and on charge back to rooms
- The UFBA covers accommodation and breakfast only for each authorised delegate

Conference Venue

- Ability to seat 300 classroom style¹, with room at the rear of the venue for additional theatre style seating for up to 50pax
- Head table for 10pax onstage including an area for a lectern.
- Minute taker desk (standard trestle) to be available stage right (near an exit) for two people, this should be (where possible) within sight distance of the AV desk
- Room for exhibition space for up to 20 booths with flat floor access for fire-fighting equipment (ie Jaws of Life)
- Exhibition booths are expected to be 3m x 1.8m. This is where morning tea, lunches and afternoon teas will be served.
- Office space for 4 people with room for a full size photocopier, desks and storage (room to be lockable)
- Breakout room available at all times for 12pax (boardroom style)
- Other breakout rooms as per proposed schedule below
- Room for stand-up catering (morning tea, lunch, afternoon tea)

Power / AV Requirements / Technology*

- Power to the minute takers table as well as the head table for laptops / other electronic devices
- Sound system with 2 lectern mics, table mics for head table
- Microphones on stands throughout the delegation
- Screen and projectors (x2) for presentations
- Laser pointer
- Remote control for PowerPoint presentations
- Fold back monitors for stage
- Power to all exhibition stands (our supplier usually looks after this for us)
- Hardwired internet to minute taker table or access to wi-fi network
- Wifi for exhibitor stands or access to hardwired internet
- Power to the office for 3 laptops and 1 full size photocopier
- No AV is required for the breakout rooms

*Please note that the UFBA Events Team will source all of the items above where an external supplier is needed. It is an FYI for the host only as some items will be provided by the conference venue.

External Venue Requirements

- Area to park up to three fire trucks
- General parking for those delegates who drive to / from the venue
- Bus parking for transfers as necessary (this will depend on accommodation locations)
- Location for the conference photograph on the final day (optional)

Welcome Function

- Catering for up to 400pax
- Band or entertainment optional
- Organising Committee to decide on theme / location / etc...full details must be provided in the submission.

Conference Dinner

- Seated dinner for up to 400pax
- Band or entertainment optional
- Organising Committee to decide on theme / location / etc... full details must be provided in the submission.

Past Presidents Dinner

- Seated dinner for up to 30pax
- Band or entertainment optional
- Local Past President to liaise with Patron on proceedings, location.
- Full details on location and cost must be provided in the submission.

Partner Programme

- Day trip for partners (up to 90) on the second day of conference
- Partners fund themselves for this trip, it is not covered by the UFBA.

Preferred Time of the Year

- Preferred month is late October / early November and the final decision on dates is that of the Board.
- Conference can either fall over a Saturday / Sunday / Monday or a Friday / Saturday / Sunday, a pack in day prior must be made available. A basic schedule is provided at the end of this document.

What is expected of the Host Brigade?

- Manage transfers to and from the airport on the allocated arrival and departure dates as per the reports supplied by the office
- Manage the transfers to and from the social functions (and other accommodation properties) on a daily basis as required
- Arrange and liaise with the suppliers for the Welcome Function, Conference Dinner and Partner Programme (the UFBA will manage the Conference Dinner if requested)
- Ensure that all invoices are forwarded to the UFBA in a timely fashion following the conference for payment
- Acts as the 'on the ground' personnel for the office

What does the UFBA Office do?

- Manages the overall budget for the conference and signs all expenditure off prior to it being incurred
- Creates and distributes all communications relating to the event
- Creates and distributes all reports relating to the conference (attendance numbers, arrival and departure information, dietary requirements) to the host brigade, accommodation suppliers and board
- Liaises with the conference venue and hotels to ensure that all arrangements are in place
- Manages sponsor and exhibitor relationships
- Manages all supplier relationships (AV, venue, hotels, airlines)
- Administers the registration for the conference including social function attendance
- Organises the content and programme for the conference
- Arranges the speakers, guests of honour (including local dignitaries)
- Arranges for all 'official' information to go to brigades (voting papers, annual reports etc...)

- Arranges and manages accommodation and air travel for competitors, delegates and officials
- Provides support and input where necessary for the local organising committee
- Organises all official components of the events (prize giving, learning symposiums etc...)
- Acts as liaison between the organising committee and the UFBA Board

Information to be supplied with your Proposal

In addition to the above information, the UFBA also needs to know the following:

1. Has your brigade / committee hosted a UFBA event before? If yes, please provide details.
2. Are you intending to host the event in conjunction with a provincial event or with support from another brigade or provincial association? If yes, provide details.
3. How many members are in your brigade? How many would be available as helpers for the event?
4. How many people would your organising committee comprise and in what roles?
5. Does your brigade have any relationships with local companies that may provide sponsorship (in-kind or cash) for the event? If yes, please provide a summary.
6. Are any other events taking place in or around the proposed hosting town on the same proposed weekend? If yes, please provide details.
7. Closest airport to the proposed venue
8. Distance of the airport from the venue (kilometres and estimated time)
9. Proposed method of transport for attendees to and from the airport as well as proposed method of transport between hotels and social function venues
10. Contact details
 - Name
 - Brigade
 - Phone
 - Email

Schedule

Day One (pack in, either Thursday or Friday)

All day	Exhibition Co. Pack In AV pack in	UFBA to source supplier
Midday – 5pm	Exhibitor pack in	
4pm – 6pm	Board Meeting	12pax Board room style No AV required
7pm – late	Past Presidents Dinner	Up to 30pax Prefer private room, often taken offsite

Day Two (Friday or Saturday)

8am	Registration opens	
8am – 5pm	Luggage storage	
9am	Past Presidents Meeting	30pax Boardroom style No AV required
11am	Benevolent Fund Meeting	8pax Boardroom style No AV required
11am	Provincial Assn. Meeting	24pax Boardroom style No AV required
1pm	Lunch	In exhibition area
2pm – 5pm	Conference	See above
3pm	Scrutineers Meeting	10pax Boardroom style No AV required
7pm – late	Welcome Function	Held offsite (local brigade to organise)

Day Three (Saturday or Sunday)

8am – 5pm	Conference	
All day	Board meetings (as needed)	12pax Board room style No AV required
All day	Scrutineers Meeting (as needed for voting)	10pax Boardroom style

		No AV required
9am – 4pm	Ladies Trip	Held offsite (local brigade to organise)
7pm – late	Conference Dinner	Held offsite (local brigade to organise)

Day Four (Sunday or Monday)

8am – 11.30am	Conference	See above
12pm – 2pm	Lunch	Sit down lunch for approx 300pax
8am – 2pm	Board meetings (as needed)	12pax Board room style No AV required
8am – 5pm	Luggage storage	

Footnotes

1. Classroom style is seating behind tables as per the diagram below. Theatre style seating is not acceptable.

