

# 2009 AAEM SUMMER CONFERENCE

*June 15 - 17, 2009*

*Renaissance Riverview Plaza Hotel • Mobile, Ala.*

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Mark your calendars for the Alabama Association of Emergency Managers 2009 Summer Conference! This year's conference is scheduled for June 15-17 at the Renaissance Riverview Plaza Hotel in Mobile, Ala.

Enclosed you will find information on the Exhibit Show, which will be a big one-day show on Tuesday, June 16, from 12 - 7 p.m. To increase traffic in the exhibit hall, we will have a strolling lunch, the AAEM District Caucuses, and the conference reception INSIDE the exhibit hall. We also invite you join us for the Conference Breakfast with Exhibitors the following day, Wednesday, June 17, from 7:30 - 8:30 a.m. There are a limited number of exhibit booths available, and they will go quickly, so please register today.

**PLEASE NOTE:** The Exhibit Hall is being held at the Renaissance Riverview Plaza Hotel. This means there will be no vehicles allowed inside the exhibit hall or on the hotel's property. Because space is limited, all exhibitor registrations must be received no later than Friday, May 15, 2009.

Also enclosed is information on our Sponsorship Program for the conference. There is something for every budget. By participating as a sponsor, your company will be making it possible for the AAEM to keep the cost of conference registration fees down. This is a tremendous service to emergency management in Alabama. We hope you will consider being a sponsor this year!

As most of you know, AAEM is an affiliate of the Association of County Commissions of Alabama (ACCA). ACCA has recently moved to an online conference registration system for all of its conferences. All exhibitor and sponsor registrations must be completed through the new online system. No paper registrations will be accepted. Instructions on the new system are enclosed in this packet.

If you have any questions regarding the AAEM Summer Conference, please call or email Donna Key, at (334) 263-7594 or [dkey@acca-online.org](mailto:dkey@acca-online.org). We hope to see you at the Riverview Plaza in June! Please know that we appreciate everything you do to assist Alabama counties and our Association.

## **Why should you participate in the AAEM Summer Conference?**

- This is your opportunity to showcase your products and services, in one location, to the decision makers in emergency management in Alabama. EMA directors from every corner of the state will gather for the AAEM's Summer Conference.
- **YOUR COMPETITION WILL BE THERE!**

# 2009 AAEM SUMMER CONFERENCE

## EXHIBITOR INFORMATION

*June 16, 2009 • Renaissance Riverview Plaza Hotel • Mobile, Ala.*

### What do I receive as an exhibitor?

- 10 ft. piped-and-draped booth
- Draped 6-ft table, folding chair, wastebasket
- Dedicated time with conference attendees including a Strolling Lunch and Conference Reception inside the Exhibit Hall and invitation to the Conference Breakfast on Wednesday morning
- Your company listed in the conference program
- List of convention attendees for sales leads

### What's the cost?

- There are a limited number of booths inside the exhibit hall for **\$500** each.

### What's the agenda?

#### TUESDAY, JUNE 16, 2009

**8 a.m. – 12 p.m.**

Exhibitor registration and set-up

**12 – 1:30 p.m.**

Exhibit Hall opens with Strolling Lunch

**12 – 5 p.m.**

Exhibit Hall is open for members to spend time with Exhibitors

**1:30 – 5 p.m.**

AAEM Members will hold district caucuses inside the exhibit hall

**5 – 6:30 p.m.**

Reception and door prizes inside the Exhibit Hall

**6:30 – 8:30 p.m.**

Exhibit Hall teardown (you must tear down during this time)

#### WED., JUNE 17, 2009

**7:30 - 8:30 a.m.**

You are invited to attend the Conference Breakfast with Exhibitors

### How do I register?

AAEM has recently moved to an online registration system. You must register through the online system. Specific instructions on how to register as an exhibitor or sponsor of the conference are included in this registration packet.

### What's the deadline?

**All registrations must be received no later than FRIDAY, MAY 15, 2009.**

#### **Please Note:**

If you reserve a booth, you are agreeing to man that booth for the **ENTIRE** show. We fully expect you to stay through the conference reception. If you choose to leave early, we reserve the right to not allow you to participate next year.



# 2009 AAEM SUMMER CONFERENCE SPONSORSHIP PROGRAM

*June 15 - 17, 2009 • Renaissance Riverview Plaza Hotel • Mobile, Ala.*

Our sponsorship program offers companies the opportunity to sponsor a number of events during the 2009 Summer Conference and show their support of AAEM and the important part the Association plays in county government in Alabama. As a corporate sponsor, your company will not only receive recognition during the event, but you will also be helping to keep down the cost of the conference registration fees for our county employees.

## SPONSORSHIP PACKAGES...

### **Golf Tournament (Monday, June 15) – \$1,500 each sponsorship...three sponsorships available**

- Four (4) free greens fees
- One (1) sponsor sign/banner
- Company listing on all tournament materials

### **Golf Refreshments (Monday, June 15) – \$1,000 Exclusive Sponsorship**

- Two (2) free greens fees
- Sponsor sign displayed on beverage carts
- Company listing on all tournament materials

### **Golf Lunch (Monday, June 15) – \$1,000 Exclusive Sponsorship**

- Two (2) free greens fees
- One (1) sponsor sign/banner
- Company listing on all tournament materials

### **Strolling Lunch (Tuesday, June 16, 12-1:30 p.m.) – \$500 each sponsorship...three sponsorships available**

- Tickets for three (3) company representatives to attend the Strolling Lunch
- Recognition of your company during the Strolling Lunch
- Company listing under function in program
- Listing on sponsor's sign/banner for function

### **Conference Reception (Tuesday, June 16, 5-6:30 p.m.) – \$1,000 each sponsorship...three sponsorships available**

- Tickets for three (3) company representatives to attend the Reception
- Recognition of your company during the Reception
- Company listing under function in program
- Listing on sponsor's sign/banner for function

### **Conference Breakfast with Exhibitors (Wednesday, June 17, 7:15 - 8:30 a.m.) – \$750 each sponsorship...five sponsorships available**

- Tickets for two (2) company representatives to attend the Breakfast

- Recognition of your company during the Breakfast
- Company listing under function in program
- Listing on sponsor's sign/banner for function

### **Awards Luncheon (Wednesday, June 17, 12-1:30 p.m.) – \$1,500 each sponsorship...three sponsorships available**

- Tickets for three (3) company representatives to attend the Awards Luncheon
- Recognition of your company during the Awards Luncheon
- Company listing under function in program
- Listing on sponsor's sign/banner for function

### **President's Dinner (Wednesday, June 17, 6-8 p.m.) – \$500 each sponsorship... unlimited available**

- Tickets for three (3) company representatives to attend the President's Dinner
- Recognition of your company during the Dinner
- Company listing under function in program
- Listing on sponsor's sign/banner for function

### **Hospitality Suite – Call Donna Key, director of events and member services, at (334) 263-7594 for details**

- Listing on a sponsor sign
- Company listing under function in program

### **How to register as a Conference Sponsor**

- AAEM has recently moved to an online registration system. You must register through this system. Specific instructions on how to register as a sponsor of the conference are included in this registration packet.

*As always, thank you*

*for your support of*

**AAEM!**

# INSTRUCTIONS FOR ONLINE REGISTRATION

## AAEM Summer Conference

June 15 - 17, 2009 • Renaissance Riverview Plaza Hotel • Mobile, Ala.

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- Before you begin, please understand that we have put a lot of effort into making sure this system works well for the ACCA, our affiliates, and company supporters. That said, we are aware that some of you will experience problems or have trouble registering. Change is not always easy. Please do not hesitate to contact Jennifer or Donna in the ACCA office to help resolve issues.
- Registrations will not be accepted via any other method. You **MUST** register through the online system.
- Each person must register individually for the conference.
- Go to [www.acca-online.org](http://www.acca-online.org). Click on the Conference and Events tab on the top left hand side of the menu bar. Scroll down to the AAEM Summer Conference.
- Click on the tab to register online. (This will bring you to a welcome page.)
- Your first step is to login. You must be logged in to register for an event. Click on Login on the left hand side of the page.
- Enter your primary email address. Right now the default password is **Password1**. After you login for the first time it will prompt you to change the password to something else. After you change your password click on Click Here to Continue. This will bring up all of your current account information.
- *If it says incorrect email or password* we may not have you in the system. Go up to New Visitor Registration to create an account. You'll need to enter your contact information and hit Create Account. From there continue on to the next step.
- From here click on Upcoming Events on the left hand side of the page. This will take you to the Upcoming Events Page. Scroll down and you will see there are multiple pages of upcoming events. All AAEM Summer Conference events are under the June 15 heading. Look through and choose the event you are interested in. It should bring you to the event description page. From here scroll down and click on Register for this event. From here scroll down and double check your registration information in the boxes provided. From there click on Add to Cart.
- You MAY register for multiple events (a conference sponsorship, golf tournament, etc.). If you need to register for another event click on Continue Shopping and then click on Upcoming Events on the left hand side of the page again and scroll through to find the event you are interested in.
- When you are ready, hit the Checkout button in the shopping cart. Enter your billing information if necessary. Click next. Then choose your payment option. You have the option of being billed for the event or paying with a credit card. If you choose Bill Me, please print your receipt and use that as an invoice for payment. **Please make all checks payable to AAEM Summer Conference, 100 N. Jackson St, Montgomery, AL 36104.**
- Once you complete your registration you will receive a confirmation email detailing your purchase.
- Again, please call or email Jennifer or Donna in the ACCA Office if you have any questions.
  - Jennifer Datcher - [jdatcher@acca-online.org](mailto:jdatcher@acca-online.org)
  - Donna Key - [dkey@acca-online.org](mailto:dkey@acca-online.org)
  - (334) 263-7594

# 2009 AAEM Summer Conference TENTATIVE Agenda

*Renaissance Riverview Plaza Hotel • Mobile, Ala.*

*June 15 - 17, 2008*

## **MONDAY, JUNE 15**

**9 – 10:30 a.m.**

Board of Directors Meeting

**10:30 – 11:30 a.m.**

Committee Meetings (Scheduled by Chairpersons)

### **Noon**

Golf Tournament Registration and Lunch at Timber Creek Golf Course in Daphne (Tournament begins at 1 p.m.)

**3 – 5 p.m.**

Conference Registration at the Riverview Plaza Hotel

**5:30 p.m.**

BayBears Baseball Game (Dinner provided)  
Transportation will be provided. Shuttle service will begin at 5:30 p.m. Shuttles will run continuously throughout the evening.

## **TUESDAY, JUNE 16**

**7:45 - 8:05 a.m.**

Morning Devotional

**8 a.m. – 12 p.m.**

Exhibitor Registration and Set-Up  
AAEM Conference Registration

**8:15 a.m. – 12 p.m.**

Opening General Session  
*Ellen Haynes, AAEM President, presiding*

**8:15 – 9 a.m.**

Alabama Emergency Management Agency Update  
*Brock Long, Director*

**9 – 9:45 a.m.**

Alabama Department of Homeland Security Update  
*Jim Walker, Director (Invited)*

**9:45 - 10:15 a.m.**

National Weather Service Update

**10:15 – 10:30 a.m.**

Break

**10:30 – 11:15 a.m.**

Task Force Logistics

**11:15 a.m. – 12 p.m.**

Logistics Training

**12 – 5 p.m.**

Exhibit Hall Open

**12 – 1:30 p.m.**

Strolling Lunch Inside the Exhibit Hall

**1:30 - 4:30 p.m.**

District Caucuses (Inside the Exhibit Hall)

Districts 1&2 - 1:30 - 2:15 p.m.

Districts 3&4 - 2:15 - 3 p.m.

Districts 5&6 - 3 - 3:45 p.m.

Districts 7&8 - 3:45 - 4:30 p.m.

**5 – 6:30 p.m.**

Conference Reception Inside the Exhibit Hall

*Dinner on your own*

## **WEDNESDAY, JUNE 17**

**7:30 - 8:30 a.m.**

Conference Breakfast with Exhibitors

**8 – 8:20 a.m.**

Morning Devotional

**8:30 a.m. - Noon**

Morning General Session  
*Dan Long, AAEM President-Elect, presiding*

**8:30 – 9:30 a.m.**

SOLE - International Society of Logistics Humanitarian and Disaster Relief Overview

**9:30 – 10:30 a.m.**

Use of Helicopters in Disaster Relief

**10:30 – 10:45 a.m.**

Break

**10:45 - 11:30 a.m.**

Logistics of Motor Coach Evacuation

**11:30 a.m. - Noon**

Point of Distribution Training

**12 – 1:30 p.m.**

Awards Luncheon (Coat and Tie Business Attire)  
*Ellen Haynes, AAEM President, presiding*

**1:45 – 4:30 p.m.**

Afternoon General Session  
*Dan Long, AAEM President-Elect, presiding*

**1:45 – 2:45 p.m.**

Property Management

**2:45 – 3 p.m.**

Break

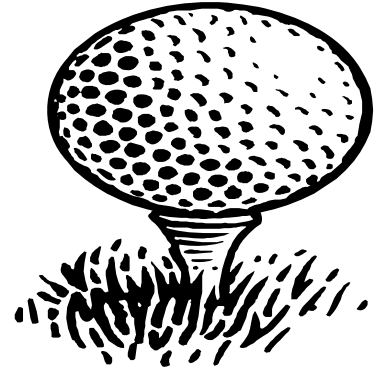
**3 – 4:30 p.m.**

Business Session and Induction of New AAEM Officers

**6 – 8 p.m.**

President's Dinner (Business Casual Attire)  
*Renaissance Riverview Plaza Hotel*

# TEE TIME!



Mark your calendars for the AAEM Summer Golf Tournament, in conjunction with the Summer Conference. **The tournament will begin with a shotgun start at 1 p.m. on Monday, June 15, at the Timber Creek Golf Course in Daphne, Ala.** (*Arrive at Noon for check-in and lunch.*) We will use a scramble format.

Members and associate members play free (if your dues are paid by May 15, 2009), while non-members and companies may register for \$60, which includes lunch, greens fees, carts and range balls. **Deadline for registration is Friday, June 5.**

To register go to [www.acca-online.org](http://www.acca-online.org) and click on Conferences and Events in the upper left hand corner. From there click on AAEM Summer Conference Registration. From there you will be directed to our online system where you can register for the tournament. If you have any questions, contact Donna Key at (334) 263-7594.



**AAEM**  
**100 N. Jackson Street**  
**Montgomery, Ala. 36104**

*Logistics*  
of Disaster  
Response