



# Draft Meeting Details

as of 05/22/09

## 2009 IAEM-USA Mid-Year Meeting

**Emergency Management Institute (EMI) ■ Emmitsburg, Maryland, USA**

**Attendees:** Unless the session is indicated "**(closed)**," all meetings and activities are **open to all IAEM members and guests**. Those who are *expected* to participate are listed in the third column on the program. Some meetings may require non-committee members to participate only as observers when business is conducted.

**Please bring:** Valid photo identification for security clearance.

**Meeting Location:** Emergency Management Institute (EMI), 16825 S. Seton Ave., Emmitsburg, MD 21727.

### **Additional Information:**

- Participants must register for the IAEM-USA Mid-Year Meeting **by May 12** to ensure security clearance is achieved for access on to EMI's campus. IAEM **will not** be able to accommodate any requests to participate after May 12. The \$125 registration fee covers lodging, meals and meeting materials. The registration fee without housing is \$60.
- While completing the registration form all participants must answer the addition registrant questions by providing their campus arrival and departure dates, and last 4-digits of your social security number. All International participants will also be required to answer the following additional questions: date of birth, place of birth, country of birth, passport number, passport expiration date, and country of issue for passport. No one will be granted access to EMI's campus without the above information being provided.
- IAEM staff will secure your room reservation and meal tickets as well as access to EMI's campus on your behalf based on your arrival and departure date. **Housing** is available beginning Thursday, June 4 and departures must be no later than Sunday, June 7. **Meal tickets** begin with breakfast on Friday, June 5 and end with lunch on Saturday, June 6.
- CEM<sup>®</sup> Commission Meeting will take place Thursday-Saturday, June 4-6.
- CEM<sup>®</sup> / AEM Examination Preparatory Course will take place Thursday, June 4.
- CEM<sup>®</sup>/ AEM Examination will take place Friday, June 5.
- Participants can carpool with other attendees or will need to rent a car.
- The 2009 IAEM-USA Mid-Year Meeting program is planned to address Key Results Areas in IAEM's Strategic Plan, including specific tasks identified by the USA-President as priority and other current IAEM-USA business.
- Committee chairs have been instructed to submit their detailed meeting agendas to IAEM headquarters **by May 1**, for posting on the IAEM web site. This will help IAEM members determine in which work sessions to participate, and to justify their travel.
- A master itinerary of all registered participants is posted at [www.iaem.com](http://www.iaem.com) so that attendees can contact colleagues with similar travel schedules can discuss car-pooling to Emmitsburg.

**201 Park Washington Court, Falls Church, VA 22046-4527 ■ 703-538-1795 ■ [www.iaem.com](http://www.iaem.com)**



Thursday, June 4, 2009

2009 IAEM-USA Mid-Year Meeting – Draft as of 05/22/09

Time Location	Activity	Expected Participation
1:00 p.m. – 5:00 p.m. Building M, Room 202	<b>CEM® / AEM Examination Preparatory Course</b> <b>(additional registration fee: \$495)</b> Review of CEM® program requirements (experience, education, professional contributions and more); as well as explanation of the Associate Emergency Manager program requirements; application procedures, tips for successful program completion; an overview of the CEM® / AEM exam, the standards upon which the exam is based, sample exam questions along with a Q&A period.	
1:00 p.m. – 7:00 p.m. Building N, Room 408	<b>WORK SESSION</b> ■ <b>CEM® Commission Meeting (closed)</b>	CEM Commissioners Only



Friday, June 5, 2009

2009 IAEM-USA Mid-Year Meeting – Draft as of 05/22/09

Time Location	Activity	Expected Participation
6:30 – 8:30 a.m. Building K, Cafeteria	<b>Breakfast</b>	All
<b>Open: Self Registration</b> Building C, Carlyle Foyer	<b>Registration</b>	All
8:00 – 10:00 a.m. Building K – Room 302	<b>CEM® / AEM Examination</b> (add'l. fee – certification application fee: \$325 IAEM members; \$450 non-members) CEM®/AEM candidates can take the exam ~ please contact Sharon Kelly, <a href="mailto:info@iaem.com">info@iaem.com</a> to coordinate.	CEM® / AEM Candidates
8:00 – 9:30 a.m. Building L, Room 100	<b>WORK SESSION</b> ■ <b>IAEM-USA Board of Directors Meeting</b> Address current action requests including draft position papers.	Board
8:00 a.m. – 5:00 p.m. Building N, Room 408	<b>WORK SESSION</b> ■ <b>CEM® Commission Meeting (closed)</b>	CEM Commissioners Only
9:45 – 10:30 a.m. Building J, Auditorium	<b>OPENING GENERAL SESSION</b> ■ <b>Meeting Overview, Purpose, Outcomes</b> IAEM President Russ Decker and IAEM leadership ■ <b>FEMA Update</b> Craig Fugate, FEMA Administrator	All
10:45 a.m. – 5:00 p.m. Building K – Room 302	<b>WORK SESSIONS</b> ■ <b>Government Affairs Committee Meeting</b>	Committee Members
10:45 a.m. – 5:00 p.m. Building L, Room 100	■ <b>Conference Committee Meeting (closed)</b>	Committee Members
11:45 a.m. – 1:00 p.m. Building K, Cafeteria	<b>Lunch</b>	All



Friday, June 5, 2009 – Continued

2009 IAEM-USA Mid-Year Meeting – Draft as of 05/22/09

Time Location	Activity	Expected Participation
<b>WORK SESSIONS</b>		
1:15 – 3:00 p.m. Building K, Room 317	■ <b>Public-Private Partnership Committee Meeting</b>	Committee Members
1:15 – 3:00 p.m. Building K, Room 008	■ <b>Emergency Services Special Interest Committee Meeting</b>	Committee Members
<b>WORK SESSIONS</b>		
1:15 – 3:15 p.m. Building K, Room 315	■ <b>Training &amp; Education Committee Meeting</b>	Committee Members
<b>WORK SESSIONS</b>		
1:15 – 5:00 p.m. Building K, Room 314	■ <b>Membership &amp; Marketing Committee Meeting</b>	Committee Members
5:00 – 6:00 p.m. Building K, Cafeteria	<b>Dinner</b>	All



Saturday, June 6, 2009

2009 IAEM-USA Mid-Year Meeting – Draft as of 05/22/09

Time Location	Activity	Expected Participation
7:00 – 8:00 a.m. Building K, Cafeteria	<b>Breakfast</b>	All
<b>WORK SESSIONS</b>		
8:00 – 10:00 a.m. Building K – Room 302	■ <b>Government Affairs Committee Meeting</b>	Committee Members
8:00 – 10:00 a.m. Building K – Room 317	■ <b>(Topic to be determined)</b>	
<b>WORK SESSIONS</b>		
8:00 – 12:00 p.m. Building N, Room 408	■ <b>CEM<sup>®</sup> Commission Meeting (closed)</b>	CEM Commissioners Only
8:00 – 12:00 p.m. Building L, Room 100	■ <b>Conference Committee Meeting (closed)</b>	Committee Members
<b>WORK SESSIONS</b>		
10:00 a.m. – 12:00 p.m. Building K, Room 302	■ <b>Uniformed Services Committee Meeting</b>	Committee Members
10:00 a.m. – 12:00 p.m. Building K, Room 008	■ <b>Hospital &amp; Health Care Committee Meeting</b>	Committee Members
10:00 a.m. – 12:00 p.m. Building K – Room 317	■ <b>(Topic to be determined)</b>	
12:00 – 1:00 p.m. Building K, Cafeteria	<b>Lunch</b>	All
1:15 – 1:45 p.m. Building J, Auditorium	<b>WRAP-UP SESSION</b> Review IAEM positions, discuss Capitol Hill visits strategy. Review achievements of work groups and committees during the Mid-Year Meeting and note follow-up tasks. Evaluate meeting approach/format.	All

Mark Your Calendar

58<sup>th</sup> IAEM Annual Conference & EMEX Exhibit ■ **October 31 - November 5, 2009**  
**Orange County Convention Center ■ Orlando, Florida. USA**