Introduction

The International Police Mountain Bike Association (IPMBA)

The International Police Mountain Bike Association is a non-profit educational organization providing resources, networking opportunities, and the best, most complete training for public safety bicyclists.

IPMBA's Annual IPMBA Conference

The International Police Mountain Bike Association's Annual IPMBA Conference & Product Exhibition is the only national conference designed to meet the specific needs of public safety personnel who use mountain bikes on duty. Since 1992, the IPMBA Conference has become internationally known as the premier training and education opportunity for police and EMS personnel on bikes.

The IPMBA Conference is designed for anyone who needs or wants to know more about any and every aspect of public safety bicycle use. It is attended by bike patrol personnel and administrators from cities, towns, counties, parks and universities; EMS providers, search-and-rescue personnel, and sworn public safety personnel seeking advice on starting a bicycle unit.

The average attendance (including all categories of attendees) is 150.

Elements of the Conference

Courses: a series of concurrent certification courses involving both classroom and on-bike instruction. Classes typically include a selection of the following: *IPMBA Police-EMS-Security Cyclist, IPMBA Police-EMS-Security Cyclist II Course; IPMBA Maintenance Officer, IPMBA Instructor, Bicycle Response Team Training, etc.*

Workshops: a series of on-bike and classroom sessions presented by experts from around the country. On-bike sessions include such topics as basic, intermediate and advanced bicycle handling skills, firearms skills, bike patrol tactics, EMS, event planning, officer survival, etc. Classroom sessions include topics of interest to public safety cyclists, such as risk reduction, operational effectiveness, health and fitness, and bicycle maintenance.

Product Exhibition: 20-30 vendors and containing 20-30 Table Tops.

Obstacle Course Competition: the public event of the conference; contestants compete on an obstacle course that challenges the bike-handling skills they have learned through IPMBA training and on the job. The competition course is designed by the host agency with input by the governing board. Prizes are typically medals, generally provided by IPMBA.

Awards Ceremony: the closing event, hosted by the host agency. Typically includes an informal meal (e.g., barbecue). Competition medals and other recognitions are distributed.

Contact

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Typical IPMBA Conference Schedule

(Note: this is a "typical" schedule. Certain aspects may be changed based upon the facilities, the resources of the host agency, and the courses offered.)

Saturday	
Command Center Setup	TBD
Registration Setup	TBD
Bike Check Setup	TBD
Board Meeting	3pm
Welcome Bag Stuffing	TBD
Sunday	
Command Center	12pm-8pm
Registration	4pm-8pm
Bike Check	12pm-8pm
Board Meeting	TBD
Hospitality	5:00pm-5:30pm (first timers) 5:30pm-7:30pm
IT In-Service	8am-5pm
MOCC Setup	TBD
Course Planning Meetings (PESC, PESC II, BRTT)	TBD
Instructor Briefing	6pm-6:30pm
Bike Mechanic on Duty	5pm-7pm
Monday	
IT Briefing	7am
Command Staff Briefing	7am
Board Briefing	7:30am
Command Center	7am-8pm
Registration	6:45am-7:45am
Bike Check	7am-8pm
Hospitality	5:30pm-7:30pm
IC	8am-6pm
MOCC	8am-5:30pm
PESC	8am-5pm
BRTT	8am-5pm
PESC II	8am-5pm
Lunch	12pm-1pm
Bike Mechanic on Duty	7am-9am, 12pm-1pm, 5pm-7pm
Tuesday	
IT Briefing	7am
Command Staff Briefing	7am
Board Briefing	7:30am
Command Center	7am-8pm
Registration	Closed
Bike Check	7am-8pm
Hospitality	5:30pm-7:30pm
IC	8am-5pm
MOCC	8am-5:30pm

PESC	8am-5pm
BRTT	8am-5pm
PESC II	8am-5pm
Lunch	12pm-1pm
Exhibit Hall Exhibit Services Set Up	8am-4pm
Bike Mechanic on Duty	7am-9am, 12pm-1pm, 5pm-7pm
Wednesday	
IT Briefing	7am
Command Staff Briefing	7am
Board Briefing	7:30am
Board Interviews/Elections	TBD
Command Center	7am-8pm
Registration	4pm-8pm
Bike Check	7am-11pm (IC/PESC Night Ride)
Hospitality	Exhibit Hall
IC	1pm-11pm
MOCC	8am-5:30pm
PESC	1pm-10pm
BRTT	8am-5pm
PESC II	8am-5pm
Lunch	12pm-1pm
Exhibit Hall Set Up/Move-In	8am-4pm
Exhibit Hall/Reception	5:30pm-8:30pm
Instructor Briefing	6pm-6:30pm
Bike Mechanic on Duty	7am-9am, 12pm-1pm, 5pm-7pm
Thursday	
IT Briefing	7am
Command Staff Briefing	7am
Board Briefing	7:30am
Command Center	7am-8pm
Registration	6:45am-7:45am
Bike Check	7am-10pm (Night Ops)
Hospitality	Exhibit Hall
IC	9am-6pm
MOCC	8am-5:30pm
PESC	8am-5pm
Lunch	12pm-1pm (or staggered if necessary)
Exhibit Hall/Reception	11am-1:30pm/5pm-8pm
Workshops	8am-11:45am 8am-4:15pm 1:30pm-2:45pm 1:30pm-5:15pm 3pm-4:15pm 7pm-10:45pm (night ops)
Bike Mechanic on Duty	7am-9am, 12pm-1pm, 5pm-7pm
Friday	
IT Briefing	7am
Command Staff Briefing	7am

Board Briefing	7:30am
Command Center	7am-5pm
Registration	Closed
Bike Check	7am-7pm
Board Meeting	TBD
Hospitality	Awards Ceremony
IC	8am-2:30pm
MOCC	8am-2:30pm
Lunch	12pm-1pm (staggered if necessary)
Outdoor Demo	11:00am-2:00pm
Exhibit Hall Tear-Down	8am-4pm
Workshops	8am-9:15am 8am-11:45am 1:30pm-2:45pm
Parade Muster	2:45pm/3:00pm departure
Group Photo	3:30pm
Safety Briefing and Walk-Through	3:45pm
Competition	4pm
Awards Ceremony/Dinner	6pm
Bike Mechanic on Duty	7am-9am, 12pm-1pm
Saturday	
Command Center	Tear-down
Registration	Tear-down
Bike Check	8am-5pm
Board Meeting	8:30am-10am
Instructor Seminars	8am-3pm
City Ride	8am-12pm
Advanced Off-Road Ride	8am-12pm
Lunch	12pm-1pm
Bike Mechanic on Duty	7:30am-8am
Sunday	
Final Tear-Down	7am-12pm

Site Selection Criteria

The IPMBA Conference has historically been held during the last two weeks of April or the first three weeks of May. Historically a convention hotel, or convention center and adjacent hotels (for sleeping rooms only) or university campus have been utilized.

Preferred Location: mid-size city within 500 miles of a significant population base. Single downtown property is preferred, with easy access to restaurants, bars, and attractions. The property should offer easy access (preferably biking distance) to on-bike training areas, urban riding conditions, and off-road opportunities. The following criteria are considered in site selection.

- A public safety agency that is "willing and able" to host the conference, preferably one that has at least one active certified IPMBA instructor on staff.
- Location relative to previous conferences (conference rotates to different regions but with no set pattern; usually east and west of the Mississippi; Midwest event tend to be the most well-attended)
- Suitability and cost of function space (fees typically waived)

- meeting rooms (number, size, configuration)
- registration area
- command center (e.g., cloakroom, conveniently located meeting room)
- exhibit hall (size, proximity to other activities)
- banquet space (for lunches)
- bicycle storage (size, access)

- Suitability and cost of sleeping rooms ($100-$150 per night, pre-tax; close to GSA per diem rates for hotels; less for dorm rooms)
- Availability & accessibility of appropriate on-bike training areas (parking lots, grassy areas)
- Availability & accessibility of terrain for off-road riding (intro, intermediate, advanced)
- Availability & accessibility of firing range and other secure training facilities
- Availability & accessibility of Obstacle Course Competition site
- Financial support/sponsorships available from local agencies and businesses
- Community support and quality of assistance from convention & visitors bureau
- Weather conditions suitable for cycling
- Accessibility by car to a significant population base
- Major Airport within 15 miles with commercial carrier lift

Bids

IPMBA typically books two to three years out to enable the host agency to shadow their predecessors for at least two conferences. Host agencies are expected to send personnel to the conferences for this purpose as part of hosting the conference.

Hotel/Meeting Space Requirements

Pattern:
Courses: Monday-Wednesday/Thursday/Friday; Workshops: Thursday-Saturday

Room Block (prefer a single property)

Projected Room Block:

Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
3	12	75	75	75	75	75	65	15	405

Guest Room Rates:
Government per diem rate
Standard rate $150-$200

**High portion of 2-bed rooms needed (double/double; queen/queen); approximately 50% of block

Standard Concessions:
1/45 earned complimentary room nights
20% allowable attrition (calculated on a cumulative basis);
Option to add rebate
Rooms 10% commissionable payable to MCI USA
(1) One Complimentary y suite for host agency from Friday through the following Saturday night
(1) One Complimentary suite or club level room for association from Friday through the following Saturday nights
Per Diem or lower Guest room rate
Reduced rate for staff rooms (5 rooms)
Comp sleeping rooms for two pre-meeting planning visits
1. Initial Planning Site Visit
2. Board and Conference Planning Meetingt 3-6 rooms for t2-4 nights, and boardroom meeting room.)

Rate honored three days prior and post Event
Complimentary Internet in guest rooms
Complimentary WiFiin Meeting Space
Complimentary Meeting Space
Discounted F&B menus

Space Overview:
Registration Area (foyer)
Command Center (office)
Exhibit Hall – located in close proximity to classrooms & meal/hospitality area

Boardroom	**14 Conference Style**
(7) Break-Out Rooms	**Classroom Set**
Exhibit Area	**15-20 Table Tops**
Lunch & Dinner Room	**Rounds 150 ppl**
Bike Storage/Check Room	
Outdoor Paved Area	**20,000sf min for cone courses**

Classes Run Monday – Saturday (7) Seven total classrooms
Courses (all sessions concurrent)
Meeting Room 1: Classroom 50 – 60 Instructor Course:
Meeting Room 2: Classroom 20 – 30 Police-EMS-Security Cyclist Course

Meeting Room 3 Classroom 20 – 30 Police-EMS-Security Cyclist II Course
Meeting Room 4: Classroom 25 – 30 Bicycle Response Team Training
Meeting Room 5 SPECIAL SET UP 4000-5000 sq ft. space with bright lighting Classroom 25 – 30; (6' tables with 200 sq ft. per student) Maintenance Course (MOCC)
Meeting Room 6: Classroom 10 - 20Meeting Room 7: Classroom 10 - 20

Banquet Space/Catered Events:

Monday-Friday: buffet
Lunch – Rounds for 200 ppl Buffet or Box Lunch

Awards Banquet Dinner – Rounds for 150 (lunch location can be reused, plus AV)

Hospitality Area (near Exhibit Hall or classrooms) water, snacks (IPMBA seeks donated product from sponsors including from host agency) request venue waive fees and restrictions.

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Exhibit Space:

Conference: Exhibit hall accommodating 20 table top, preferably adjacent to meeting rooms and self-contained. Set-up/move-in on Tuesday and Wednesday for exhibitors; hall open Wednesday - Thursday; tear-down Thursday night/Friday morning.
Outdoor area for optional demo on Friday from 11am-2pm, preferably in/near Bike Check.

Other Space:

Command Center:
One command center/IPMBA headquarters (see equipment list under Other Equipment Needs), built-in registration desk. Must be convenient to, or can share with, registration.

Registration Area:
One registration area to accommodate two check-in lines, with space behind to accommodate handouts, welcome bags, etc.; must be convenient to or can share with command center.

Bike Check:
Secure bicycle storage area to accommodate 300-400 bikes (e.g., exhibit hall with roll-up access; at least 8000 sq ft). None carpeted area needed.
Large water dispensers
Blocked off or fenced area for maintenance (well-lit, electricity)

a. Host Agency Requirements

On-Bike Training Locations & Equipment

Courses:
*Note: it is necessary to assign a liaison to each class for the duration of the course.
* See course schedule templates for more information about which venues/equipment are needed each day.

Total cones: 600 - 800

Police-EMS-Security Cyclist Course
Training Venues
- Large paved area with limited automobile access for cone course (min.100 yds x 100 yds)
- Large, level grassy area
- Area with obstacles to include:
    - Stairs: 2-3 for ascents, 6-8 for descents, with 10-12 ft run-out room (pallets/constructed stairs can be substituted if necessary)
    - Curbs of varying heights
    - Parking blocks and other urban obstacles
- 10-12 mile road ride route with varied obstacles, hazards, road facilities, traffic situations
- 8-10 mile night ride route with varied obstacles, grades, terrain, surfaces, lighting, traffic situations

Equipment:
- 100 – 150 cones
- 6-10 sturdy pallets in good condition
- 10 sponges, mini-cones, or tennis balls cut in half
- 25-ft tape measure
- 4 DT mats or 5-6 foldable exercise mats
- Sidewalk chalk
- 1000cc expired IV bags (10 per EMS student) or other weights (e.g., one-litre bottles filled with sand - not sandbags) to equal 30 lbs per EMS student
- Extra pannier sets, if possible
- Basic tool kit

Scenarios (instructors will select in advance):
- All: police training/caution signs/tape; Safety officer (liaison can fulfill this role)

- Terry Stop: limited access park; backpack or bag
- Traffic Stop: controlled access road; motor vehicle
- EDP: limited access park
- Burglary: limited access park, motor vehicle or building as break-in target; break-in tools
- Armed Felon: limited access park, 2 training guns

- Moulage kit if possible
- Chest Pain: limited access parking lot or street; 2-3 role players if possible
- Minor Trauma Logistics: park with limited access; material for improvising split (board, pallet pieces, etc.)
- Minor Trauma Hostile Scene: limited access park, 2-3 role players if possible

- Disturbance/Shoplifting: limited access park; small item of suspected stolen merchandise
- Witnessed Assault: limited access park
- Suspicious Party: limited access park, bottle wrapped in brown paper, cup for collecting change.

Miscellaneous
- Liaison
- Map and guides to on-bike locations
- Communications between guides and at least one instructor.
- Rain location for on-bike training (parking ramp or similar)
- Water, first aid supplies, & restroom facilities at training locations

Police-EMS-Security Cyclist II Course

Training Venues
- Large paved area with limited automobile access for cone course (min.100 yds x 100 yds)
- Grassy area
- Urban/downtown area for SAR exercise
- Intermediate level off-road trails
- Wash station
- Area for maintenance

Equipment
- 2-4 DT Landing mats
- 4-5 railroad ties - wide, flat, no nails
- 75-100 cones
- 6-7 extra-sturdy pallets
- Redman suit (or similar protective gear)
- Duty bike to clean & tune
- Floor covering for maintenance portion if required by facility
- Grease rags for maintenance section
- Workstand for maintenance section
- Moulage kit if possible
- 1000cc expired IV bags (10 per student) or other weights (e.g., one-litre bottles filled with sand - not sandbags) to equal 30 lbs per student (EMS students only)
- Basic tool kit

Scenarios *(instructors will select in advance):*
- All: police training/caution signs/tape; Safety officer (liaison can fulfill this role)

- Terry Stop: limited access park; backpack or bag
- Traffic Stop: controlled access road; motor vehicle
- EDP: limited access park
- Burglary: limited access park, motor vehicle or building as break-in target; break-in tools
- Armed Felon: limited access park, 2 training guns

- Moulage kit if possible
- Chest Pain: limited access parking lot or street; 2-3 role players if possible
- Minor Trauma Logistics: park with limited access; material for improvising split (board, pallet pieces, etc.)
- Minor Trauma Hostile Scene: limited access park, 2-3 role players if possible

- Disturbance/Shoplifting: limited access park; small item of suspected stolen merchandise
- Witnessed Assault: limited access park
- Suspicious Party: limited access park, bottle wrapped in brown paper, cup for collecting change.

SAR Exercise

- Maps of area to be used
- Two role players or one with a change of clothes

Miscellaneous

- Liaison
- 2-3 role players
- Map and guides to on-bike locations
- Communications between guides and at least one instructor
- Rain location for on-bike training (parking ramp or similar)
- Water, first aid supplies, and restroom facilities at training locations

Instructor Course

Training Venues

- Large paved area with limited automobile access for cone course (min.100 yds x 100 yds)
- Large, level grassy area
- Area with obstacles to include:
    - Stairs: 2-3 for ascents, 6-8 for descents, with 10-12 ft run-out room (pallets/constructed stairs can be substituted if necessary)
    - Curbs of varying heights
    - Parking blocks and other urban obstacles
- 10-12 mile road ride route with varied obstacles, hazards, road facilities, traffic situations
- 8-10 mile night ride route with varied obstacles, grades, terrain, surfaces, lighting, traffic situations

Equipment:

- 350 - 450 cones
- 6-10 sturdy pallets in good condition
- 10 sponges, mini-cones, or tennis balls cut in half
- 3 25-ft tape measures
- Sidewalk chalk or lumber crayon
- 1000cc expired IV bags (10 per student) or other weights (e.g., one-litre bottles filled with sand - not sandbags) to equal 30 lbs per student (EMS students only)
- 10 floor pumps or 2-3 compressors
- Basic toolkit (tire levers, allen wrench, etc.)
- Rags
- Rubber gloves
- Plumb-bobs

Miscellaneous

- Liaison
- Copies of local bicycle laws for students & instructors
- Map and guides to on-bike locations
- Communications between guides and at least one instructor.
- Rain location for on-bike training (parking ramp or similar)
- Water, first aid supplies, & restroom facilities at training locations
- Caution tape/training sides as needed

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Bicycle Response Team Training

Training Venues

- Minimum 100’ x 100’ parking lot with minimal obstructions
- Parking garage, min 300' x 125' for smoke drills (optional - can use parking lot)

- Streets & alleys for scenarios
- Secure facility for scenario (e.g., training academy, firing range)
- Weapons clearing station with armed guard during scenario practical

Equipment
- 75 - 100 cones
- four 4-ft. long 2 x 4 (scrap lumber)
- four 4-ft. long 4 x 4 (scrap lumber)
- Police tape
- 50 old tennis balls (e.g., from a tennis club) or empty aluminum cans
- 1000cc expired IV bags (10 per student) or other weights (e.g., one-litre bottles filled with sand - not sandbags) to equal 30 lbs per student (EMS students only)
- Basic tool kit

Scenario
- Smoke grenades & bucket to unload them into (6 for up to 10 students; 8-10 for more)
- Fire extinguisher (if smoke is deployed)
- 50 plastic bottles (with a little water in them), zip-loc bags of water, tennis balls, crushed cans, or other projectiles (for throwing during the scenario)
- Protest signs
- Backpack(s)
- Scarves, balaclavas, other face coverings
- Simulated explosive device (Molotov cocktail)
- CS, OC, and impact weapons (optional)
- Moulage kit (if available)
- Super Soaker-style water dispersion/inert or safe device (orange cap)
- Squad car with PA/Siren/ability to blare radio
- Safety officers for scenario (1:6; instructors included)
- 20-40 role players (depends on class size)
- EMS support

Miscellaneous
- Liaison
- Map and guides to on-bike training locations (min. one guide per 10 students)
- Communications between guides and at least one instructor
- Lots of water, first aid supplies, & restroom facilities at training site

Maintenance Officers Certification Course

Training Venue
- large space, approx 250 sq ft per student, with bright lighting
- floor covering for work area (approx. 3000 sq ft) or under each workstation (dropcloth, old carpet, etc. if required by facility)
- short trail or low traffic route for on-the-road repairs

Classroom Setup
- three 3' x 6' tables at front for instructor (facility provides)
- one 2' x 6' table per two students, set up classroom style, at front of room (facility provides)
- one 3' x 6' table per two students in hands-on area (facility provides)
- Flipchart, easels, markers (IPMBA provides)
- 4-5 large trash receptacles

Paperwork

- Park Tool BBB (IPMBA provides)
- Tests and other paperwork (IPMBA provides)

Equipment

- one bike for instructor to work on (if requested)
- rags
- workstand
- truing stand

Workshops

Training Venues (vary based on sessions offered)

- 2-3 large paved training areas, 175' x 175'
- 1-2 large grassy training areas, 175' x 175'
- Location for off-road riding, to include beginner, intermediate, and advanced skills
- 10-12 mile road ride route with varied obstacles, hazards, road facilities, traffic situations
- 8-10 mile night ride route with varied obstacles, grades, terrain, surfaces, lighting, traffic situations
- Area with obstacles to include:
    - Stairs: 2-3 for ascents, 6-8 for descents, with 10-12 ft run-out room (pallets/constructed stairs) can be substituted if necessary)
    - Curbs of varying heights
    - Parking blocks and other urban obstacles
- Firing Range (outdoor preferred; with standard range equipment)

Equipment (varies based on sessions offered)

- 600 - 800 cones
- 2" x 8" x 8' or 10' boards
- 4-5 railroad ties
- 10-15 pallets
- Workshop-specific* needs, for example:
    - 2-4 DT mats
    - Crash pads
    - sturdy floor or table covering for maintenance workshop rooms (heavy plastic, canvas tarp, old carpet)
    - Patrol car
    - Targets & backers, barricades, shoot/don't shoot targets, markers
    - Protective gear (Redman, Sims)
    - Sims guns and rounds
    - SIMS helmets that fit under bike helmets (FX 9003)
    - Tackling dummy
    - Red training guns
    - 1000cc expired IV bags (10 per student) or other weights (e.g., one-litre bottles filled with sand - not sandbags) to equal 30 lbs per student (EMS students only)
    - Truing stand
    - Workstand
    - Duty bike for maintenance

*See workshop schedule for more detail. Varies depending on what is offered.

Miscellaneous

- Map and guides to on-bike locations
- Communications between guides and at least one instructor.
- Rain location for on-bike training (parking ramp or similar)

- Water, first aid supplies, & restroom facilities at training locations
- Basic tool kit at training locations
- EMS support for off-road and scenarios

Obstacle Course Competition*
Large outdoor area (200' x 200') with space for a cone courses and other obstacles, such as ramps, teeter-totters, curbs, stairs, etc.
Seating for spectators and competitors (if possible).
EMS personnel on-site
*See detailed info on Obstacle Course Competition. Typically designed and built by the host agency, it incorporates environmental obstacles (stairs, berms, fountains, etc.), cone courses, built obstacles (teeter totters, pallet stacks, etc.), etc.

Other Equipment Needs (non-inclusive list)
- master phone list

Personnel Needs
Prior to Conference
- Host for initial site visit (2-3 days)
- Representative(s) to make bid presentation to board at conference at least two years prior to proposed dates.
- Host for confirmed site visit (two days, in conjunction with winter board meeting, January or February of the conference year)
- Minimum of one representative to attend the conference(s) prior to the one being hosted, both for the experience and for attendance boosting (at department's expense).
- Local contact person to act as liaison between host agency and IPMBA to: supply information as needed, obtain letters of invitation & welcome from chief; select, secure, & block on-bike training locations; obtain permits; schedule personnel as needed; arrange transportation for attendees & bikes; seek local support & donations (as appropriate and permitted); assist with promotion; write articles for *IPMBA News*; arrange for EMS when & where needed; select & secure competition location; design & construct competition course, in consultation with IPMBA board; arrange shipping & assembly location for bikes; arrange for bike rentals and on-site mechanical support, etc.

During Conference
- Point person with overall responsibility for smooth implementation of the event
- Command Center staff
- Transportation staff
- Registration staff (2-3 daily; usually IPMBA volunteers)
- Ride Guides* and/or transportation as described in the on-bike training locations section
- Liaison assigned to each course
- Volunteers to stuff welcome bags
- Hospitality suite staff
- Bike check staff /security
- Security for exhibit hall if necessary
- Competition coordination staff

**Course attendees cannot double as ride guides.*

Other Helpful Information
- Start soliciting funds and in-kind donations well in advance.
- Request trailer information in advance to accommodate parking needs.
- Estimate 1.5 bikes per attendee when planning storage space

- Print command post/after hours emergency contact information on bike check cards.
- Ask the company that supplies department IDs/access control cards to sponsor bike check cards.
- Work with designated board member to apply for POST/EMS CEUs for training well in advance, and have designated person on site to coordinate training record submission.

Conference Bid Requirements

A written bid to host the IPMBA Conference must be submitted to IPMBA HQ approximately two years prior to conference bid year. Bids will be reviewed by the governing board and finalists will be invited to make a presentation to the Board. The bid should include the following:

General

- Proposed dates
- Letter of support from primary governing body (governor, mayor, city council)

Host City

- Proposals from convention hotels, including:
  - Number of committable rooms
  - Location (downtown, suburban, airport, etc.)
  - Room rate, tax, and cost of incidentals (e.g., parking)
  - Number & capacities (classroom style) of meeting rooms available
  - Dimensions of exhibit hall/ballroom (including number of table top that can be accommodated)
  - Airport transportation options
  - Bicycle storage facilities
- Climate information
- Location information
- Transportation information
- List of restaurants, attractions, and other amenities
- Area amenities that may be incentives for attendees to bring their families
- Area map
- Other conventions & events scheduled for the proposed dates
- List of convention services available and "Extras" (welcome signs/banners, discounts, etc.)

Host Department

- Host agency size, size of bike unit, bicycle unit history, involvement with IPMBA
- Status of IPMBA training with POST/Office of EMS
- Letter of support from chief/sheriff
- Letters of support of other agencies willing to commit support for the event (as applicable)
- Availability of firearms for international participants (range use only)
- Proposed on-bike locations (with map showing location relative to host facility; photos/video if possible)
  - On-bike training areas (e.g., closed parking lot); rain location for on-bike training (e.g., parking ramp)
  - Off-road riding locations (novice, intermediate, advanced)
  - Secure training locations (e.g. for BRT scenario)
  - Urban obstacles
  - Obstacle Course Competition
- Proposed system of communications
- Available bike rentals/bike shop to serve as shipping/receiving site and provide on-site tech support
- Proposed host agency sponsored special events, activities, or entertainment before, during, or after the conference (rides, activities, etc.)
- Ability to staff command center, bike check, registration, hospitality, etc.
- Ability to provide airport transportation and general shuttle service as needed

Typical Bid Timeline: (ie 2027)
December 31, 2025: Deadline for submission of bid books for pre-screening
Winter/Spring 2026: Site visits by two- to- three-member conference committee to selected locations

Board Meeting Conference 2026: Formal bid presentations by finalists and site selection.

Once a site is selected, representatives of the host agency are required to attend each subsequent conference to "shadow" the host agency and to become familiar with the conference logistics.

Complimentary Registrations

IPMBA will provide the host agency with the following complimentary registrations. The host agency may allocate the complimentary registrations to members of its own agency or to other departments that have provided assistance and support for the conference, at its discretion. These may change as the conference offerings change.

- Three complimentary slots in the Police-EMS-Security Cyclist Course
- Two complimentary slots in the Police-EMS-Security Cyclist II Course
- One complimentary slot in the Maintenance Officer Certification Course
- One complimentary slot in the IPMBA Instructor Course
- Two complimentary slots in the Bicycle Response Team Training Course
- Five complimentary conference registrations

It is strongly suggested that the complimentary slots be used in the years leading up to the conference, and that those who are to be assigned as liaison to each class attend the classes. Personnel assigned to "shadow" rather than attend are not counted against these comps.

These slots must be used within two years of the conference date.

Technical Documentation: IPMBA Conference Specifications

This technical documentation consolidates the operating specifications, facility requirements, staffing needs, equipment requirements, and planning dependencies for the Annual IPMBA Conference & Product Exhibition. It is intended for host agencies, venue partners, conference planners, and implementation teams responsible for preparing, staffing, and executing the event.

1. Conference Overview

- Organization: International Police Mountain Bike Association (IPMBA).
- Event: Annual IPMBA Conference & Product Exhibition.
- Audience: public safety bicycle personnel, administrators, EMS providers, search-and-rescue personnel, sworn public safety personnel, and agencies developing or expanding bicycle units.
- Average attendance: approximately 225 total attendees across all categories.
- Core components: certification courses, workshops, product exhibition, obstacle course competition, hospitality functions, outdoor demonstration, and awards ceremony.

2. Venue and Site Selection Requirements

- Preferred location: mid-size city within 500 miles of a significant population base.
- Preferred configuration: single downtown property with easy access to restaurants, bars, attractions, and on-bike training areas.
- Acceptable venue types: convention hotel, convention center with adjacent hotels, or university campus.
- Timing: historically held during the last two weeks of April or the first three weeks of May.
- Transportation access: major airport within approximately 15 miles with sufficient carrier lift; strong road access to attendee population base.
- Host agency requirement: a willing and able public safety agency, preferably with at least one active certified IPMBA instructor on staff.

3. Hotel, Room Block, and Concessions

- Event pattern: courses run Monday through Wednesday, Thursday, or Friday; workshops run Thursday through Saturday.
- Preferred room block: single property where possible, with projected compressed block totaling approximately 575 room nights.

- Target sleeping room rate: generally $100-$150 per night, pre-tax, and close to applicable GSA per diem rates.
- Standard concessions include 1/45 earned complimentary room nights, 20% cumulative allowable attrition, optional rebate, 10% commissionable rooms payable to MCI USA, complimentary suites or club-level rooms, staff room discounts, pre-meeting planning visit rooms, rate extension three days prior and post-event, complimentary guest room internet, complimentary meeting space WiFi, complimentary meeting space, and discounted food and beverage menus.

4. Meeting Space Specifications

- Registration area: foyer or similar location that supports two check-in lines, handouts, welcome bags, and proximity to the command center.
- Command center: office, cloakroom, built-in registration desk, or similar secure operational space near registration.
- Boardroom: conference-style seating for approximately 14 people.
- Breakout rooms: seven total classrooms, generally classroom set.
- Exhibit area: space for approximately 15-20 table tops, preferably adjacent to meeting rooms and self-contained.
- Lunch and dinner room: rounds for approximately 150 people.
- Bike storage/check room: secure, non-carpeted area capable of accommodating 300-400 bicycles; planning estimate is 1.5 bikes per attendee.
- Outdoor paved area: minimum 20,000 square feet for cone courses.

5. Classroom and Course Space Requirements

Room	Set / Capacity	Primary Use
Meeting Room 1	Classroom, 50-60	Instructor Course
Meeting Room 2	Classroom, 20-30	Police-EMS-Security Cyclist Course
Meeting Room 3	Classroom, 20-30	Police-EMS-Security Cyclist II Course
Meeting Room 4	Classroom, 25-30	Bicycle Response Team Training
Meeting Room 5	Special setup, 4,000-5,000 sq. ft.; 200 sq. ft. per student	Maintenance Officer Certification Course
Meeting Rooms 6-7	Classroom, 10-20 each	Additional classrooms or workshop support

6. Training Venue Requirements

- Paved cone-course areas: minimum 100 yards x 100 yards for core cyclist courses; workshops may require 2-3 paved areas of approximately 175 feet x 175 feet.
- Grassy training areas: large, level grassy space for cyclist courses and workshops.
- Urban obstacle areas: stairs, curbs, parking blocks, and other real-world obstacles; stairs should support 2-3 steps for ascents and 6-8 steps for descents with 10-12 feet of run-out room.
- Road and night ride routes: 10-12 mile road ride and 8-10 mile night ride with varied hazards, grades, surfaces, lighting, terrain, and traffic situations.
- Off-road routes: beginner, intermediate, and advanced terrain where applicable.
- Secure scenario locations: controlled roads, limited-access parks, training academy, firing range, or secure facility as required by the course.
- Rain location: parking ramp or similar protected area for on-bike training.
- Support amenities: water, first aid supplies, restroom facilities, EMS support where required, communications, maps, and guides.

7. Equipment Requirements

- Total cones: 600-800 for overall conference training needs.
- Core cyclist course equipment: cones, sturdy pallets, sponges/mini-cones/tennis balls, tape measures, DT or exercise mats, sidewalk chalk, expired IV bags or equivalent weights for EMS students, pannier sets where available, and basic tool kits.
- Instructor Course equipment: approximately 450 cones, pallets, measuring tools, chalk or lumber crayons, floor pumps or compressors, basic tool kit, rags, rubber gloves, and plumb-bobs.

- Bicycle Response Team Training equipment: cones, scrap lumber, police tape, tennis balls or aluminum cans, weights for EMS students, basic tool kit, scenario supplies, smoke materials if used, fire extinguisher, role-player materials, protective gear, communications, and EMS support.
- Maintenance Officer Certification Course equipment: instructor bike if requested, rags, workstand, truing stand, large trash receptacles, front instructor tables, student tables, hands-on tables, and facility-approved floor covering where required.
- Workshop equipment varies by session and may include cones, boards, railroad ties, pallets, mats, crash pads, maintenance coverings, patrol car, targets, protective gear, simulation equipment, training guns, truing stand, workstand, and duty bike.

8. Staffing and Operational Roles

- Pre-conference roles: initial site visit host, bid presentation representative, confirmed site visit host, prior-conference shadowing representatives, and local liaison.
- Local liaison responsibilities: secure training locations, obtain permits, coordinate personnel, arrange transportation, support promotion, coordinate EMS, secure competition site, support bike rentals and shipping, and coordinate with IPMBA.
- During-conference roles: overall event point person, command center staff, transportation staff, registration staff, ride guides, course liaisons, welcome bag volunteers, hospitality staff, bike check staff/security, exhibit hall security where necessary, and competition coordination staff.
- Course attendees may not double as ride guides.

9. Exhibit, Hospitality, and Food & Beverage Requirements

- Exhibit hall: approximately 20 table tops, preferably adjacent to meeting rooms and self-contained.
- Exhibit schedule: services setup on Tuesday, exhibitor move-in on Wednesday, hall open Wednesday and Thursday, tear-down Thursday night or Friday morning.
- Outdoor demo: Friday 11:00 a.m.-2:00 p.m., preferably in or near Bike Check.
- Lunch: Monday through Friday, rounds for approximately 150 people, buffet or box lunch format.
- Awards banquet dinner: rounds for approximately 150 people; lunch room may be reused.
- Hospitality area: near exhibit hall or classrooms, with water and snacks; venue should be asked to waive applicable restrictions and fees for donated product where possible.
- Hotel may consider a cash sale area for sports drinks, water, snacks, and coffee.

10. Bid Documentation Requirements

- General: proposed dates and letter of support from the primary governing body.
- Host city: convention hotel proposals, committable room inventory, room rates and taxes, meeting room capacities, exhibit hall dimensions, airport transportation options, AV price list, conference decorator recommendations, bicycle storage, sample contract, climate information, amenities, area map, competing events, and convention service extras.
- Host department: agency size, bike unit history, IPMBA involvement, training status, support letters, firearms availability for range use, proposed training locations with maps and photos/video where possible, AV inventory, communication system, bike rental and technical support plan, special events, staffing capability, airport transportation, and shuttle capability.
- Selection timing: IPMBA typically books two to three years in advance; host agency representatives are expected to attend subsequent conferences to shadow and learn conference logistics.

11. Implementation Notes and Dependencies

- Host agency is responsible for raising or providing necessary funds to support the conference.
- The IPMBA conference may not be used as a fundraising venue for other 501(c)(3) organizations.
- Host agency may not enter into agreements on behalf of IPMBA.
    - IPMBA will sign hotel and venue contracts.
- Host should begin soliciting funds and in-kind donations well in advance.
- Trailer parking, bike storage, emergency contact information, and CEU coordination should be planned in advance.
- Training record submission and POST/EMS CEU coordination should be assigned to a designated person on site.