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 150 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 405 total room nights.

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

- Target sleeping room rate: generally $100-$150 per night, pre-tax, and close to applicable GSA per diem rates.
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- 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,
  - 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; set classroom.
- Exhibit area: space for approximately 15-20 tabletops, 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 350 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. Audio-Visual and Technology Requirements

- IPMBA and the host agency must be permitted to supply AV equipment.

- Course classrooms generally require LCD projector, speakers, screen, and whiteboard or flipchart with markers.
- Instructor Course requires classroom AV for each classroom: LCD projector, speakers, screen, and whiteboard or flipchart with markers.
- Maintenance Officer Certification Course requires an ELMO document projector, flipchart, easel, and markers.
- Workshop classrooms require one computer projection setup, one whiteboard or flipchart with markers, and one screen per classroom.
- Lunch or exhibit hall requires a portable microphone.

9. 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.

10. 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.

11. 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.

12. 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.
- Host should begin soliciting funds and in-kind donations well in advance.
- Trailer parking, bike storage, bike check cards, 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.