



International Emergency Management Symposium and Workshop

Professional Development Training Certificate

Concept: A training team of 2 instructors + a local coordinator conduct two training events during a one week period:

- Symposium on “Leading Your Organization to Disaster Resilience” (1 day)
- Workshop on “Step by Step to Disaster Resilience” (3 days)

Symposium Agenda:

Time	Topic
	Leadership in Crisis Management
08:30 – 08:40	Opening & Administrative Information
08:40 - 08:50	Official Welcome
08:50 – 09:10	Background on IAEM and PDTC; Overview of Workshop
09:10 – 10:00	Creating a Culture of Resilience
10:00 – 10:30	Break
10:30 -- 12:00	Meta-Leadership
12:00 – 13:00	Lunch
13:00 – 14:30	Leadership Functions
14:30 – 15:00	Break
15:00 – 16:00	Interactive Exercise
16:00 – 16:30	Recognition of Sponsors
16:30 – 17:00	Summary, Close

Workshop Agenda:

Day 1	PDTC Core Course
08:30 – 08:45	Welcome & Administrative Information
08:45 – 09:00	Background on IAEM and PDTC; Overview of Workshop
09:00 – 10:30	Fundamentals of Emergency Management
10:30 – 11:00	Break
11:00 – 12:00	Disaster Planning
12:00 – 13:00	Lunch
13:00 – 14:00	Hosting Special Events
14:00 – 14:30	Break
14:30 – 15:30	Training and Exercises
15:30 – 16:45	Introduction to Exercise and Exercise Phase 1
16:45 – 17:00	Summary and Close for the Day

Day 2	
08:30 – 08:45	Reconvene, Introduction to the Day
08:45 – 10:00	Organizing Principles & Incident Command System
10:00 – 10:30	Break
10:30 – 11:30	International Response Structures
11:30 – 12:15	Mitigation
12:15 – 13:15	Lunch
13:15 – 14:15	Resilient Responders
14:15 – 14:45	Break
14:45 – 16:30	Exercise Phase 2
16:30 – 17:00	Summary and Close for the Day
Day 3	
08:30 – 08:45	Reconvene, Introduction to the Day
08:45 – 10:00	Disaster Recovery
10:00 – 10:30	Break
10:30 – 12:30	Exercise Phase 3
12:30 – 13:30	Lunch
13:30 – 14:30	Hot Wash
14:30 – 16:00	Exam, Summary, Certificate

Sample Budget:

Item	Amount	Comment
Facility & A/V equipment	\$2,000/day x 4 = \$8,000	Need large room for one day and smaller room for 3 days.
Faculty	Instructor x 2 = \$4,000	
Travel	\$1,500 each x 2 = \$3,000	Would vary with location
Per Diem	\$300/day x 6 days x 2 people = \$3,600	Allows for one day jet lag adjustment before Symposium
Supplies	\$2,000	Banner, thumb drives, misc.
Participant Meals	\$6,000	Lunch
Local Coordinator	\$2,000	Arranges for facility, a/v, lunches, does registration (must be bilingual native speaker)
IAEM	\$10,000	
Translation/Interpretation	\$1,400	
Total	\$40,000	

Income:

Event	Participants	Tuition	Total
Symposium	100	\$150	\$15,000
Workshop	50	\$500	\$25,000
Total			\$40,000



January 2019

Professional Development Training Series Partnership between International Association of Emergency Managers (IAEM) and XXX

Purpose

The purpose of this Memorandum is to establish a partnership between XX and IAEM to provide training on Emergency Management specification and professional standards resulting in a certificate of Emergency Management.

Services to be performed

IAEM agrees:

IAEM will coordinate instructors and travel arrangements for each event. IAEM will design and facilitate program. IAEM will provide official completion certificate for participants.

Partner agrees:

XXX will provide facility, audio-visual needs, and coordinate meals and interpreters as needed. Partner will market the program, create the registration list, collect fees, communicate with attendees about event specifics and complete other tasks as needed.

Intellectual Property

IAEM owns and retains all intellectual property. All documents and materials are confidential and proprietary. Contents may not be copied or shared without permission.

Terms

This memorandum will take effect upon signature and will remain valid until XXX.
This memorandum is subject to future modifications signed by both parties.
Should either party wish to terminate this memorandum, the intention has to be communicated to the other party in written notice six months in advance.
Incomplete cooperative programs between both parties shall not expire with this memorandum.

Payment

IAEM shall submit invoice within fifteen (15) days of events. XXX agrees to pay the invoices within (30) days of receipt of the invoice.

IAEM

XXX

Signature

Signature