



# The New York State Division of the International Association for Identification



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Greetings,

As you may already know, we the dates for our educational conference have been set. It will be held October 21-23, 2014 in Syracuse, NY in conjunction with the Syracuse University Forensic Science Program. Through our efforts with the university, it is our hope to hold a quality conference with a variety of sessions for members, practitioners, and students alike.

In planning our schedule of events for an estimated 75-100 attendees, we have some opportunities for vendor sponsorship and participation. For the attendee-based events outlined below, the financial responsibility of the sponsor will not exceed 75 persons. Costs for over 75 attendees will be the responsibility of the New York Division. Please find below the various opportunities that are available for the conference, and please contact me if your company is interested in assisting us in our inaugural event.

- A) We will be hosting an open house vendor area at the Crowne Plaza Hotel on Tuesday, October 21, from 11AM-2PM and Wednesday, October 22 from 9AM-11AM. During this time, we will have the room set up for you to meet with the participants to discuss your products and services. The reservation fee for the table will be \$250. In order to reserve a place at the vendor area, please complete the attached form and return to the Division, or you may complete a registration form online at [www.nyiai.org/online-vendor-registration.html](http://www.nyiai.org/online-vendor-registration.html). Included in your registration fee will be attendance for one person to the opening night banquet.
- B) Upon registration, we would like to offer a selection of items for the attendees. This could be determined by the sponsor, based upon an item list from our merchandise vendor, or a combination from both.
- C) The Division will be having a welcoming dinner banquet on the evening of Tuesday, October 21 at 5:00 PM in the Lafayette Room at the Crowne Plaza. During the event, there will be opening remarks, and a keynote speaker to welcome everyone to the conference. Our hope is to have sponsorship for the event. We have received menu options and information from the hotel. Their dinner package involves a three course meal and a three hour open bar for the guests. The dinner portion is \$35/person, plus a \$95 setup fee. The bar is \$21.75/person. These two options could be sponsored by a single company, or two companies could co-sponsor the event.
- D) On Wednesday, October 22 we would like to offer a sponsored luncheon and demonstration. This event, to be held in the Horizons Room of the Crowne Plaza Hotel will allow a company to give a demonstration of their products and services to the attendees during a luncheon. This event is scheduled from 11:30AM-1:30PM. There are a few menu choices for a lunch buffet, as provided by the hotel. The luncheon menu includes Soda, Juices, and bottled water at a cost of \$31/person.



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During this event, we have allotted time for the sponsor to conduct a product demonstration for the attendees. If any special arrangements are required for the demonstration, please let us know.

- E) During the evening of Wednesday, October 22 we will be having a poster presentation in the Horizons Room as well. One of the New York Division's initiatives is the involvement of students in the organization. In the near future, I will be sending a letter to the various colleges and universities in New York with the information for this event. Students will have the opportunity to conduct research in the forensic science field and submit their results to be displayed on a poster during this event. The winning submission will be voted on by the Division officers. All submitted posters will be displayed from 4:00 PM – 7:00 PM during a “wine and cheese” social. We would also like for the sponsor to offer the winning student with a scholarship for their efforts, the amount to be determined by the sponsor. The final portion of this sponsorship would be the arrangement of printing the posters for display. Assistance may be available through Syracuse University in terms of a place or service. The Division will be available to assist with this information. The refreshment package, as offered by the hotel, includes Hors D'Ouevres and beer, wine and soda. The package is \$24.50/person, plus a \$75 fee for the bartender. Any scholarship prize offered is in addition to these costs.
- F) We will also be looking for donations to be given as door prizes at the closing meeting on Thursday. All proper credit will be given for any prize donated for the conference. If interested in participating in this portion of the event, please let me know.

Please let me know as soon as possible if you have any interest in sponsoring one of these events at the conference. As our sponsors commit themselves to sponsoring one of these events, we will notify you via email with event updates. As soon as we have completed the conference brochure, it will be sent to all of our members, posted on the website ([www.nyiai.org](http://www.nyiai.org)), and sent out through our social media outlets. If you have any further questions for us regarding the conference, please contact me at [NYIAIPresident@gmail.com](mailto:NYIAIPresident@gmail.com).

Thank you very much for all of your continued support of the New York Division of the International Association for Identification. Thus far in 2014 the actions taken by the Division have been quite successful, and I am confident that with your continued support, our educational conference will be a success and standard for years to follow.

Sincerely,

Andrew R. Reitnauer MSFE, CLPE, CLE, CSLE, CSCSA, CPO , F.F.S.  
President, New York Division of the International Association for Identification