



National Black Police Association, Inc.  
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To: Chapters, Members  
From: National Office  
Subject: Conference Bid Process

The selection of a meeting site is a critical factor in the success or failure of a meeting. The needs and objectives of the meeting must first be identified and matched to those cities that can appropriately handle them. Towards that end, if a National Black Police Association Chapter would like to submit a bid to be considered as a potential site for future conference, you must be able to provide the following:

- Transportation (airport pick-ups)
- Officers assigned to conference
- Church located in the African American community
- March route in or through the African American community
- Community involved in conference workshops
- Basketball game in the community
- 100 officers from the host city attend conference
- \$25,000.00 financial assistance raised towards conference
- Establish local steering committee
- Identify local entertainment for conference events
- Identify local support for conference events
- Assistance with program journal development
- Liaison with Convention and Visitors Bureau

**Note:**

- Conference Schedule/Specifications (See Attachment)**
- Two – three years in advance (site selection)**
- Rotation – East to West (if possible)**
- Must have local chapter or steering committee**

**NATIONAL BLACK POLICE ASSOCIATION  
ANNUAL NATIONAL EDUCATION & TRAINING CONFERENCE**

**August**

**CONFERENCE SCHEDULE**

**MONDAY, August 200**

- 9:00am – 5:00pm **Command Center**
- 9:00am – 5:00pm **Registration/ Exhibits set-up**
- 5:00pm – 7:00pm **NBPA Board of Director Mtg.**
- Hospitality Suite (All Week)**

**TUESDAY, August 200**

6:00am – 7:00am **Aerobics**  
9:00am – 5:00pm **Command Center**  
9:00am – 5:00pm **Registration**  
9:00am – 5:00pm **Exhibitions**  
9:00am – 10:30am **NBPA Prayer Breakfast**  
11:30am – 1:00pm **National Black Police Association  
Opening Session**

1:00pm – 2:30 **Lunch (Open)**

2:30pm – 5:30pm **Workshops (4)**

7:00pm – 9:30pm **Host City Reception**

**Hospitality Suite**

**WEDNESDAY, August 200**

6:00am – 7:00am **Aerobics**  
9:00am – 5:00pm **Command Center**  
9:00am – 5:00pm **Registration**  
9:00am – 5:00pm **Exhibitions**

9:00am – 12:00pm **Workshops (4)**

12:00 pm – 2:00pm **LUNCH (OPEN)**

2:00pm – 5:00pm **Workshops (4)**

6:30pm **Basketball Game**

9:30pm –**NBPA Scholarship Disco**

**Hospitality Suite**

**THURSDAY, August 200**

6:00am – 7:00am **Aerobics**  
9:00am – 5:00pm **Command Center**  
9:00am – 5:00pm **Exhibitions**  
8:00am – 11:00am **Workshops (4)**  
11:00am – 1:00pm **National Black Police Association  
Regional Awards Luncheon  
Keynote Speaker –**

1:30pm – 4:30pm **Workshops (4)**

4:30pm – **Depart for staging Area (MARCH)**

7:00pm - **Memorial Services –**

**Hospitality Suite**

**FRIDAY, August 200**

6:00am – 7:00am **Aerobics**  
9:00am – 5:00pm **Command Center**  
9:00am – 5:00pm **Exhibitions (Breakdown)**

9:00am – 12:00pm **Workshops (3)**

**P/P Workshop Certificate**

12:00pm – 2:00pm Lunch (**Open**)

2:00pm - 3:30pm (**6**) **Regional Meetings**

**Northeast Region**

**Eastern Region**

**Southern Region**

**Midwest Region**

**Western Region**

**NBPA Support Auxiliary**

4:00pm – 6:00pm **General Session**

7:30pm – 8:30pm **Century Club Reception**

**SATURDAY, August 200**

6:00am – 7:00am **Aerobics**

9:00am – 5:00pm **Command Center**

9:30am – **Open Day**

7:00pm – until **NATIONAL BLACK POLICE ASSOCIATION  
AWARDS BANQUET AND DANCE**

**Hospitality Suite**

**SUNDAY, August 200**

Check-out

**ADDITIONAL INFORMATION FOR CONFERENCE**

Workshops - 75 persons theater seating (24 –26 Workshops)  
Host City Reception – 400 persons (May Be off-Site)  
Prayer Breakfast – 250 persons (head table for 10)  
Opening Session – 400 persons theater seating (head table for 10)  
Regional Awards Luncheon – 300 persons (head table for 10)  
NBPA Awards Banquet/Dance 350 persons (head table for 10)  
Scholarship Disco – 400 people (dance floor)  
Regional Meeting – 50 persons theater seating  
Century Club Reception – 100 persons  
General Session – 400 persons theater seating (head table for 10)  
Exhibits – 10 -15 table tops (Tuesday thru Friday)  
NBPA Office – Sunday – Saturday  
Command Center Sunday – Sunday