

**DATE:** September 5, 2024  
**TO:** 911 Emergency Response Advisory Committee  
**FROM:** Cody Shadle, City of Reno Public Safety Dispatch Director  
shadlec@reno.gov

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**SUBJECT:**

CITY OF RENO PUBLIC SAFETY DISPATCH request to reimburse the costs associated with sending two (2) employees to the 2024 APCO Conference and Expo not to exceed \$4,476.38. A review, discussion and possible action to approve, deny, or otherwise modify a request for funding for the costs associated with sending two (2) employees to the 2024 APCO Conference and Expo not to exceed \$4,476.38.

**SUMMARY:**

**RENO PUBLIC SAFETY DISPATCH:** request to reimburse the costs associated with sending two (2) employees to the 2024 APCO Conference and Expo not to exceed \$4,476.38. A review, discussion and possible action to approve, deny, or otherwise modify a request for funding for the costs associated with sending two (2) employees to the 2024 APCO Conference and Expo not to exceed \$4,476.38.

**NRS APPLICABLE:**

NRS 244A.7645 Provides approval of costs associated with maintenance, upgrade and replacement of equipment necessary for the operation of the enhanced telephone system.

**STAKEHOLDER REVIEW(s)**

Stakeholders are the area Primary Public Safety Answer Points (PSAP) – City of Reno Public Safety Dispatch, City of Sparks Emergency Communications and the Washoe County Sheriff's Office Communications.

**PREVIOUS ACTION & BACKGROUND**

On July 20, 2023 the 9-1-1 Emergency Response Advisory Committee approved funding for City of Reno Public Safety Dispatch for the attendance of two (2) employees at the APCO 2023 Conference and Expo, not to exceed \$5,900.00.

**FISCAL IMPACT**

The Enhanced 911 Fund is a special revenue fund which receives revenue pursuant to NRS 244A.7643 in the form of telephone surcharges collected to support the emergency reporting system.

The 2024 APCO Conference and Expo was held in Orlando, Florida. Conference registration was \$675.00 per person, airfare was \$423.17 per person round trip, per diem was \$383.00 per person, travel to and from the airport was \$62.74 total, and lodging was \$725.65 per person, for a total of \$4,476.38.

### **RECOMMENDATION**

It is recommended that the E911 Emergency Response Advisory Committee approve the request to reimburse the costs associated with sending two (2) employees to the 2024 APCO Conference and Expo not to exceed \$4,476.38. A review, discussion and possible action to approve, deny, or otherwise modify a request for funding for the costs associated with sending two (2) employees to the 2024 APCO Conference and Expo not to exceed \$4,476.38.

A review, discussion and possible action to approve, deny, or otherwise modify a request for funding for the costs associated with sending two (2) employees to the 2024 APCO Conference and Expo not to exceed \$4,476.38.

### **POSSIBLE MOTION**

Move to approve the recommendation to reimburse the costs associated with sending two (2) employees to the 2024 APCO, Conference and Expo not to exceed \$4,476.38.

A review, discussion and possible action to approve, deny, or otherwise modify a request for funding for the costs associated with sending two (2) employees to the 2024 APCO Conference and Expo not to exceed \$4,476.38.

# City of Reno

Travel

## Expense Report

Employee Name & Address	Sara Colacurcio 3050 Brachetto Loop Sparks, NV 89434	Vendor #	9584	Date	8/28/2024
Employee Shift Hours (i.e. 8-5)	7am-5pm WED-SAT	Department/Division	Public Safety Dispatch		
Purpose	2024 APCO Conference and Expo				


Departure	Date:	8/3/2024	Return	Date:	8/8/2024
	Time:	7:35 AM		Time:	11:35 PM
Destination(s)	Orlando, Florida		Mode of Transportation	commercial airline/Uber/Lyft	

Date	Transportation				Per Diem			Lodging	Total	
	Mileage			Airfare, Taxi, Shuttle, Rental Car, etc.	Meals					Incidental
	Trip Mileage	Mileage Rate	Total Mileage		Brkfast	Lunch	Dinner			
8/3/2024			-	211.59	16.00	17.00	31.00	5.00	145.13	\$ 425.72
8/4/2024			-		16.00	17.00		5.00	145.13	183.13
8/5/2024			-		16.00	17.00	31.00	5.00	145.13	214.13
8/6/2024			-		16.00	17.00	31.00	5.00	145.13	214.13
8/7/2024			-		16.00	17.00	31.00	5.00	145.13	214.13
8/8/2024			-	211.59	16.00	17.00	31.00	5.00	145.13	280.59
			-							-
			-							-
			-							-


Out of Pocket Expenses - Include description and attach the original receipt. (do not list expense above)		
Uber and Lyft to and from conference hotel to airport	62.74	
Registration	675.00	
<b>Total Claim Amount</b>	<b>2,269.56</b>	
Subtract Expenses Listed Above Paid with City Credit Card or City Check	1,823.82	
Subtract Travel Advance - (00100-1220-0000)	383.00	
<b>Net Amount Due Employee</b>	<b>\$ 62.74</b>	
<b>Net Amount Due City (Please attach a check)</b>	<b>\$ -</b>	
Commodity Code	Account Number to Charge Travel Expenses	Project Code
861 - Training	00100-0880-0880-7484-0000	

Receipts required (except for per diem)

**Employee Signature & Date**  
 I hereby certify that this is a true and correct claim for necessary expenses incurred by me on behalf of the City of Reno, and that no other payment has been received by me other than listed.

 8/28/24

**Department Head Signature & Date**  
 I hereby certify that this claim is a just, due and unpaid obligation against the City of Reno, and I am authorized to approve payment for said claim.

 8/28/24

## City of Reno Travel Request Form

Employee Name <b>Sara Colacurcio</b>	Vendor # <b>9584</b>	Date <b>5/21/2024</b>
& Address <b>3050 Brachetto Loop Sparks, NV 89434</b>	Department/ Division <b>Public Safety Dispatch</b>	
Employee Shift Hours (i.e. 8- 7am-5pm WED-SAT 5)	Purpose <b>2024 APCO Conference and Expo</b>	

<b>Travel Information</b>			
Departure	Date: <b>8/3/2024</b>	Return	Date: <b>8/8/2024</b>
	Time: <b>5:20 AM</b>		Time: <b>6:25 PM</b>
Destination(s) <b>Orlando, Florida</b>	Mode of Transportation <b>Commercial airline/Uber/Lyft</b>		

<b>Training Information</b>	
Course Title	<b>APCO 2024 Annual Conference and Expo</b>

Location of Course <b>Orange County Convention Center</b>	Course Dates To-From <b>08/04/24-08/07/2024</b>
-----------------------------------------------------------	-------------------------------------------------

Is this course required to maintain a certification required by current position?	Yes	No
Do you serve on the Board of Directors of a Committee of the organization sponsoring the meeting or will you be making a presentation?	Yes	No
→ If "yes" to any of the above, please explain on a separate sheet.		

One of the following items is required: (attach)	<b>Brochure</b>	<b>Registration Form</b>	<b>Memo</b>
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Estimated Costs			
Per Diem	Days	Rate	Total
Lodging	5	145.13	\$ 725.63
Meals			
Breakfast	6	16.00	96.00
Lunch	6	17.00	102.00
Dinner	5	31.00	155.00
Incidentals	6	5.00	30.00
<b>Transportation Costs</b>			
Airfare, Shuttle, Taxi			599.45
Rental Car**			-
<b>Registration Fees</b>			
Other			675.00
<b>Total Estimated Costs</b>			<b>2,383.08</b>




Total Amount of Advance Requested (00100-1220-0000) cc: 011.02	<b>\$ 383.00</b>
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How much, if any, of this will be funded/reimbursed by a grant or another entity	2,383.08
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Name of ant or Entity	<b>Washoe County Emergency Response Advisory Board</b>
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\*\*Justification required as to why rental car is needed

Account to which training/travel should be charged	<b>00100-0800-0880-7484-0000</b>
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<b>Employee Signature &amp; Date-</b> <small>Advance of money to an employee of the City of Reno constitutes a lien against that employee's salary.</small>  <b>5/24/24</b>	<b>Authorized Signature &amp; Date-</b> <small>Department Head Approval</small>  <b>5/21/24</b>	<b>Approval Signature &amp; Date</b> 
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An expense claim must be completed and submitted to Finance within 10 working days of your return.



**PUBLIC SAFETY  
DISPATCH DEPARTMENT**  
Memorandum



**Date:** 06/21/2024

**TO:** City Manager's Office

**FROM:** Joanna Aitken, Management Assistant Public Safety Dispatch

**SUBJECT:** 2024 APCO Conference Lodging

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**Background:**

It is City policy to request approval through the City Manager's Office for lodging that exceeds the Current GSA rate.

**Overview:**

Reno Public Safety Dispatch is sending Supervisor Sara Colacurcio and Dispatcher Kailey Suh to the 2024 APCO Conference in Orlando, Florida August 3-8. The cost for the hotel is \$145.13 which exceeds the Current GSA rate of \$140.00 per night.

Lodging is needed for 5 nights total.

**Recommendation:**

Recommend approval for travel and training.

Respectfully,

Joanna Aitken

Management Assistant, Public Safety Dispatch

Doug Thornley



**APCO 2024**  
August 4-7 | Orlando, FL

**SARA**

**Sara Colacurcio**

Public Safety Dispatch Supervisor

**City of Reno Public Safety Dispatch**

Reno, NV



4108



**Full Conference**



City of Reno

# Thanks for flying with us!

## Trip summary

 Flight

CONFIRMATION #  
**3FB3WZ**

AUG 3 - 8  
**RNO**  **MCO**

FLIGHT TOTAL  
**\$423.17**

# 8/3 - Orlando

AUG 3 - 8

## Reno/Tahoe, NV to Orlando, FL

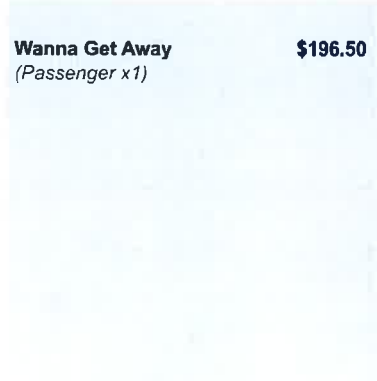
Confirmation # **3FB3WZ**


Internal Reference # none

PASSENGERS	EST. POINTS	EXTRAS	FARE
Sara Colacurcio	+ 2,088 <sup>PTS</sup>	—	Wanna Get Away

## Departing 8/3/24 Saturday

**Wanna Get Away** **\$196.50**  
*(Passenger x1)*







 DEPARTS	<b>7:35</b> AM	<b>RNO</b> Reno/Tahoe, NV - RNO
ARRIVES	<b>9:00</b> AM	<b>LGB</b> Long Beach, CA - LGB

FLIGHT  
**4892**    
SCHEDULED AIRCRAFT  
Boeing 737-700  
*Subject to change*

TRAVEL TIME  
**1hr 25min**








stop 1: Long Beach, CA - LGB

 DEPARTS	<b>12:40</b> PM	<b>LGB</b> Long Beach, CA - LGB	FLIGHT <b>2789</b>  +  SCHEDULED AIRCRAFT Boeing 737-800 <i>Subject to change</i>	
 ARRIVES	<b>8:40</b> PM	<b>MCO</b> Orlando, FL - MCO	TRAVEL TIME <b>5hr 0min</b>	SUBTOTAL <b>\$196.50</b>

## Returning

8/8/24 Thursday

**Wanna Get Away**  
*(Passenger x1)* **\$151.38**

 DEPARTS	<b>4:50</b> PM	<b>MCO</b> Orlando, FL - MCO	FLIGHT <b>2357</b>  +  SCHEDULED AIRCRAFT Boeing 737 MAX8 <i>Subject to change</i>	
ARRIVES	<b>6:20</b> PM	<b>PHX</b> Phoenix, AZ - PHX	TRAVEL TIME <b>4hr 30min</b>	
		<p>stop 1: Phoenix, AZ - PHX</p>  DEPARTS	FLIGHT <b>2449</b>  +  SCHEDULED AIRCRAFT Boeing 737-700 <i>Subject to change</i>	
 ARRIVES	<b>11:35</b> PM	<b>RNO</b> Reno/Tahoe, NV - RNO	TRAVEL TIME <b>1hr 45min</b>	SUBTOTAL <b>\$151.38</b>

Taxes & fees **\$75.29**

**Flight total** **\$423.17**

### Icon legend

 WiFi available |  Live TV available |  Change planes

### Helpful Information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List Preferred status, or Companion Pass qualifying points.
- REAL ID Requirement:** Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit [www.tsa.gov](http://www.tsa.gov) for a list of acceptable forms of ID and additional information regarding REAL ID requirement.



# Payment summary

PAYMENT INFORMATION

AMOUNT PAID



**MasterCard 0722**  
XXXXXXXXXXXX0722  
Expiration: 8/26

CARD HOLDER  
**Joanna Aitken**

BILLING ADDRESS  
**PO Box 1900**  
**Reno, NV US 89505**

**\$423.17**

## Total charged

SUBTOTAL	<b>\$347.88</b>
TAXES & FEES	<b>\$75.29</b>
<b>TOTAL DOLLARS</b>	<b>\$423.17</b>

[Show price breakdown](#)

## APCO 2024 Registration Confirmation {APO241:4108}

APCO Events <email\_confirm@confmail.experient-inc.com>

Wed 7/31/2024 9:12 AM

To:Sara Colacurcio <ColacurcioS@reno.gov>

Cc:Joanna Aitken <AitkenJ@reno.gov>



**\*\*\* Please do not reply to this e-mail. It was sent from an automated system. \*\*\***

Dear Sara,

Thank you for registering for APCO 2024, August 4 - 7, 2024 in Orlando, FL. Your registration has been confirmed and your receipt is below. Please save this email for future reference.

To purchase a spouse/guest registration or to add additional events, go to your [registration dashboard](#). You may only add a spouse/guest registration if you purchased a full registration.

### **Express Registration Check-in:**

To pick up your badge and registration materials, go to the registration area located in the Orange County Convention Center West Building, West A/B Lobby, Level 1 during the following hours:

Saturday, August 3	1:00 p.m. to 6:00 p.m.
Sunday, August 4	7:30 a.m. to 5:00 p.m.
Monday, August 5	7:00 a.m. to 4:30 p.m.
Tuesday, August 6	7:00 a.m. to 4:30 p.m.
Wednesday, August 7	8:00 a.m. to 9:30 a.m.

Exhibit Hall hours are as follows:

Monday, August 5	10:00 a.m. to 5:00 p.m.
Tuesday, August 6	10:00 a.m. to 4:00 p.m.

### **Hotel Reservations:**

Book your hotel reservation for Orlando, FL now through our [one-step reservation process](#).

If more than one hotel room is needed or you are a part of a special block, please visit <https://www.apco2024.org/hotel-travel/>. We encourage you to make your reservation as soon as possible as hotel rooms will sell out.

### [Professional Development Session Recordings](#)

Experience all 120 session recordings for a discounted rate! The recordings are a compilation of digital audio recordings and synchronized slides accessible on-demand anytime. Skip the line and purchase now. Recordings will be available after APCO 2024 concludes.

### **Special Needs?:**

Should you need any special accommodations, please contact us at [apcoevents@apcointl.org](mailto:apcoevents@apcointl.org) with your request.

### **Cancellation/Refund/Transfer Policy:**

If something comes up and you simply can't attend, cancellations and requests for refunds must be received in writing by 5:00 pm EDT July 8, 2024. Refunds will be processed less a \$75 administrative charge. No refunds will be made after 5:00 pm EDT July 8, 2024, or for no-shows. Requests may be submitted via e-mail to [APCO@maritz.com](mailto:APCO@maritz.com).

Substitutions may be made at any time. If you wish to substitute a participant, please contact [APCO@maritz.com](mailto:APCO@maritz.com) at the earliest opportunity. Substitutions will be subject to a \$25 administrative charge plus any difference in pricing.

View our [Registration Terms & Conditions](#) regarding cancellations, refunds, transfers, payment processing and payment methods.

### **Visa Letter of Invitation**

Visa letters will be issued as necessary to international attendees once registration is paid in full. Please note that visa letters will be issued only to qualified attendees who pay for a **full registration** to APCO 2024. If you require a letter, please email [apcoevents@apcointl.org](mailto:apcoevents@apcointl.org). You will be requested to verify employment or company information.

For more details and up to the minute conference information visit [www.apco2024.org](http://www.apco2024.org). Thanks and we look forward to seeing you in Orlando!

Sincerely,

APCO International



**Add to Calendar**

Event Name: **APCO 2024**

Event Date: Sunday 08/4/2024 - Wednesday 08/7/2024

## RECEIPT

### **Profile**

Confirmation ID: 4108

Sara Colacurcio

City of Reno Public Safety Dispatch  
PO Box 1900  
5195 Spectrum Blvd  
Reno, NV 89505-1900

## Registration Details

Sara Colacurcio

**Registration Type:** Full Conference, Early

Description	Item Total
Registration (Qty: 1)	\$675.00
Total Registration Fees:	\$675.00
Total Registration Paid:	(\$675.00)
<b>Current Balance:</b>	<b>\$0.00</b>

## Financial Summary

Total of All Fees:	\$675.00
Total Amount Applied to All Fees:	(\$675.00)
<b>Total Balance Due:</b>	<b>\$0.00</b>

## Payment History

### Payment #1

05/30/2024 — \$675.00 [ Payment ]  
/ Business Check / CK#72572

### Payment Allocation

05/30/2024 — Applied: Sara Colacurcio's Registration	\$675.00
Total Amount Applied:	\$675.00
Total Amount Not Used:	\$0.00

### Payment Totals

Total Payments:	\$675.00
Total Refunds:	\$0.00
Total Net Paid:	\$675.00



by Hilton™

Tru by Hilton Orlando Convention Center Area

6461 Westwood Boulevard

Orlando, FL 32821

Phone (407) 351-4091 - Fax (407) 351-4094

orlandoconventioncenterarea.trubyhilton.com

Name  
Address

COLACURCIO, SARA  
3050 BRACHETTO LOOP  
SPARKS NV 89434  
UNITED STATES OF AMERICA

ROOM NUMBER: 727/Q2  
ARRIVAL DATE: 8/3/2024 9:48:00 PM  
DEPARTURE DATE: 8/8/2024

ADULT/CHILD: 1/0  
ROOM RATE: 129.00

Rate Plan: APCO24  
HH # 2193153331 BLUE  
AL:  
Car:

Confirmation Number: 3104027443

8/8/2024

DATE	REFERENCE	DESCRIPTION	AMOUNT
8/3/2024	GUEST ROOM	CASSANDRA 849470	\$129.00
		L	
8/3/2024	FL SALES TAX	CASSANDRA 849470	\$8.39
		L	
8/3/2024	OCCUPANCY TAX	CASSANDRA 849470	\$7.74
		L	
8/4/2024	GUEST ROOM	BOBIH 850114	\$129.00
8/4/2024	FL SALES TAX	BOBIH 850114	\$8.39
8/4/2024	OCCUPANCY TAX	BOBIH 850114	\$7.74
8/5/2024	GUEST ROOM	CASSANDRA 850712	\$129.00 canopy
		L	
8/5/2024	FL SALES TAX	CASSANDRA 850712	\$8.39
		L	
8/5/2024	OCCUPANCY TAX	CASSANDRA 850712	\$7.74
		L	
8/6/2024	GUEST ROOM	CASSANDRA 851289	\$129.00
		L	
8/6/2024	FL SALES TAX	CASSANDRA 851289	\$8.39
		L	
8/6/2024	OCCUPANCY TAX	CASSANDRA 851289	\$7.74
		L	
8/7/2024	GUEST ROOM	CASSANDRA 851880	\$129.00
		L	
8/7/2024	FL SALES TAX	CASSANDRA 851880	\$8.39
		L	

ACCOUNT NO.  
MC \*0722

DATE OF CHARGE

FOLIO NO. / CHECK NO.

8/8/2024

221125 A

CARD MEMBER NAME

AUTHORIZATION

INITIAL

COLACURCIO, SARA

083434

ESTABLISHMENT NO. & LOCATION

PURCHASES & SERVICES

TAXES

TIPS & MISC.

CARD MEMBER'S SIGNATURE

X

TOTAL AMOUNT

725.65  
PAYMENT DUE UPON RECEIPT

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND

# < Ride on 8/3/24, 9:27 PM



**Curbside 12**  
Orlando, FL 32827

**Pickup**  
21:27

**Tru by Hilton-Tru by...**  
Orlando, FL 32821

**Drop-off**  
21:41

## Payment

Lyft Standard fare (12.3 mi, 13m) **\$31.81**

**VISA** Visa \*8221 **\$31.81**  
Total charge

Personal

## Here's your receipt for your ride, Sara

We hope you enjoyed your ride this afternoon.

**Total** **\$30.93**

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Trip fare \$24.17

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Subtotal \$24.17

Booking Fee \$4.65

Beachline West Toll Plaza \$2.11

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### Payments



Apple Pay Visa \*\*\*\*4969

8/9/24 1:25 AM

**\$30.93**

[Visit the trip page](#) for more information, including invoices (where available)

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You rode with Hal

UberXL 12.10 miles | 16 min

2:32 PM | 6461 Westwood Blvd, Orlando, FL 32821, US

2:48 PM | Gates 100 - 129 Airside 2 Terminal A, Orlando International Airport (MCO), Orlando, FL 32827, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.



APCO 2024  
August 4-11 Orlando, FL  
**Registration**

## Registration Fees & Information

REGISTRATION CATEGORY	EARLY REGISTRATION (Valid through July 8)	ON-SITE (valid after July 8)
Member Full	\$475	\$575
Non-Member Full	\$675	\$775
Member Day Pass (S, M, T, W)	\$155 per day	\$255 per day
Non-Member Day Pass (S, M, T, W)	\$255 per day	\$355 per day
Member Exhibit Hall Only (M & T)	\$75	\$95
Non-Member Exhibit Hall Only (M & T)	\$105	\$125
Spouse, Guest, or Child over 5 yrs of age	\$145	\$145

\* You must be a current APCO member to register for member categories.

EVENT TICKETS (not included with any registration)	EARLY (Valid through July 8)	ON-SITE (Valid after July 8)
Distinguished Achievers Breakfast Ticket (Tuesday)	\$30	\$45
Food for Thought Luncheon Ticket (Wednesday)	\$30	\$45
Connect & Celebrate Dinner Ticket (Wednesday)	\$60	\$75

**Please note: The Distinguished Achievers Breakfast (Tuesday), Food for Thought Luncheon (Wednesday) and Connect & Celebrate Dinner (Wednesday) are not included in any registration. These event tickets must be purchased separately through the registration portal. Quantities are limited and subject to selling out.**

\*Admittance to the Block Party is included in the purchase of a Full Conference Registration, Spouse/Guest Registration, Exhibitor Registration (green badge) or a Tuesday Day Pass. Admittance will ONLY be available to these groups; no additional individual tickets will be available for purchase. You must wear your badge for entry.



\$475 through 7/8/2024

\$575 on-site

Available to **current members** of APCO International.

Includes:

- Entrance into all professional development tracks Sunday through Wednesday
- Entrance into the exhibit hall Monday and Tuesday
- Entrance into the *APCO Block Party!* (no ticket issued, badge required for entry)
- (1) attendee bag ticket (*based on availability*)
- (1) attendee gift ticket (*based on availability*)

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## Non-Member Full Registration

\$675 through 7/8/2024

\$775 on-site

Includes:

- One complimentary one year APCO Membership\* (excludes Commercial and International membership categories)
- Entrance into all professional development tracks Sunday through Wednesday
- Entrance into the exhibit hall Monday and Tuesday
- Entrance into the *APCO Block Party!* (no ticket issued, badge needed for entry)
- One (1) attendee bag ticket (*based on availability*)
- One (1) attendee gift ticket (*based on availability*)

\* All memberships end on December 31. APCO prorates memberships in the second year.

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## Member Day Passes

\$155 per day through 7/8/2024

\$255 per day on-site

Available to **current members** of APCO International.

Includes:

- Entrance into professional development tracks and exhibit hall
- Entrance into the *APCO Block Party!* (Tuesday Day Pass only. No ticket issued, badge required for entry)

A day pass must be purchased for each day you attend. Day passes are available Sunday through Wednesday. Other event tickets must be purchased separately.

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## Non-Member Day Passes

\$255 per day through 7/8/2024

\$355 per day on-site

Includes:

- Entrance into professional development tracks and exhibit hall
- Entrance into the *APCO Block Party!* (Tuesday Day Pass only. No ticket issued, badge needed for entry)

A day pass must be purchased for each day you attend. Day passes are available Sunday through Wednesday. Other event tickets must be purchased separately.

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## Member Exhibit Hall Only Pass

\$75 through 7/8/2024

\$95 on-site

Includes:

- Access to exhibit hall **only** (includes both Monday & Tuesday)

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### Non-Member Exhibit Hall Only Pass

\$105 through 7/8/2024

\$125 on-site

Includes:

- Access to exhibit hall **only** (includes both Monday & Tuesday)

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### Spouse, Guest or Child Registration (over 5 years of age)

\$145

You must be registered as a full registrant in order to add this to your purchase.

Includes:

- Entrance into the exhibit hall Monday and Tuesday
- Entrance into the *APCO Block Party!* (no ticket issued, badge required for entry)
- One (1) attendee bag ticket (*based on availability*)
- One (1) attendee gift ticket (*based on availability*)

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### Event Tickets for Purchase (not included with any registration)

	Through 7/8/2024	ON-SITE (after 7/8/2024)
Distinguished Achievers Breakfast Ticket (Tuesday)	\$30	\$45
Food for Thought Luncheon Ticket (Wednesday)	\$30	\$45
Connect & Celebrate Dinner Ticket (Wednesday)	\$60	\$75

**\*Admittance to the Block Party is included in the purchase of a Full Conference Registration, Spouse/Guest Registration, Exhibitor Registration (green badge) or a Tuesday Day Pass.** Admittance will ONLY be available to these groups; no additional individual tickets will be available for purchase. You must wear your badge for entry.

---

### Additional Items for Purchase

Attendee Bag Ticket \$20

The logo for APCO 2024 features a stylized globe icon on the left, composed of blue and orange geometric shapes. To the right of the globe, the text "APCO 2024" is written in a bold, orange, sans-serif font. Below this, "August 4-7 | Orlando, FL" is written in a smaller, blue, sans-serif font. The word "Program" is written in a large, orange, sans-serif font at the bottom of the logo.

# APCO 2024

August 4-7 | Orlando, FL

# Program

## Schedule

### Saturday, August 3, 2024

12:00 p.m. – 2:00 p.m.	Committee Leadership Summit (Invitation Only)
1:00 p.m. – 6:00 p.m.	Registration – APCO member voting available
2:00 p.m. – 3:00 p.m.	Committee Member and Chair Recognition: A Celebration of Your Service (Invitation Only)
3:00 p.m. – 5:00 p.m.	Committee Meetings

### Sunday, August 4, 2024

7:30 a.m. – 5:00 p.m.	Registration – APCO member voting available
8:00 a.m. – 11:00 a.m.	Chapter Leaders Training
8:00 a.m. – 11:00 a.m.	Institute Adcom Meeting
8:00 a.m. – 12:00 p.m.	AFC Adcom Meeting
9:00 a.m. – 10:00 a.m.	Professional Development Tracks
10:30 a.m. – 11:30 a.m.	Professional Development Tracks
1:00 p.m. – 2:00 p.m.	Professional Development Tracks
2:30 p.m. – 3:30 p.m.	Professional Development Tracks
4:00 p.m. – 5:00 p.m.	First General Business Session
5:15 p.m. – 6:15 p.m.	Corporate Partner/Conference Sponsor Reception (Invitation Only)
5:30 p.m. – 7:00 p.m.	New Attendee Reception (Invitation Only)
6:30 p.m. – 7:30 p.m.	International Welcome Reception (Invitation Only)
7:00 p.m. – 9:00 p.m.	CPE Alumni Reception (Invitation Only)

*Professional Development Tracks: 4 hours (some sessions may be repeated based on popularity)*

### Monday, August 5, 2024

7:00 a.m. – 4:30 p.m.	Registration – APCO member voting available
8:30 a.m. – 10:00 a.m.	Opening General Session and Keynote Address
10:00 a.m. – 5:00 p.m.	Exhibit Hall Hours (Ribbon Cutting @ 10:00am)
10:00 a.m. – 4:30 p.m.	Blood Drive
10:30 a.m. – 4:30 p.m.	Career Advancement Center and Presentation Theater Sessions (Exhibit Hall)
12:00 p.m. – 2:00 p.m.	AFC Advisor Luncheon (Invitation Only)
2:00 p.m. – 3:00 p.m.	Professional Development Tracks

*Exclusive Exhibit Hall Hours: 4 (10:00 a.m. – 2:00 p.m.)*

*Professional Development Tracks: 2 hours (some sessions may be repeated based on popularity)*

## Tuesday, August 6, 2024

7:00 a.m. – 4:30 p.m.	Registration – APCO member voting available until 2:15 p.m. Eastern
8:00 a.m. – 10:00 a.m.	Distinguished Achievers Breakfast
10:00 a.m. – 4:00 p.m.	Exhibit Hall Hours
10:00 a.m. – 3:30 p.m.	Blood Drive
10:30 a.m. – 3:15 p.m.	Career Advancement Center and Presentation Theater Sessions (Exhibit Hall)
12:00 p.m. – 1:30 p.m.	Past Presidents & Life Members Luncheon (Invitation Only)
1:30 p.m. – 2:30 p.m.	Professional Development Tracks
3:00 p.m. – 4:00 p.m.	Professional Development Tracks
4:15 p.m. – 5:15 p.m.	Second General Business Session
5:15 p.m. – 6:00 p.m.	Second VP Reception
6:30 p.m. – 9:30 p.m.	APCO Block Party!

*Exclusive Exhibit Hall Hours: 3.5 (10:00 a.m. – 1:30 p.m.)*

*Professional Development Tracks: 2 hours (some sessions may be repeated based on popularity)*

## Wednesday, August 7, 2024

7:30 a.m. – 9:30 a.m.	Chapter Officers & CCAM Breakfast
7:30 a.m. – 11:30 a.m.	Institute Adjunct Instructor Breakfast (Invitation Only)
8:00 a.m. – 9:30 a.m.	Registration
8:30 a.m. – 9:30 a.m.	Professional Development Tracks
9:30 a.m. – 11:00 a.m.	Chapter Officer Workshop
9:30 a.m. – 3:00 p.m.	CAC Meeting and Lunch
10:00 a.m. – 11:00 a.m.	Professional Development Tracks
11:30 a.m. – 1:30 p.m.	Food for Thought Luncheon
2:00 p.m. – 3:00 p.m.	Professional Development Tracks
3:30 p.m. – 4:30 p.m.	Professional Development Tracks
6:00 p.m. – 9:00 p.m.	Connect & Celebrate Reception and Dinner (doors open at 6:45 p.m.)



# APCO 2024

August 4-7 | Orlando, FL

# Program

## APCO Block Party

Tuesday, August 6

6:30 p.m. - 9:30 p.m.

Universal Studios Florida

It's FUN like you have never had before!

Enjoy the thrill of a lifetime at Universal Studios Florida. APCO attendees will be given the red carpet treatment and an experience you won't get anywhere else!

A buffet dinner will be served, and cash bars will be available throughout the evening. Each attendee will be given a ticket to Universal Studios to enjoy at your leisure.



Please plan to dress comfortably as this event takes place at a theme park. Some rides are subject to height restriction.

### Entry

Admittance to the Block Party is included in the purchase of a Full Conference Registration, Spouse/Guest Registration, Exhibitor Registration (green badge) or a Tuesday Day Pass. Admittance will ONLY be available to these groups; no additional individual tickets will be available for purchase. You MUST wear your badge and ride the shuttle bus for entry. **If you do not have your badge, you will not be allowed into the park.**

### Security Check

All attendees will pass through metal detection before entering the park. All bags, backpacks, purses and items are subject to X-ray and/or additional inspection prior to entering. For more information on how Universal is keeping you safe, [review the entry guidelines](#).

### Transportation

Shuttle service will be provided from all official conference hotels beginning at 6:15 p.m. Buses will begin return trips to the hotels at 8:00 p.m., with the last bus leaving at 10:00 p.m. You must wear your badge and ride the shuttle bus for entry.

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Ok



# FY 2024 Per Diem Rates for orlando, Florida

## Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Orlando	Orange	\$69	\$16	\$17	\$31	\$5	\$51.75

# FY 2024 Per Diem Rates for orlando, Florida

Daily lodging rates (excluding taxes) | October 2023 - September 2024

Primary Destination	County	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Orlando	Orange	\$140	\$140	\$140	\$170	\$170	\$170	\$140	\$140	\$140	\$140	\$140	\$140

# AUGUST 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14  
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5

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31  
5



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# APCO 2024 August 4-7 | Orlando, FL Program

## Schedule

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1:00 p.m. – 6:00 p.m.	Registration – APCO member voting available
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1:00 p.m. – 2:00 p.m.	Professional Development Tracks
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10:30 a.m. – 4:30 p.m.	Career Advancement Center (Exhibit Hall)
10:30 a.m. – 5:00 p.m.	Presentation Theater Sessions (Exhibit Hall)
12:00 p.m. – 2:00 p.m.	AFC Advisor Luncheon (Invitation Only)

5:30 p.m. – 7:00 p.m. Young Professional Mixer (Invitation Only)

*Exclusive Exhibit Hall Hours: 4 (10:00 a.m. – 2:00 p.m.)*

*Professional Development Tracks: 2 hours (some sessions may be repeated based on popularity)*

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10:00 a.m. – 3:30 p.m. Blood Drive

10:00 a.m. – 4:00 p.m. Exhibit Hall Hours

10:30 a.m. – 3:15 p.m. Career Advancement Center (Exhibit Hall)

10:30 a.m. – 3:30 p.m. Presentation Theater Sessions (Exhibit Hall)

12:00 p.m. – 1:30 p.m. Past Presidents & Life Members Luncheon (Invitation Only)

1:30 p.m. – 2:30 p.m. Professional Development Tracks

3:00 p.m. – 4:00 p.m. Professional Development Tracks

4:15 p.m. – 5:15 p.m. Second General Business Session

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8:00 a.m. – 9:30 a.m. Registration

8:30 a.m. – 9:30 a.m. Professional Development Tracks

9:30 a.m. – 11:00 a.m. Chapter Officer Workshop

9:30 a.m. – 3:00 p.m. CAC Meeting and Lunch

10:00 a.m. – 11:00 a.m. Professional Development Tracks

11:30 a.m. – 1:30 p.m. Food for Thought Luncheon

2:00 p.m. – 3:00 p.m. Professional Development Tracks

3:30 p.m. – 4:30 p.m. Professional Development Tracks

6:00 p.m. – 9:00 p.m. Connect & Celebrate Reception and Dinner (doors open at 6:45 p.m.)

# City of Reno

Travel

## Expense Report

Employee Name & Address	Kailey Suh 2404 Metolius Dr. Sparks, NV 89436	Vendor #	14033	Date	8/28/2024	
Employee Shift Hours (i.e. 8-5)	7pm-5am THUR-SUN	Department/Division				Public Safety Dispatch
Purpose						2024 APCO Conference and Expo

Departure	Date:	8/3/2024	Return	Date:	8/8/2024
	Time:	7:35 AM		Time:	11:35 PM
Destination(s)	Orlando, Florida				
Mode of Transportation	commercial airline/Uber/Lyft				

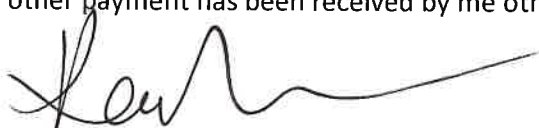
Date	Transportation				Per Diem			Lodging	Total	
	Mileage			Airfare, Taxi, Shuttle, Rental Car, etc.	Meals					Incidental
	Trip Mileage	Mileage Rate	Total Mileage		Brkfast	Lunch	Dinner			
8/3/2024			-	211.59	16.00	17.00	31.00	5.00	145.13	\$ 425.72
8/4/2024			-		16.00	17.00		5.00	145.13	183.13
8/5/2024			-		16.00	17.00	31.00	5.00	145.13	214.13
8/6/2024			-		16.00	17.00	31.00	5.00	145.13	214.13
8/7/2024			-		16.00	17.00	31.00	5.00	145.13	214.13
8/8/2024			-	211.59	16.00	17.00	31.00	5.00		280.59
			-							-
			-							-
			-							-

Out of Pocket Expenses - Include description and attach the original receipt. (do not list expense above)		
Uber and Lyft to and from conference hotel to airport		
Registration		675.00
Total Claim Amount		2,206.82
Subtract Expenses Listed Above Paid with City Credit Card or City Check		1,823.82
Subtract Travel Advance - (00100-1220-0000)		383.00
Net Amount Due Employee		\$ 0.00
Net Amount Due City (Please attach a check)		\$ -
Commodity Code	Account Number to Charge Travel Expenses	Project Code
861 - Training	00100-0880-0880-7484-0000	

Receipts required (except for per diem)


**Employee Signature & Date**

I hereby certify that this is a true and correct claim for necessary expenses incurred by me on behalf of the City of Reno, and that no other payment has been received by me other than listed.

 8/29/24

**Department Head Signature & Date**

I hereby certify that this claim is a just, due and unpaid obligation against the City of Reno, and I am authorized to approve payment for said claim.

 8/28/24

# City of Reno Travel Request Form

Employee Name <b>Kailey Suh</b>	Vendor # <b>14033</b>	Date <b>5/21/2024</b>
& Address <b>2404 Metolius Dr Sparks, NV 89436</b>	Department/ Division <b>Public Safety Dispatch</b>	
Employee Shift Hours (i.e. 8- 7pm-5am THUR-SUN 5)	Purpose <b>2024 APCO Conference and Expo</b>	

<b>Travel Information</b>			
Departure	Date: <b>8/3/2024</b>	Return	Date: <b>8/8/2024</b>
	Time: <b>5:20 AM</b>		Time: <b>6:25 PM</b>
Destination(s) <b>Orlando, Florida</b>	Mode of Transportation <b>Commercial airline/Uber/Lyft</b>		

<b>Training Information</b>
Course Title <b>APCO 2024 Annual Conference and Expo</b>

Location of Course <b>Orange County Convention Center</b>	Course Dates To-From <b>08/04/24-08/07/2024</b>
-----------------------------------------------------------	-------------------------------------------------

Is this course required to maintain a certification required by current position?	Yes	No
Do you serve on the Board of Directors of a Committee of the organization sponsoring the meeting or will you be making a presentation?	Yes	No
→ If "yes" to any of the above, please explain on a separate sheet.		

One of the following items is requires: (attach) **Brochure** **Registration Form** **Memo**

Per Diem	Days	Rate	Total
Lodging	5	145.13	\$ 725.63
Meals			
Breakfast	6	16.00	96.00
Lunch	6	17.00	102.00
Dinner	5	31.00	155.00
Incidentals	6	5.00	30.00
<b>383.00</b>			
<b>Transportation Costs</b>			
Airfare, Shuttle, Taxi			599.45
Rental Car**			-
<b>Registration Fees</b>			
Other			675.00
<b>-</b>			
<b>Total Estimated Costs</b>			<b>2,383.08</b>

Total Amount of Advance Requested (00100-1220-0000) cc: 011.02 **\$ 383.00**

How much, if any, of this will be funded/reimbursed by a grant or another entity 2,383.08

Name of ant or Entity **Washoe County Emergency Response Advisory Board**

\*\*Justification required as to why rental car is neede

Account to which training/travel should be charged **00100-0800-0880-7484-0000**

<b>Employee Signature &amp; Date-</b> <small>Advance of money to an employee of the City of Reno constitutes a lien against that employee's salary.</small> 5/30/24
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Authorized Signature &amp; Date-</b> <small>Department Head Approval</small> 5/21/24
-----------------------------------------------------------------------------------------------

<b>Approval Signature &amp; Date</b> 
------------------------------------------

An expense claim must be completed and submitted to Finance within 10 working days of your return.



**PUBLIC SAFETY  
DISPATCH DEPARTMENT**  
Memorandum



**Date:** 06/21/2024

**TO:** City Manager's Office

**FROM:** Joanna Aitken, Management Assistant Public Safety Dispatch

**SUBJECT:** 2024 APCO Conference Lodging

---

**Background:**

It is City policy to request approval through the City Manager's Office for lodging that exceeds the Current GSA rate.

**Overview:**

Reno Public Safety Dispatch is sending Supervisor Sara Colacurcio and Dispatcher Kailey Suh to the 2024 APCO Conference in Orlando, Florida August 3-8. The cost for the hotel is \$145.13 which exceeds the Current GSA rate of \$140.00 per night.

Lodging is needed for 5 nights total.

**Recommendation:**

Recommend approval for travel and training.

Respectfully,

Joanna Aitken

Management Assistant, Public Safety Dispatch

---

Doug Thornley



City of Reno

# Thanks for flying with us!

## Trip summary

### Flight

CONFIRMATION #

# 3FA802

AUG 3 - 8

## RNO MCO

FLIGHT TOTAL

# \$423.17

# 8/3 - Orlando

AUG 3 - 8

## Reno/Tahoe, NV to Orlando, FL

Confirmation # **3FA802**

Internal Reference # none

PASSENGERS

**Kailey Suh**

EST. POINTS

**+ 2,088<sup>PTS</sup>**

EXTRAS

—

FARE

Wanna Get Away

## Departing 8/3/24 Saturday



DEPARTS

# 7:35 AM

## RNO

Reno/Tahoe, NV - RNO

ARRIVES

# 9:00 AM

## LGB

Long Beach, CA - LGB

FLIGHT  
**489**  
SCHE  
Boeing  
Subject

TRAVEL  
**1hr**



Thanks for choosing  
Southwest Airlines!

Help us improve your experience on Southwest.com.

[Share feedback](#)

[No, thank you](#)



stop 1: Long Beach, CA - LGB



DEPARTS 12:40 PM LGB  
Long Beach, CA - LGB

FLIGHT 2789   
SCHEDULED AIRCRAFT  
Boeing 737-800  
Subject to change

ARRIVES 8:40 PM MCO  
Orlando, FL - MCO

TRAVEL TIME  
5hr 0min

SUBTOTAL  
**\$196.50**

## Returning 8/8/24 Thursday

Wanna Get Away (Passenger x1) **\$151.38**

DEPARTS 4:50 PM MCO  
Orlando, FL - MCO

FLIGHT 2357   
SCHEDULED AIRCRAFT  
Boeing 737 MAX8  
Subject to change

ARRIVES 6:20 PM PHX  
Phoenix, AZ - PHX

TRAVEL TIME  
4hr 30min

stop 1: Phoenix, AZ - PHX



DEPARTS 9:50 PM PHX  
Phoenix, AZ - PHX

FLIGHT 2449   
SCHEDULED AIRCRAFT  
Boeing 737-700  
Subject to change

ARRIVES 11:35 PM RNO  
Reno/Tahoe, NV - RNO

TRAVEL TIME  
1hr 45min

SUBTOTAL  
**\$151.38**

Taxes & fees **\$75.29**

Flight total **\$423.17**

### Icon legend

WiFi available | Live TV available | Change planes

### Helpful Information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™, you can cancel your reservation at least 10 minutes before the flight's original scheduled departure time with any taxes and fees associated with your reward travel reservation. For Anytime or Business for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes will be converted into a Transferable Flight Credit™ for future use.
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update.
- Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List elite points.
- REAL ID Requirement:** Do you have a REAL ID? Beginning May 7, 2025, you will need a REAL ID card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States and additional information regarding REAL ID requirement.

# Southwest

Thanks for choosing  
Southwest Airlines!

Help us improve your experience on Southwest.com.

# Payment summary

PAYMENT INFORMATION

AMOUNT PAID



**MasterCard 0722**  
XXXXXXXXXX0722  
Expiration: 8/26

CARD HOLDER  
**Joanna Aitken**

BILLING ADDRESS  
**PO Box 1900**  
**Reno, NV US 89505**

**\$423.17**

## Total charged

SUBTOTAL	<b>\$347.88</b>
TAXES & FEES	<b>\$75.29</b>
<b>TOTAL DOLLARS</b>	<b>\$423.17</b>

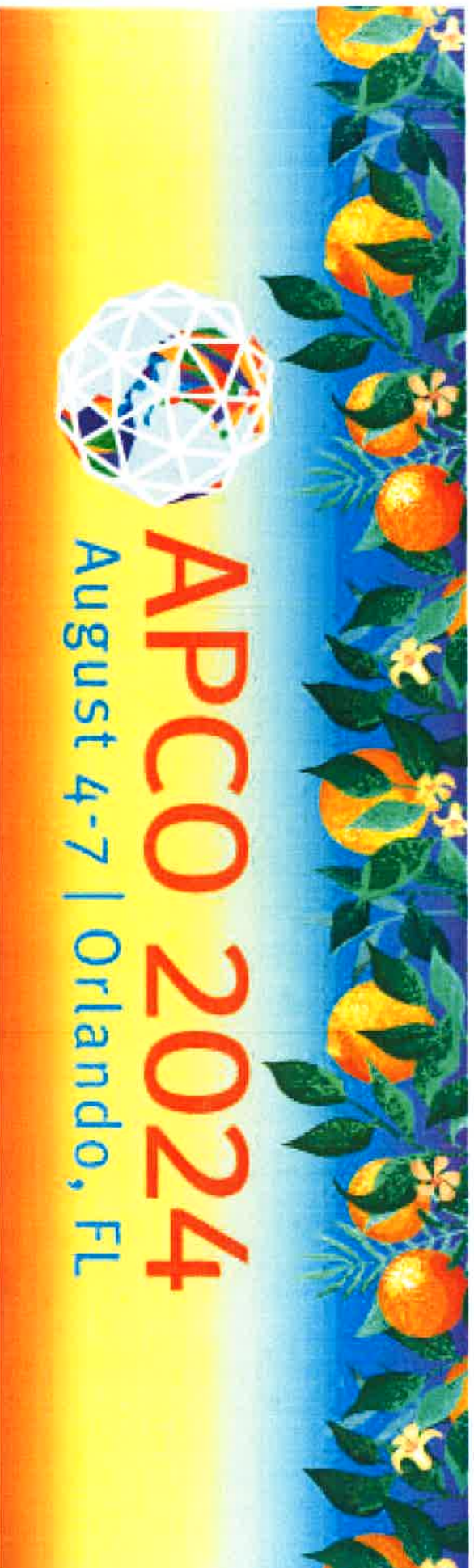
[Show price breakdown](#)

**Southwest** 

**Thanks for choosing  
Southwest Airlines!**

Help us improve your experience on Southwest.com.





\*\*\* Please do not reply to this e-mail. It was sent from an automated system. \*\*\*

**A balance is due on your record. Please resolve to avoid cancellation.**

## Profile

Confirmation ID: 4110  
Kailey Suh  
City of Reno Public Safety Dispatch  
PO Box 1900  
5195 Spectrum Blvd  
Reno, NV 89505-1900

Dear Kailey,

Thank you for registering for APCCO 2024, August 4 - 7, 2024 in Orlando, FL. Your registration has been confirmed and your receipt is below. Please save this email for future reference.

To purchase a spouse/guest registration or to add additional events, go to your [registration dashboard](#). You may only add a spouse/guest registration if you purchased a full registration.

**Express Registration Check-in:**

To pick up your badge and registration materials, go to the registration area located in the Orange County Convention Center West Building, West A/B Lobby, Level 1 during the following hours:

Saturday, August 3	1:00 p.m. to 6:00 p.m.
Sunday, August 4	7:30 a.m. to 5:00 p.m.
Monday, August 5	7:00 a.m. to 4:30 p.m.
Tuesday, August 6	7:00 a.m. to 4:30 p.m.
Wednesday, August 7	8:00 a.m. to 9:30 a.m.

Exhibit Hall hours are as follows:

Monday, August 5	10:00 a.m. to 5:00 p.m.
Tuesday, August 6	10:00 a.m. to 4:00 p.m.

**Hotel Reservations:**

Book your hotel reservation for Orlando, FL now through our [one-step reservation process](#).

If more than one hotel room is needed or you are a part of a special block, please visit <https://www.apco2024.org/hotel-travel/>. We encourage you to make your reservation as soon as possible as hotel rooms will sell out.

**Professional Development Session Recordings**

Experience all 120 session recordings for a discounted rate! The recordings are a compilation of digital audio recordings and synchronized slides accessible on-demand anytime. Skip the line and purchase now. Recordings will be available after APCO 2024 concludes.

**Special Needs?:**

Should you need any special accommodations, please contact us at [apcoevents@appointl.org](mailto:apcoevents@appointl.org) with your request.

**Cancellation/Refund/Transfer Policy:**

If something comes up and you simply can't attend, cancellations and requests for refunds must be received in writing by 5:00 pm EDT July 8, 2024. Refunds will be processed less a \$75 administrative charge. No refunds will be made after 5:00 pm EDT July 8, 2024, or for no-shows. Requests may be submitted via e-mail to [APCO@maritz.com](mailto:APCO@maritz.com).

Substitutions may be made at any time. If you wish to substitute a participant, please contact [APCO@maritz.com](mailto:APCO@maritz.com) at the earliest opportunity. Substitutions will be subject to a \$25 administrative charge plus any difference in pricing.

**[View our Registration Terms & Conditions regarding cancellations, refunds, transfers, payment processing and payment methods.](#)**

### Visa Letter of Invitation

Visa letters will be issued as necessary to international attendees once registration is paid in full. Please note that visa letters will be issued only to qualified attendees who pay for a **full registration** to APCO 2024. If you require a letter, please email [apcoevents@apcointl.org](mailto:apcoevents@apcointl.org). You will be requested to verify employment or company information.

For more details and up to the minute conference information visit [www.apco2024.org](http://www.apco2024.org). Thanks and we look forward to seeing you in Nashville!

Sincerely,

APCO International

 **Add to Calendar**

Event Name: **APCO 2024**

Event Date: Sunday 08/4/2024 - Wednesday 08/7/2024

## INVOICE

[Registration Status Alert](#)

**Your registration will be confirmed upon receipt of payment. Be sure to review the deadlines for payment in our [Registration Terms & Conditions](#).**

Web Wire Transfer Payment

If you wish to add a payment to your record, please access the [registration dashboard](#).

Please see amount below for your check payment.

APCO Headquarters  
351 N. Williamson Blvd.  
Daytona Beach, FL 32114

Please send wire transfer or ACH requests to [accounting@apcointl.org](mailto:accounting@apcointl.org).



# APCO 2024 Annual Conference & Expo

August 4, 2024 - August 7, 2024

**Your reservation is complete!**

Thank you for booking!



**Tru by Hilton Orlando Convention Center**  
6461 Westwood Blvd  
Orlando, FL 32821, UNITED STATES

## HOTEL REWARDS PROGRAM



[Click here to Join Hilton Honors](#)

### > Room with Two Beds

Acknowledgment number: JHKZIX1M

CHECK-IN

CHECKOUT

Sat, Aug 3, 2024    Thu, Aug 8, 2024

Edit

Cancel

Add to calendar

Guests

Kalley Suh



**APCO 2024**

August 4-7 | Orlando, FL

**KAILEY**

**Kailey Suh**

Dispatcher

**City of Reno Public Safety Dispatch**

Reno, NV



4110



**MOTOROLA SOLUTIONS**

**Full Conference**

## APCO 2024 Registration Confirmation {APO241:4110}

APCO Events <email\_confirm@confmail.experient-inc.com>

Wed 9/4/2024 6:31 AM

To:suhk@reno.gov <suhk@reno.gov>

Cc:Joanna Aitken <AitkenJ@reno.gov>



**\*\*\* Please do not reply to this e-mail. It was sent from an automated system. \*\*\***  
**Please be aware on September 24th, 2024, communications regarding your event activity will come from the domains, '@eventshq.com and @exl.eventshq.com'**

Dear Kailey,

Thank you for registering for APCO 2024, August 4 - 7, 2024 in Orlando, FL. Your registration has been confirmed and your receipt is below. Please save this email for future reference.

To purchase a spouse/guest registration or to add additional events, go to your [registration dashboard](#). You may only add a spouse/guest registration if you purchased a full registration.

### **Express Registration Check-in:**

To pick up your badge and registration materials, go to the registration area located in the Orange County Convention Center West Building, West A/B Lobby, Level 1 during the following hours:

Saturday, August 3	1:00 p.m. to 6:00 p.m.
Sunday, August 4	7:30 a.m. to 5:00 p.m.
Monday, August 5	7:00 a.m. to 4:30 p.m.
Tuesday, August 6	7:00 a.m. to 4:30 p.m.
Wednesday, August 7	8:00 a.m. to 9:30 a.m.

Exhibit Hall hours are as follows:

Monday, August 5	10:00 a.m. to 5:00 p.m.
Tuesday, August 6	10:00 a.m. to 4:00 p.m.

### **Hotel Reservations:**

Book your hotel reservation for Orlando, FL now through our [one-step reservation process](#). If more than one hotel room is needed or you are a part of a special block, please visit

<https://www.apco2024.org/hotel-travel/>. We encourage you to make your reservation as soon as possible as hotel rooms will sell out.

#### [Professional Development Session Recordings](#)

Experience all 120 session recordings for a discounted rate! The recordings are a compilation of digital audio recordings and synchronized slides accessible on-demand anytime. Skip the line and purchase now. Recordings will be available after APCO 2024 concludes.

#### **Special Needs?:**

Should you need any special accommodations, please contact us at [apcoevents@apointl.org](mailto:apcoevents@apointl.org) with your request.

#### **Cancellation/Refund/Transfer Policy:**

If something comes up and you simply can't attend, cancellations and requests for refunds must be received in writing by 5:00 pm EDT July 8, 2024. Refunds will be processed less a \$75 administrative charge. No refunds will be made after 5:00 pm EDT July 8, 2024, or for no-shows. Requests may be submitted via e-mail to [APCO@maritz.com](mailto:APCO@maritz.com).

Substitutions may be made at any time. If you wish to substitute a participant, please contact [APCO@maritz.com](mailto:APCO@maritz.com) at the earliest opportunity. Substitutions will be subject to a \$25 administrative charge plus any difference in pricing.

View our [Registration Terms & Conditions](#) regarding cancellations, refunds, transfers, payment processing and payment methods.

#### **Visa Letter of Invitation**

Visa letters will be issued as necessary to international attendees once registration is paid in full. Please note that visa letters will be issued only to qualified attendees who pay for a **full registration** to APCO 2024. If you require a letter, please email [apcoevents@apointl.org](mailto:apcoevents@apointl.org). You will be requested to verify employment or company information.

For more details and up to the minute conference information visit [www.apco2024.org](http://www.apco2024.org). Thanks and we look forward to seeing you in Orlando!

Sincerely,

APCO International

 **Add to Calendar**

Event Name: **APCO 2024**

Event Date: Sunday 08/4/2024 - Wednesday 08/7/2024

**RECEIPT**

**Profile**

Confirmation ID: 4110  
Kailey Suh  
City of Reno Public Safety Dispatch  
PO Box 1900  
5195 Spectrum Blvd  
Reno, NV 89505-1900

## Registration Details

Kailey Suh

**Registration Type:** Full Conference, Early

Description	Item Total
Registration (Qty: 1)	\$675.00
Total Registration Fees:	\$675.00
Total Registration Paid:	(\$675.00)
<b>Current Balance:</b>	<b>\$0.00</b>

## Financial Summary

Total of All Fees:	\$675.00
Total Amount Applied to All Fees:	(\$675.00)
<b>Total Balance Due:</b>	<b>\$0.00</b>

## Payment History

### Payment #1

05/30/2024 — \$675.00 [ Payment ]  
/ Business Check / CK#72572

### Payment Allocation

05/30/2024 — Applied: Kailey Suh's Registration	\$675.00
Total Amount Applied:	\$675.00
Total Amount Not Used:	\$0.00

### Payment Totals

Total Payments:	\$675.00
Total Refunds:	\$0.00



**Payment #1**

Total Net Paid:

\$675.00

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# APCO 2024 August 4-11 Orlando, FL Registration

## Registration Fees & Information

REGISTRATION CATEGORY	EARLY REGISTRATION (Valid through July 8)	ON-SITE (valid after July 8)
Member Full	\$475	\$575
Non-Member Full	\$675	\$775
Member Day Pass (S, M, T, W)	\$155 per day	\$255 per day
Non-Member Day Pass (S, M, T, W)	\$255 per day	\$355 per day
Member Exhibit Hall Only (M & T)	\$75	\$95
Non-Member Exhibit Hall Only (M & T)	\$105	\$125
Spouse, Guest, or Child over 5 yrs of age	\$145	\$145

\* You must be a current APCO member to register for member categories.

EVENT TICKETS (not included with any registration)	EARLY (Valid through July 8)	ON-SITE (Valid after July 8)
Distinguished Achievers Breakfast Ticket (Tuesday)	\$30	\$45
Food for Thought Luncheon Ticket (Wednesday)	\$30	\$45
Connect & Celebrate Dinner Ticket (Wednesday)	\$60	\$75

**Please note: The Distinguished Achievers Breakfast (Tuesday), Food for Thought Luncheon (Wednesday) and Connect & Celebrate Dinner (Wednesday) are not included in any registration. These event tickets must be purchased separately through the registration portal. Quantities are limited and subject to selling out.**

\*Admittance to the Block Party is included in the purchase of a Full Conference Registration, Spouse/Guest Registration, Exhibitor Registration (green badge) or a Tuesday Day Pass. Admittance will ONLY be available to these groups: no additional individual tickets will be available for purchase. You must wear your badge for entry.

\$475 through 7/8/2024

\$575 on-site

Available to **current members** of APCO International.

Includes:

- Entrance into all professional development tracks Sunday through Wednesday
- Entrance into the exhibit hall Monday and Tuesday
- Entrance into the *APCO Block Party!* (no ticket issued, badge required for entry)
- (1) attendee bag ticket (*based on availability*)
- (1) attendee gift ticket (*based on availability*)

### Non-Member Full Registration

\$675 through 7/8/2024

\$775 on-site

Includes:

- One complimentary one year APCO Membership\* (excludes Commercial and International membership categories)
- Entrance into all professional development tracks Sunday through Wednesday
- Entrance into the exhibit hall Monday and Tuesday
- Entrance into the *APCO Block Party!* (no ticket issued, badge needed for entry)
- One (1) attendee bag ticket (*based on availability*)
- One (1) attendee gift ticket (*based on availability*)

\* All memberships end on December 31. APCO prorates memberships in the second year.

### Member Day Passes

\$155 per day through 7/8/2024

\$255 per day on-site

Available to **current members** of APCO International.

Includes:

- Entrance into professional development tracks and exhibit hall
- Entrance into the *APCO Block Party!* (Tuesday Day Pass only. No ticket issued, badge required for entry)

A day pass must be purchased for each day you attend. Day passes are available Sunday through Wednesday. Other event tickets must be purchased separately.

### Non-Member Day Passes

\$255 per day through 7/8/2024

\$355 per day on-site

Includes:

- Entrance into professional development tracks and exhibit hall
- Entrance into the *APCO Block Party!* (Tuesday Day Pass only. No ticket issued, badge needed for entry)

A day pass must be purchased for each day you attend. Day passes are available Sunday through Wednesday. Other event tickets must be purchased separately.

### Member Exhibit Hall Only Pass

\$75 through 7/8/2024

\$95 on-site

Includes:

- Access to exhibit hall **only** (includes both Monday & Tuesday)

### Non-Member Exhibit Hall Only Pass

\$105 through 7/8/2024

\$125 on-site

Includes:

- Access to exhibit hall **only** (includes both Monday & Tuesday)

### Spouse, Guest or Child Registration (over 5 years of age)

\$145

You must be registered as a full registrant in order to add this to your purchase.

Includes:

- Entrance into the exhibit hall Monday and Tuesday
- Entrance into the *APCO Block Party!* (no ticket issued, badge required for entry)
- One (1) attendee bag ticket (*based on availability*)
- One (1) attendee gift ticket (*based on availability*)

### Event Tickets for Purchase (not included with any registration)

	Through 7/8/2024	ON-SITE (after 7/8/2024)
Distinguished Achievers Breakfast Ticket (Tuesday)	\$30	\$45
Food for Thought Luncheon Ticket (Wednesday)	\$30	\$45
Connect & Celebrate Dinner Ticket (Wednesday)	\$60	\$75

**\*Admittance to the Block Party is included in the purchase of a Full Conference Registration, Spouse/Guest Registration, Exhibitor Registration (green badge) or a Tuesday Day Pass.** Admittance will ONLY be available to these groups; no additional individual tickets will be available for purchase. You must wear your badge for entry.

### Additional Items for Purchase

Attendee Bag Ticket \$20

The logo for the APCO 2024 Program features a stylized globe icon on the left, composed of colorful geometric shapes. To the right of the globe, the text "APCO 2024" is written in a large, bold, orange font. Below this, "August 4-7 | Orlando, FL" is written in a smaller, blue font. The word "Program" is written in a large, yellow, sans-serif font at the bottom of the logo.

# APCO 2024

August 4-7 | Orlando, FL

## Program

## Schedule

### Saturday, August 3, 2024

12:00 p.m. – 2:00 p.m.	Committee Leadership Summit (Invitation Only)
1:00 p.m. – 6:00 p.m.	Registration – APCO member voting available
2:00 p.m. – 3:00 p.m.	Committee Member and Chair Recognition: A Celebration of Your Service (Invitation Only)
3:00 p.m. – 5:00 p.m.	Committee Meetings

### Sunday, August 4, 2024

7:30 a.m. – 5:00 p.m.	Registration – APCO member voting available
8:00 a.m. – 11:00 a.m.	Chapter Leaders Training
8:00 a.m. – 11:00 a.m.	Institute Adcom Meeting
8:00 a.m. – 12:00 p.m.	AFC Adcom Meeting
9:00 a.m. – 10:00 a.m.	Professional Development Tracks
10:30 a.m. – 11:30 a.m.	Professional Development Tracks
1:00 p.m. – 2:00 p.m.	Professional Development Tracks
2:30 p.m. – 3:30 p.m.	Professional Development Tracks
4:00 p.m. – 5:00 p.m.	First General Business Session
5:15 p.m. – 6:15 p.m.	Corporate Partner/Conference Sponsor Reception (Invitation Only)
5:30 p.m. – 7:00 p.m.	New Attendee Reception (Invitation Only)
6:30 p.m. – 7:30 p.m.	International Welcome Reception (Invitation Only)
7:00 p.m. – 9:00 p.m.	CPE Alumni Reception (Invitation Only)

*Professional Development Tracks: 4 hours (some sessions may be repeated based on popularity)*

### Monday, August 5, 2024

7:00 a.m. – 4:30 p.m.	Registration – APCO member voting available
8:30 a.m. – 10:00 a.m.	Opening General Session and Keynote Address
10:00 a.m. – 5:00 p.m.	Exhibit Hall Hours (Ribbon Cutting @ 10:00am)
10:00 a.m. – 4:30 p.m.	Blood Drive
10:30 a.m. – 4:30 p.m.	Career Advancement Center and Presentation Theater Sessions (Exhibit Hall)
12:00 p.m. – 2:00 p.m.	AFC Advisor Luncheon (Invitation Only)
2:00 p.m. – 3:00 p.m.	Professional Development Tracks

*Exclusive Exhibit Hall Hours: 4 (10:00 a.m. – 2:00 p.m.)*

*Professional Development Tracks: 2 hours (some sessions may be repeated based on popularity)*

## Tuesday, August 6, 2024

7:00 a.m. – 4:30 p.m.	Registration – APCO member voting available until 2:15 p.m. Eastern
8:00 a.m. – 10:00 a.m.	Distinguished Achievers Breakfast
10:00 a.m. – 4:00 p.m.	Exhibit Hall Hours
10:00 a.m. – 3:30 p.m.	Blood Drive
10:30 a.m. – 3:15 p.m.	Career Advancement Center and Presentation Theater Sessions (Exhibit Hall)
12:00 p.m. – 1:30 p.m.	Past Presidents & Life Members Luncheon (Invitation Only)
1:30 p.m. – 2:30 p.m.	Professional Development Tracks
3:00 p.m. – 4:00 p.m.	Professional Development Tracks
4:15 p.m. – 5:15 p.m.	Second General Business Session
5:15 p.m. – 6:00 p.m.	Second VP Reception
6:30 p.m. – 9:30 p.m.	APCO Block Party!

*Exclusive Exhibit Hall Hours: 3.5 (10:00 a.m. – 1:30 p.m.)*

*Professional Development Tracks: 2 hours (some sessions may be repeated based on popularity)*

## Wednesday, August 7, 2024

7:30 a.m. – 9:30 a.m.	Chapter Officers & CCAM Breakfast
7:30 a.m. – 11:30 a.m.	Institute Adjunct Instructor Breakfast (Invitation Only)
8:00 a.m. – 9:30 a.m.	Registration
8:30 a.m. – 9:30 a.m.	Professional Development Tracks
9:30 a.m. – 11:00 a.m.	Chapter Officer Workshop
9:30 a.m. – 3:00 p.m.	CAC Meeting and Lunch
10:00 a.m. – 11:00 a.m.	Professional Development Tracks
11:30 a.m. – 1:30 p.m.	Food for Thought Luncheon
2:00 p.m. – 3:00 p.m.	Professional Development Tracks
3:30 p.m. – 4:30 p.m.	Professional Development Tracks
6:00 p.m. – 9:00 p.m.	Connect & Celebrate Reception and Dinner (doors open at 6:45 p.m.)

# APCO 2024 August 4-7 | Orlando, FL Program

## APCO Block Party

Tuesday, August 6

6:30 p.m.- 9:30 p.m.

Universal Studios Florida

It's FUN like you have never had before!

Enjoy the thrill of a lifetime at Universal Studios Florida. APCO attendees will be given the red carpet treatment and an experience you won't get anywhere else!

A buffet dinner will be served, and cash bars will be available throughout the evening. Each attendee will be given a ticket to Universal Studios to enjoy at your leisure.



Please plan to dress comfortably as this event takes place at a theme park. Some rides are subject to height restriction.

### Entry

Admittance to the Block Party is included in the purchase of a Full Conference Registration, Spouse/Guest Registration, Exhibitor Registration (green badge) or a Tuesday Day Pass. Admittance will ONLY be available to these groups; no additional individual tickets will be available for purchase. You MUST wear your badge and ride the shuttle bus for entry. **if you do not have your badge, you will not be allowed into the park.**

### Security Check

All attendees will pass through metal detection before entering the park. All bags, backpacks, purses and items are subject to X-ray and/or additional inspection prior to entering. For more information on how Universal is keeping you safe, [review the entry guidelines.](#)

### Transportation

Shuttle service will be provided from all official conference hotels beginning at 6:15 p.m. Buses will begin return trips to the hotels at 8:00 p.m., with the last bus leaving at 10:00 p.m. You must wear your badge and ride the shuttle bus for entry.

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Ok

# FY 2024 Per Diem Rates for orlando, Florida

## Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Orlando	Orange	\$69	\$16	\$17	\$31	\$5	\$51.75



# FY 2024 Per Diem Rates for orlando, Florida

Daily lodging rates (excluding taxes) | October 2023 - September 2024

Primary Destination	County	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Orlando	Orange	\$140	\$140	\$140	\$170	\$170	\$170	\$140	\$140	\$140	\$140	\$140	\$140

# AUGUST 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3 14 17 31 5
4 14 17 31 5	5 14 17 31 5	6 14 17 5	7 14 17 31 5	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31