



National Hurricane Conference, Inc.

2952 Wellington Circle

Tallahassee, FL 32309

Phone: 850.906.9224

Fax: 800.921.4515

www.HurricaneMeeting.com

2024 National Hurricane Conference Instructions For Workshop/Training Session Organizers

What Organizers Should Communicate to Speakers/Moderators

1. That they have been accepted as participants in your workshop(s) or training session(s).
2. The day(s), time(s) and title(s) of their presentation(s). The organizer should also let the other speakers and the moderator know who is on the program with them so they can coordinate if necessary.
3. A brief overview of what you expect them to cover. This will help ensure that you and your speakers are on the same page. Please note that NHC workshops and training sessions should not be sales pitches for products or services. Products and services may be included in a session but should not be the main component of the presentation.
4. **Speakers must complete the speaker registration form online.** Speakers who plan to attend the conference may pay a reduced registration fee (\$275 if paid by 2/26/2024, or \$325 if paid after that date). Speakers who indicate that they are only attending the conference to make their presentation may register as a Non-Attending Speaker at no cost.
5. [Online Registration Link](#)
6. Speakers are responsible for their own travel arrangements and expenses.
7. The basic **audio/visual** equipment provided in each breakout room will be:

PowerPoint Projector, Screen, Table Top Microphone and Laser Pointer

Laptops are **not** provided by the conference; each session organizer should make sure that at least one of the speakers can provide the laptop. The others can bring thumb drives.

Workshops Vs Training Sessions: What Is the Difference?

WORKSHOP:

PURPOSE: To offer in-depth information on a topic and allow a maximum opportunity for audience questions and feedback. Topics usually provide the following types of information:

CASE HISTORY: e.g., Debris removal in Katrina

NEW OR MODEL PROGRAM: e.g., FEMA's "customer service" approach in delivering disaster aid

DIFFERENT VIEWPOINTS OR APPROACHES: e.g., how different resorts handle hurricane evacuation

TIME: 90 minutes

PANEL: **A moderator and no more than three speakers.** A well-designed workshop should allow time following the speaker presentations for a Q&A with the audience.

TRAINING SESSION:

PURPOSE: To teach an approved procedure, e.g., How to set up an E.O.C. Handouts are encouraged. In some cases, hands-on "exercises" may be part of the course.

TIME: 90 minutes, 3 hours or 6 hours – depending on how much time is needed to provide basic instruction.

PANEL: One or more instructors. A typical Training session will have two to four instructors, depending on the length and complexity of the instructional material.

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Workshop Format Example

Private Industry

“That’s A Plan! Why the Time for Designing Your Organization’s Crisis Plan is Now”

Organizer: **George Sambataro**
PC Weather Products
PO Box 72723
Marietta, GA 30007-2723
(800) 605-2230
wx@pcwp.com

Description: The time to prepare for a disaster is not when it is predicted or occurs. Likewise, strategic planning with corresponding decision points and processes cannot be done in a vacuum. In this workshop, you will hear from professionals who represent a range of businesses/industries. They will share thoughts, experiences and examples of what elements comprise good crisis plans and what is needed to construct them. You will also understand the role that elements like clear concise communications, reliable tools, business continuity, role clarity, leadership support, and employee engagement among others... play in both designing and executing your plans.

Moderator: **Bob Bailey**, Exponent, Inc., Houston, TX
(832) 325-5712 bbailey@exponent.com

Speaker #1 **How to Prepare Your Employees for a Hurricane Threat**
Janice Kilgore
Business Operations Manager, GPO
Navy Federal Credit Union
5550 Heritage Oaks Drive
Pensacola, FL 32526-7855
(850) 912-0104 Janice_Kilgore@navyfederal.org

Speaker #2 **A Proactive Rather than Reactive Approach to Hurricanes**
Tim Shipman
Director of Corporate Investigations and Crisis Management
Food Lion/Delhaize America LLC
2110 Executive Drive
Salisbury, NC 28145
(704) 310-3342 timshipman@foodlion.com

Speaker #3 **Business Continuity in Action at Blue Cross/Blue Shield of Florida**
Brian Strong
BCP Consultant
Blue Cross/Blue Shield
4800 Deerwood Campus Pkwy
Jacksonville, FL 32246
(904) 591-8660 Brian.Strong@bcbsfl.com

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Training Session Format Example

Fire/EMS

“Mutual Aid – So You Want to Get Paid?”

Organizer: **Bill Bullock**
Program Manager
International Association of Fire Chiefs (IAFC)
4025 Fair Ridge Drive
Fairfax, VA 22033
(703) 537-4849 bbullock@iafc.org

Description: The Emergency Management Committee of the IAFC has developed a new program designed to assist public safety officials with the process of reimbursement. The course objectives include: Understanding financial assistance at the local, state, and federal levels; Identifying legal authorities and constraints; Mechanisms for reimbursement and cost recovery; Eligibility and rate structures; Agency policy; and Documentation procedures. Students will be provided copies of the appropriate NIMS, EMAC, and FEMA forms that are used to document costs associated with response.

Instructors: **Bill Bullock**
Program Manager
International Association of Fire Chiefs (IAFC)
4025 Fair Ridge Drive
Fairfax, VA 22033
(703) 537-4849 bbullock@iafc.org

Sean Hughes
Emergency Management Coordinator
Bureau of Recovery and Mitigation
City of North Richland Hills Fire Department
7202 Dick Fisher Drive North
North Richland Hills, TX 76180
(817) 427-6969 shughes@nrhtx.com

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Topic “RAP” Sessions

Topic Committees:

- Meteorology/Hydrology
- Hurricane History
- Recovery
- Engineering: Building & Structures
- Fire-Rescue/Law Enforcement/Military
- Mass Care
- Business, Industry & Economic Resiliency
- Homeland Security
- Evacuation Planning
- Public Education/Media
- Response
- Mitigation
- HealthCare
- Accessibility, Healthcare & Functional Needs
- Utilities
- Other

PURPOSE OF THE RAP SESSIONS

An opportunity for conference delegates in the same profession to meet and discuss matters of mutual interest in their field, e.g., emergency managers talking about emergency management issues.

Points of discussion might include:

- hurricane experiences of the past season -- the worst problems faced, strategies that worked best
- new ideas or approaches
- model programs in place

FORMAT

- Each session will be facilitated by a Topic Committee representative whose main job will be to encourage questions and discussion by the audience.
- To get the ball rolling, we recommend that the facilitators open with a discussion of a major problem or event they faced in the past hurricane season ... or a major challenge the profession faces in the upcoming season. Opening comments should not last longer than 5 minutes each.
- The whole idea is to promote an interchange of ideas by your fellow professionals.
- Rap Sessions are not designed to be presentations by multiple speakers with extensive a/v. A good Rap Session should consist of audience discussion guided by a facilitator.