

# IOEM Annual Preparedness and Cybersecurity Conference (APCC)

## Reimbursement Information

- IOEM will sponsor the following persons from each jurisdiction:
  - One (1) County or Tribal Emergency Manager
  - Up to three (3) County Commissioners or Tribal Council Members
  - One (1) cybersecurity professional
- Sponsorship will include travel, lodging and per diem reimbursement when applicable.
- If you are being sponsored by IOEM, you are required to sign in and attend the following full days of the conference:
  - County / Tribal Emergency Managers – Day 1 and Day 2
  - County Commissioners / Tribal Council Members – Day 1 and Day 2
  - Cybersecurity Professional – Day 2 and Day 3
- We encourage everyone to attend all 3 days of the conference for a well-rounded emergency management / cyber security update.
- In addition, IOEM will be hosting a National Level Recovery Exercise on Thursday October 14<sup>th</sup> at the Idaho Response Center (IRC). Emergency Managers, Commissioners and Tribal Council members have an additional opportunity to spend day three of the conference participating or observing the exercise at the new IRC. Cybersecurity sponsored attendees must attend day three on site at the APCC.
- Travel reimbursement will cover airfare or mileage. Please make any air reservations at least two weeks in advance, coach class only.
- Breakfast and lunch will be provided on Tuesday, Wednesday, and Thursday. Additional per diem costs will be reimbursed after the conference.
- To be reimbursed, please submit an invoice on agency letter head to the IOEM finance department at: [ioemfinance@imd.idaho.gov](mailto:ioemfinance@imd.idaho.gov)

- For sponsored guests, the conference fee will be waived. A promo code will be provided to sponsored attendees to remove the conference fee when registering. If any issues arise, please contact us using the information below.
- Lodging will be paid directly by IOEM for up to three nights – either Monday, Tuesday, and Wednesday, **or** Tuesday, Wednesday, and Thursday – depending on your travel needs. Once you register, IOEM will arrange for your lodging and the details will be sent to you at a later date.

**For additional information on sponsorship or any other questions, please email [IOEMConference2022@imd.idaho.gov](mailto:IOEMConference2022@imd.idaho.gov) or contact Administrative Specialist, Hope Allen at (208) 258-6591.**