



**FBI NATIONAL EXECUTIVE INSTITUTE ASSOCIATES
MAJOR CITIES CHIEFS ASSOCIATION
315 East 200 South
P.O. Box 145497
Salt Lake City, Utah 84114-5497**



March 2010

**TO: FBI NATIONAL EXECUTIVE INSTITUTE ASSOCIATES/
MAJOR CITIES CHIEFS AND GUESTS**

**FROM: NITA WRIGHT, NEIA CONFERENCE DIRECTOR
PATRICIA WILLIAMS, MCC CONFERENCE DIRECTOR**

**SUBJECT: NEIA / MCC SUN VALLEY MEETING
JUNE 6 – 10, 2010**

Dear National Executive Institute Associates and Major Cities Chiefs Members,

Please pass this letter on to anyone from your department (or their secretary) that may be attending this conference with you or on your behalf. This letter is only sent to the ranking Major Cities Chief member of each department. Each person attending from a department must complete their own registration via the registration website in order for us to know they are independently attending the conference. PLEASE DO NOT ENTER ADDITIONAL DEPARTMENT PERSONNEL (AS YOUR GUEST) INTO YOUR REGISTRATION.

Thank you!

MCC / NEI MEETING DATE AND LOCATION

The National Executive Institute Associates (NEIA) training conference will be held at the Sun Valley Conference Center in Sun Valley, Idaho in conjunction with the Major Cities Chiefs Association from June 6 – 10, 2010. Sunday, June 6th and Thursday, June 10th are travel days for all attendees. *See the entire schedule on-line & later in this letter!*

REGISTRATION

We have an easy-to-use on-line registration website to pre-register for the conference. The main link to register is www.MCCconference.org. The website should be up by the end of March or the first part of April. If you have problems or questions, please contact Nita at 801-799-3480 or Patricia at 801-799-3802. *Sun Valley room reservations can be made via the registration site; see next page!*

There are two attachments on the website for you to use in submitting a nomination, if you wish to participate: *The Penrith Award Nomination & Monroe Scholarship Application.*

REGISTRATION

Each conference attendee must complete an **on-line registration** - adding (*within your own registration*) the names of **all guests** accompanying you, not including other personnel from the same department. This will guarantee an accurate account of attendees for *genuine credentials (plus activities noted and available)*; and we'll also have a 'secure' attendees/participants list. Once on-line registration is completed, you'll receive a confirmation and other important news via email, including instructions regarding conference payment(s).

Major Cities Chiefs members have already paid the meeting's registration fee through their annual membership dues. There will be additional charges for a spouse/guest and any other additional personal guests accompanying you. Deputy Chiefs and other law enforcement members will be charged according to the registration fees listed on-line and in your registration confirmation. Fees cover all meals and entertainment during the conference. Activities include horseback riding, ice skating, bicycling, golf and swimming. ***Payment instructions will accompany your registration confirmation email!***

ROOMS

The expense of hotel room(s) is the responsibility of each conference participant. Lodging at Sun Valley consists of rooms at the Lodge, the Inn, and various condos/apartments located on the property.

Reservations at NEIA/ MCC rates may be made via the conference registration website's 'travel information' page! The reservation form can also be found on the conference registration website or you can contact the hotel directly at 800-786-8259.

TRANSPORTATION

The FBI will pay the to/from travel costs if you are an NEI Alumnus and you are still active in public law enforcement, **PROVIDED** that you also attend the Executive Training, June 7th – 9th, offered through the NEIA and FBI.

The FBI will also pay the to/from travel costs for all Major Cities Chiefs, even if you have not yet attended the NEI Program, **PROVIDED** that you attend the three days of Executive Training (June 7th – 9th) offered through the NEIA and FBI.

Please contact the Police Training Coordinator's office in the FBI Field Division which covers your department's jurisdiction for instructions and help in obtaining your ticket, rental car, etc. You may fly into either Salt Lake City or Boise and rent a car (up to a full-size sedan, no Humvee's, SUV's or other specialty vehicles requiring surcharges, please!) The FBI will not cover the cost of a rental car if you are flying into Sun Valley's Haley Airport, there will be a hotel shuttle available to take you to the hotel complex.

If you have any questions regarding transportation, please contact Chief Charles E. Robb, Jr. at 703-632-1925, Mike McAuliffe at 703-632-2226, or Deborah Southard at 703-632-3068.

We look forward to seeing you in Sun Valley in June!

OTHER INFORMATION

Weather – Sun Valley in June is like spring elsewhere. The climate can vary from snow in the morning to bright sunshine and temperatures in the 70s by that afternoon. Nights are always cool, ranging from the mid-40s to mid-50s.

Dress – Given the uncertainty of the weather, having a warm jacket readily available is a must. Comfort, rather than style is the bottom line for attire. During the meetings, members and other meeting attendees wear casual business attire. The dress for guests not attending the meeting is casual. The Penrith Award Dinner on Wednesday evening is suit and tie/dress or pantsuit. Should you forget something, shops are nearby which have clothing for any occasion.

We have several new Chiefs since our last meeting and we are looking forward to meeting you.

Questions, please contact:

Nita Wright, NEIA Conference Director
801.799.3480
nita.wright@slcgov.com

or Patricia Williams, MCC Conference Director
801.799.3802
patricia.williams@slcgov.com

WEEK SCHEDULE

SATURDAY, JUNE 5TH Attendee travel day
Registration – 11:00 a.m. – 5:00 p.m.

SUNDAY, JUNE 6th Attendee travel day
Registration – 8:00 a.m. – 5:00 p.m.
Hospitality Cottage – 12:00 p.m. – 5:00 p.m.
Hamburger Fry – Limelight Terrace / Inn 6:00 p.m. – 8:30 p.m.

MONDAY, JUNE 7th

MCC Executive Board Breakfast Meeting – 7:00 a.m. – 8:15 a.m.
Buffet Breakfast – 7:00 a.m. – 9:00 a.m.
Registration – Columbine Room, Sun Valley Inn – 7:30 a.m. – 5:00 p.m.
LifeScan – 8:30 a.m. – 4:30 p.m. – Lupine Room
NEIA/MCC Combined Morning Training Meeting – 8:30 a.m. – 12:30 p.m.
Lunch – 12:30 p.m. – 2:00 p.m.
Hospitality Cottage – 1:00 p.m. – 5:00 p.m.
MCC Afternoon Meeting – 1:30 p.m. – 5:00 p.m.
Dinner – Cocktails 6:00 p.m. Dinner 6:30 p.m. – Trail Creek Cabin Picnic Area
FBI Director Speaking to MCCs

TUESDAY, JUNE 8TH

Buffet Breakfast – 7:00 a.m. - 9:00 a.m.

Registration – Columbine Room, Sun Valley Inn – 7:30 a.m. – 5:00 p.m.

LifeScan – 8:30 a.m. – 4:30 p.m. – Lupine Room / Inn

NEIA/MCC Combined Morning Training Meeting – 8:30 a.m. - 12:30 p.m.

FBI Director speaking

Lunch – 12:30 p.m. - 2:00 p.m.

Hospitality Cottage – 1:00 p.m. - 5:00 p.m.

MCC Afternoon Meeting – 2:00 p.m. – 4:30 p.m.

NEIA Board of Directors Meeting – 2:00 p.m. – 4:00 p.m. - Edelweiss Room / Inn

Dinner – Cocktails / Dinner 6:00 p.m. – 8:30 p.m. – River Run Lodge / Hosted by Taser Inter.

WEDNESDAY, JUNE 9TH

Buffet Breakfast – 7:00 a.m. - 9:00 a.m.

Registration – Columbine Room, Sun Valley Inn – 8:00 a.m. – 12:00 p.m.

LifeScan – 8:30 a.m. – 4:30 p.m. – Lupine Room / Inn

NEIA/MCC Morning Training Meeting – 8:30 a.m. – 12:30 p.m.

Lunch – 12:30 p.m. – 2:00 p.m.

Hospitality Cottage – 1:00 p.m. – 5:00 p.m.

Penrith Award Banquet – Cocktails 6:00 p.m. Dinner – 7:00 p.m. – Limelight B & C
Hosted by Motorola

THURSDAY, JUNE 10TH Departure Day

Breakfast Buffet, 2nd Floor Lodge Dining Room – 8:00 a.m. – 10:00 a.m.

(Coupons are available at registration / everyone needs to have one to attend/ no tip is necessary)