

IMFOA Conference FAQs

Conference Structure & Scheduling

When are special events held?

- The banquet is only held during the Fall Conference.
- The annual business meeting is only held at the Spring Conference.

How is the conference schedule created?

- The schedule is designed to allow each attendee the opportunity to earn a minimum of 8 hours of credit.
- The Board considers that some attendees attend multiple days, only one day, and some commute daily. Parking availability may be limited due to this.
- Session topics are selected based on previous conference reviews. Not all topics will apply to everyone.

Where can I find the conference agenda?

- The agenda is posted on the IMFOA website and provided at the registration desk.

How far in advance are conference dates set?

- Conferences are scheduled at least one year in advance. Future dates are posted on the IMFOA website.

What is the food policy for conference events?

- When selecting food, the Board aims for quality, variety, and time efficiency, though not all preferences can be met.
- Food for the vendor event is available for 1.5 hours only (*hotel policy*).

Why is the banquet ticketed separately?

- The banquet requires a separate ticket/cost to better estimate attendance and manage expenses. Many clerks choose not to attend the banquet to explore Des Moines or go home, and for this reason, the Board switched to a ticketed model.

Hotel & Lodging

Who do I contact if I have issues with my hotel room?

- Speak directly with hotel staff. The Board reviews concerns with hotel management after each conference.

Can I make hotel reservations early?

- Yes. Reservations can be made anytime for future conferences, or you may join the waitlist if the hotel is booked.

What if I have a room reservation but cannot attend?

- Please call the hotel so they can release your room to someone on the waiting list.

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Sessions, Credit & Technology

What should I bring to sessions?

- Please bring paper and writing utensils.
- Computers and devices are welcome as long as they are quiet and not distracting.
- Power outlets are available along the outer walls and at the front of each table.
- Bring a sweatshirt; temperature preferences vary and cannot always be accommodated.

May I leave a session during the presentation?

- Yes. You may step out for calls, restroom breaks, or other needs.

How do I scan for credit?

- Scan the QR code on the screen or on the doors for up to 30 minutes after each session.

What if I can't hear the speaker?

- Notify the IMFOA registration desk so tech support can adjust sound.

What is Slido used for?

- Slido is used for questions, polls, and conference interaction.

What if I have WiFi issues?

- Report issues to the IMFOA registration desk, who will contact hotel management.
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Registration, Badges & Seating

What information is on my name tag?

- Your name tag includes your IMFOA number.
- Drink tickets are located behind your name tag. These may be used for alcoholic or nonalcoholic beverages during IMFOA sponsored events. If you don't use them, please give them to another clerk or discard them. Hotel staff must pick up all intact tickets and IMFOA will be charged (*hotel policy*).

What do the ribbons and colored dots on badges mean?

- Ribbons identify Board Members, Mentors, First Timers, and Speakers.
- Colored dots identify which software your city uses to help you find others using the same system.

Are seats reserved in session rooms?

- There is ample seating; you may need to sit closer to the front to find an available seat.
- The hotel sets up seating based on registration numbers plus some extras.
- Standing or sitting on the floor is a personal choice, not due to lack of seats.
- While seat-saving is not prohibited, please be respectful and use a simple reserved sign rather than moving chairs, as that can create hazards.