

Annual TFF Educational Conference

Co-Host of Texas Forensic Foundation (TFF) Annual Educational Conference. To be considered a co-host, an agency or organization must contact the Conference Committee Chair to learn the specific details and considerations for determining if there would be a fit. If the proposed location and the support of the agency/organization are amenable to an TFF Annual Educational Conference, a proposal will be made to the Board of Directors by the Conference Committee Chair.

Point of Contact. The agency/organization must provide one individual who will be a single point of contact responsible for coordination with Conference Committee Chair.

Duty of Point of Contact. The individual serving as single-point-of-contact will also be responsible for coordinating local volunteers, as well as contacts for local dignitaries, city and/or county visitor center(s), chamber of commerce, and other businesses or parties deemed beneficial to hosting the conference and its attendees.

Pre-conference Meetings. The individual serving as single point-of-contact will also be available for all pre-conference meetings called by the Conference Planner prior to the conference (typically two such meetings).

Provide Volunteers. The agency/organization must provide volunteers to be assigned as needed (e.g. registration, educational program runners, etc.) during TFF's Annual Educational Conference.

Provide Contacts for Local Dignitaries. The agency/organization must provide local dignitary contact information for Opening Ceremonies and provide ideas for an acceptable local banquet entertainment option.

Outside Workshop. The agency/organization must assist in providing information for an off-site location where a workshop could be coordinated if TFF decides to offer one. If this event is to occur, the agency/organization must assist with the recommendation for transportation, and any additional requirements for the outside event.

For additional information, please submit the [contact form](#) or email info@texasforensicfoundation.org.