



## *An Invitation to the 2015 AFSS Educational Forum*

It is with great pleasure that we invite you to join fellow administrative fire services personnel from throughout California in attending our 23rd Annual AFSS Educational Forum, scheduled for April 14-17, 2015, at the Mission Inn Hotel & Spa in Riverside, California.

Throughout the Educational Forum you will have many opportunities to interact with administrative professionals from other fire agencies. As always, members of both the Northern and Southern Division Executive Boards look forward to meeting you at the welcome reception on Tuesday evening and throughout the Educational Forum.

Since its debut, our conferences have continuously received high marks for providing a wealth of information in a friendly and interactive learning environment. We encourage you to review all that this year's Educational Forum has to offer and set aside the dates now to join us in Riverside.

This document provides all the necessary information you need to register for the Educational Forum and make your hotel reservation.

Join your colleagues and be part of this year's Educational Forum where an abundance of learning opportunities await you. Our full and diverse agenda offers sessions designed to address the latest topics and areas of interest. Now is the time to make a real difference in your life and workplace. It's time to maximize the power of YOU, get involved and build relationships with AFSS today!

See you in Riverside!

2015 AFSS Educational Forum

April 14 – 17, 2015

**The Mission Inn Hotel & Spa**

A National Historic Landmark

Riverside, California



# Schedule at a Glance

## Tuesday, April 14, 2015

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4:00 pm	-	6:00 pm	<b>Registration</b>
6:00 pm	-	9:00 pm	<b>Welcome Reception</b>

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## Wednesday, April 15, 2015

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9:30 am	-	11:30 am	<b>Welcome and General Session</b> <i>The EmPOWER Trip</i>
11:30 am	-	12:45 pm	Lunch
<b>Concurrent Workshops</b>			
1:00 pm	-	2:30 pm	◆ <i>Relationships: Administrative Staff and Fire Suppression</i> ◆ <i>The emPOWER Trip – Part II</i>
2:30 pm	-	2:45 pm	Break
<b>Concurrent Workshops</b>			
2:45 pm	-	4:15 pm	◆ <i>Relationships: Administrative Staff and Fire Suppression</i> ◆ <i>The emPOWER Trip – Part II</i>
6:00 pm	-	10:00 pm	Banquet and Installation of Officers

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## Thursday, April 16, 2015

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9:30 am	-	11:30 am	<b>General Session</b> <i>Finding Your CALM</i>
11:30 am	-	12:45 pm	Lunch
<b>Concurrent Workshops</b>			
1:00 pm	-	2:30 pm	◆ <i>Microsoft Word &amp; Excel – Tips and Tricks</i> ◆ <i>Emerging Technology in the Fire Service</i>
2:30 pm	-	2:45 pm	Break
<b>Concurrent Workshops</b>			
2:45 pm	-	4:15 pm	◆ <i>Microsoft Word &amp; Excel – Tips and Tricks</i> ◆ <i>Emerging Technology in the Fire Service</i>
6:00 pm	-	10:00 pm	<b>Thursday Evening Event</b>

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## Friday, April 17, 2015

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9:30 am	-	10:30 am	<b>Morning Session</b>
10:30 am	-	11:00 am	<b>Closing Ceremony</b>

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# Hotel Information

The Mission Inn Hotel & Spa  
3649 Mission Inn Avenue  
Riverside, California 92501

The Mission Inn Hotel & Spa has an illustrious history as a home away from home for world leaders, celebrities, and discerning travelers who seek a luxurious and classically elegant place of refuge and renewal.

From its modest beginnings as a two-story adobe guest house in 1876 to its current position as an icon of breathtaking architecture, timeless beauty, and old world charm, often referred to as the “Crown Jewel” of Inland Southern California, the Mission Inn Hotel & Spa is a place where history, grandeur, and inspiration are found around every corner.



# Hotel Nightly Room Rates

Room Rates: \$129 per night plus taxes and fees; these room rates are available 3 days pre and post night of the event.

## Hotel Reservations

Reservations are to be made directly with the Mission Inn Hotel & Spa by calling the Room Reservation Department at 800-843-7755. When calling, please request the group rate for *Administrative Fire Services Section*.

You can also make room reservations online at [www.missioninn.com](http://www.missioninn.com). On the main page, select the *Reservations* section at the top. Select *Group Code* on the top of that page. You will need to enter group code *CAFIR032315* and then click *Update*. Now select the dates of your stay and continue with the reservations process. Online registrations are for deluxe king size rooms only, if you require other bed arrangements, call hotel reservations at the number listed above.

The hotel requires the first night's deposit with each reservation. Individual reservations must be cancelled a minimum of forty-eight (48) hours in advance to avoid cancellation charges equal to one night's stay.

Reservations must be made no later than March 17, 2015. Reservations made after this date will be accepted based upon availability and at the going rate.

## Hotel Dining

- ✳ **Duane's Prime Steaks & Seafood** – Dinner  
Renowned as Inland Southern California's AAA Four Diamond awarded restaurant.
- ✳ **Mission Inn Restaurant** – Breakfast, Lunch & Dinner  
Enjoy International Fare while dining inside or outside under the open air on the Spanish Patio.
- ✳ **Las Campanas** – Lunch & Dinner  
Authentic Mexican cuisine creatively prepared using the freshest herbs and ingredients
- ✳ **Bella Trattoria** – Breakfast, Lunch & Dinner  
Tempt the palate with delicious Southern Italian cuisine.

# Registration Information

Conference Registration Deadline: March 27, 2015

Registration Fee:                 \$250 Members  
  \$300 Non-Members

## Conference Registration Information

- \* Registration fees include all workshops, general sessions, two lunches, installation banquet, welcome reception and materials.
- \* Reduced registration for single day attendance – \$125 Members/\$150 Non-Members (includes lunch). Welcome reception and installation dinner can be purchased at an additional cost.
- \* Please note “Cancellation and Refund Policy.”

## Confirmation

You will receive confirmation of your registration via email at the address you provide on the registration form.

## Cancellation and Refund Policy

Registration fee refunds will be granted in full until March 27, 2015. Refunds requested between March 28, 2015 and April 7, 2015 will be assessed a \$100 cancellation fee.

**No Refunds will be granted after Wednesday, April 8, 2015.**

## Substitutions

Attendee substitutions may be made. Please call Darilyn O’Dell at 619-660-5350.



# Registration Form

Return this form with the registration fee to:

Danielle Bryan, AFSS Educational Forum  
c/o Anaheim Fire Rescue  
201 South Anaheim Blvd #300  
Anaheim, CA 92805

## Attendee Information

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Name

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Organization

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Mailing Address

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Phone #

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Email Address

## Registration Type:

- AFSS Member - \$250
- AFSS Non-Member - \$300

Checks should be made payable to “[2015 AFSS Conference](#)”

Guests may attend the following events for a fee:

Welcome Reception \$25 \_\_\_\_\_  
Guest Name

Installation Banquet \$77 \_\_\_\_\_  
Guest Name

**Other Special Needs:**     Vegetarian     Gluten Free     Disabled

***For planning purposes, will you be attending the Welcome Reception at 6:00 pm on Tuesday, April 14, 2015?***

Yes     No

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# Single Day – Registration Form

Return this form with the registration fee to:

Danielle Bryan, AFSS Educational Forum  
c/o Anaheim Fire Rescue  
201 South Anaheim Blvd #300  
Anaheim, CA 92805

## Attendee Information

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Name

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Organization

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Mailing Address

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Phone #

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Email Address

## Registration Type:

- ◇ Wednesday, April 15 (includes lunch) – AFSS Member \$125/Non-members \$150
- ◇ Thursday, April 16 (includes lunch) – AFSS Member \$125/Non-members \$150

I would also like to attend the following:

- ◇ Tuesday Evening Welcome Reception, April 14 - \$25
- ◇ Wednesday Evening Installation Banquet, April 15 - \$77

Checks should be made payable to “[2015 AFSS Conference](#)”

## Other Special Needs:

◇ Vegetarian

◇ Gluten Free

◇ Disabled

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