[Your Name]
[Your Title / Position]
[Organization / Agency]
[Address]
[City, State, ZIP]
[Phone Number]
[Email Address]

[Date]

Patricia Giannini Henry
APCO International
henryp@apcointl.org

Dear Ms. Henry and the APCO Nominating Committee,

I am writing to express my strong interest in serving as the **Host Committee Chairperson** for *APCO 2027 in Anaheim, California*. Having served the public safety communications community in leadership, planning, and collaborative roles over the past [#] years, I believe I have the experience, drive, vision, and network necessary to lead the success of this conference.

**Why I am well-suited for this role**

* **Relevant Leadership Experience**: In my current role as [Your Role] at [Your Organization], I have overseen [examples: organizing events, coordinating committees, managing large teams, budgeting, vendor relations, etc.]. For example, I led the planning and execution of [an event you organized, scale, attendees, outcomes].
* **Strong Organizational & Communication Skills**: I am accustomed to working cross-functionally with internal staff, external vendors, vendors, sponsors, and community stakeholders. Ensuring timely milestones, staying on budget, maintaining clear communication, and managing risk are all areas in which I have demonstrated success.
* **Deep Knowledge of APCO’s Mission & Community**: As a “Full Member in good standing” of APCO (I satisfy those eligibility criteria), I understand the expectations, values, and logistical needs of our field. I have served in [roles you’ve held in APCO or related associations, if applicable], which has given me insight into what attendees value: relevant content, networking opportunities, vendor interaction, professional development, diversity & inclusion, technology showcase, etc.
* **Commitment to Excellence & Innovation**: I believe an APCO Conference should not only deliver what is expected, but also push boundaries—whether through engaging programming, thoughtful use of technology, accessibility, sustainable practices, or new formats that enhance attendee experience and participation.

**My Vision for APCO 2027, Anaheim**

As Chair, I would aim to ensure that APCO 2027 is:

1. **Highly engaging and relevant**
	* Partnering with leading subject-matter experts and emerging voices to curate content that reflects both current challenges and future trends in public safety communications.
	* Incorporating interactive workshops, roundtables, and learning labs, not just traditional lectures.
2. **Operationally smooth and accessible**
	* Proactive planning for logistics: venue, audio/visual, lodging, travel, exhibitor coordination.
	* Ensuring accessibility in all respects (physical, technological, program-wise).
3. **Inclusive and diverse**
	* Ensuring representation of diverse regions, backgrounds, genders, and experience levels among speakers, moderators, volunteers, and attendees.
	* Offering mentorship or scholarship programs to help new or underrepresented practitioners attend.
4. **Community- and vendor-centered**
	* Working closely with local resources (Anaheim / Orange County / California) to ensure attendees have a positive experience off-session (transportation, venues, hospitality).
	* Building strong vendor relations to ensure the tradeshow/technology exhibition is valuable.
5. **Financially responsible and sustainable**
	* Creating and adhering to realistic budgets; maximizing early sponsorship and exhibiting revenue without compromising quality.
	* Exploring micro-sponsorships, partnerships, and in some ways innovative revenue streams.
	* Incorporating sustainability practices in venue selection, materials, waste management, etc.

**Commitment & Support**

If selected, I commit to dedicating the necessary time, energy, and leadership to this role, from the planning stages through post-conference evaluation. I will ensure regular communication with APCO leadership, the Host Committee, volunteers, and stakeholders. Furthermore, I have discussed this opportunity with my employer, [Employer Name], and they are supportive of my serving in this capacity (with the understanding of the time and resources required).

Thank you very much for your consideration. I believe APCO 2027 in Anaheim can be one of our most memorable and impactful conferences, and I would be honored to lead the Host Committee in making that possible.

Please let me know if there is any additional information I can provide (e.g. letters of reference, plan outlines, budget projections) to assist with your evaluation.

Respectfully submitted,

[Your Signature]
[Your Name]
[Your APCO Member ID, if applicable]