

## IEMO I October 2024

The Florida League of Cities is proud to bring you the **Institute for Elected Municipal Officials I (IEMO I)**. This educational program is specially designed for *newly elected officials* and *those with less than one term in office*.

The event will take place **October 4-5, 2024** at the **Embassy Suites Tampa Airport Westshore**, located at 555 N. Westshore Blvd. in Tampa.

### Who should attend IEMO?

Created in 1992, the Institute for Elected Municipal Officials was designed to help elected officials in Florida's municipalities to effectively meet the requirements of their elected role. Its intensive academic program offers a comprehensive overview of Florida municipal government, presented by a faculty of top professionals in the field. IEMO is a two-day program structured in a Friday through Saturday format and is offered three times per year at different locations throughout the state.

### Curriculum

The curriculum is divided into six instructional modules, taught in the following sequence:

- The Municipal Landscape in Florida
- Public Official's Liability
- Effective Council Techniques
- Budgeting and Accounting
- Taxes and Other Sources of Revenue
- Parliamentary Procedures: Your City's Attorney's Roles and Responsibilities

These topics were selected to provide a comprehensive overview of the critical issues that are addressed by municipal government officials. It is suggested that participants review their municipal charter, policies and budget to prepare for the classes, and may want to bring these materials along. Speakers will provide hand-outs and resource material.

A certificate of attendance is provided upon successful completion of the program.

**\*All classes must be attended\***

## Hotel Reservations

Reservations can be made [here](#) and must be completed by **Tuesday, September 3**, though the hotel could sell out before that date. The room rate is **\$165.00** per night and self-parking is complimentary. A credit card is required to guarantee reservations and cancellations must be received at least 48 hours prior to arrival to avoid one night's room charge.

## Cancellations

Cancellation requests must be received and confirmed in writing by **Friday, September 27, 2024** to be eligible for a refund. A **\$25.00** administrative fee will be applied to all cancellations. Substitutions are accepted and encouraged. Refunds will be processed after the program. We reserve the right to cancel the IEMO training. If the training is cancelled, registration fees will be refunded in full.

## Schedule

### Friday, October 4

7:30 a.m. - 8:00 a.m.	Registration/Continental Breakfast
8:00 a.m. - 8:30 a.m.	Introduction and Overview
9:30 a.m. - 12:15 p.m.	The Municipal Landscape in Florida
10:15 a.m.	Refreshment Break
12:30 p.m. - 1:45 p.m.	Public Officials' Liability and Lunch Discussions
2:00 p.m. - 5:30 p.m.	Effective Council Techniques
3:00 p.m.	Refreshment Break
5:30 p.m.	Adjourn for the day
5:30 p.m. - 6:30 p.m.	Networking Reception

### Saturday, October 5

7:30 a.m. - 8:00 a.m.	Continental Breakfast
8:00 a.m. - 11:30 a.m.	Budgeting and Accounting
10:15 a.m.	Refreshment Break
11:30 a.m. - 12:30 p.m.	Group Lunch
12:30 p.m. - 3:00 p.m.	Taxes and Other Sources of Revenue
2:45 p.m.	Refreshment Break
3:00 p.m. - 5:00 p.m.	Parliamentary Procedures Your City's Attorney's ; Roles and Responsibilities
5:00 p.m.	Program concludes

When 10/4/2024 8:00 AM - 10/5/2024 5:00 PM  
Eastern Daylight Time