International Association of Computer Investigative Specialists
2027 Orlando IACIS Training Event Staff Overview

IACIS members who wish to be considered for a staff appointment at this training event must complete the staff application. Applicants must provide all requested information for the application to be considered complete.

Complete this application if you are interested in a staff appointment for the 2027 Orlando IACIS Training Event. Applications for other events will be announced as they are scheduled.

The online application requires your professional biography, a summary of your experience and any prior volunteer service with IACIS, and a passport-style photo of yourself. This photograph will be used for administrative purposes if you are selected. Please have it ready to upload before beginning your application.

The deadline for completed applications is **December 13, 2027, at 2359 hours UTC**. Applications received after this deadline will be kept on file for consideration if additional staff are needed. The Training Committee will meet at the end of January to select staff for the training event. Applicants will be notified of the committee's decision during the first week of February 2027.

The 2027 Orlando IACIS Training Event will take place April 19–30, 2027. Staff are expected to arrive by April 17 and remain through the end of the event. We recommend seeking tentative approval from your employer before or as soon as you apply.

Important Information

Please read before applying for a training staff appointment

1. This is an unpaid volunteer position. IACIS will cover your flight and hotel and provide a per diem while you are at the training location.

2. To apply, you must be an IACIS member in good standing (i.e., current dues paid and no ethics violations or pending ethics investigations). All BCFE staff must have a current, active CFCE credential (i.e., not in remediation, suspension, or revoked status). Applicants must also commit to being on staff for the entire training event (a full two-week commitment for the BCFE program).

3. Staff appointments are based on several criteria, including contributions to IACIS, ability and willingness to help develop and teach at the training event, and the specific needs of the event.

4. Applying for a staff appointment does not guarantee selection. Completing the application is a required part of the selection process. Selected staff must sign the IACIS Staff Agreement, which details the code of conduct for staff representing IACIS at the training event.

5. All training communications will be sent to your IACIS.COM email address. You must use this address on your application and monitor it regularly after applying, especially if you are selected. Failure to monitor this account and respond to emails may result in removal from staff.

6. Those selected as staff for a training event are expected to be active participants in developing instructional materials for events (white papers, PowerPoint presentations, laboratory exercises, etc.). The time required for research, testing, and developing papers, presentations, and laboratory exercises can be substantial. Additionally, preparation for instructing a course can require a substantial time commitment.

7. All members selected for a staff position are expected to review instructional materials and practical exercises in advance of the event to be fully prepared to assist students. This can take considerable time, so applicants should carefully consider the time required to refresh their knowledge of a particular topic.

8. Serving on the IACIS training staff involves long hours. Daily classroom instruction and labs may require 12-hour workdays, and some days may be longer. Please consider these time commitments before applying.

9. All materials you create, develop, and present for IACIS will be the property of IACIS, unless prohibited by your agency or department's policy. If needed, IACIS may request official documentation of that policy.

IACIS Staff FAQ

- How much mastery of a particular topic or topical area do I need to be a staff member?

There is no set level of “mastery” of any particular subject matter that is required of staff members. Members who have a current and active CFCE credential have demonstrated the baseline level of subject matter knowledge required of a staff member. However, anyone interested in serving as a lead developer for instructional materials or teaching a particular class is expected to have a strong command of the subject matter.

- I’d like to develop course material. What is a “strong command” of the subject matter?

For the BCFE program, one would be expected to know the subject matter well enough to take existing written instructional materials and update or edit them (if necessary), update or edit the PowerPoint materials for the particular course, develop practical/laboratory exercises, and respond to student questions. For specialized programs, one is expected to know the subject matter well enough to explore the material with students to a level beyond the baseline level of the BCFE program, do independent research, and provide detailed insight on the material to students who have questions.

- What kind of teaching experience is necessary?

Teaching or presentation experience is valuable, but there is no minimum requirement. For the BCFE program, you will need to be comfortable teaching in a large-group lecture setting and leading students on various exercises. The group can be 275–325 students. You will also need to be able to work in a classroom with a large number of students of varying skill and experience levels, ranging from beginners to those who have extensive training and are active forensic examiners. For specialized programs, the environment is more seminar-like, with a far smaller group of students. In this environment, you will need to be comfortable working more directly with students and in a more interactive, give-and-take setting.

- Will I have to develop or teach material with which I’m not comfortable or familiar?

No. We do not randomly assign instructors to develop or teach a particular course. We expect that all staff members will at least participate in the development process, volunteering to be part of the development team for courses in their areas of interest, or for courses where they might have particular strengths. Typically, the lead developer for a course has “ownership” of that course and is the primary instructor. Those who assist in the development process are secondary instructors who would assist the primary instructor during the class but may not teach it directly. For more detailed or lengthy classes, the primary and secondary instructors are encouraged to “team teach” a particular course.

- What if I only want to help with a particular section/area of a course, not the entire course?

Yes. Some courses cover a broad range of material and require a development team of three, four, or more people. For these courses, the lead developer would typically assign team members specific portions of the material.

- Are there any materials I can reference to help me decide if I want to become involved in developing or instructing in a particular topical area?

Yes. Visit the IACIS website and download the various program competencies documents. The courses of instruction for IACIS programs flow directly from the competency documents. They are, in effect, “roadmaps” for instruction, and they will give you an idea of why we teach the courses we do, the relationship between the courses and larger instructional blocks that make up a program, and the content that the program includes.

- I’ve heard that staff need to be familiar with Sumuri Hex Viewer, Forensic Explorer (FEX) (or the chosen hex editor software) and be comfortable with Windows 11 to be a staff member. Is this true?

Yes, with some qualification. Windows 11 is the baseline operating system we use on all classroom computers for all of our training events. Staff members must be comfortable working in a Windows 11 environment. Regarding Sumuri Hex Viewer/FEX or any hex editor that the Training Committee chooses for the year, this is the tool we use as the primary teaching tool in all of our instructional programs. Staff members who are teaching a course that requires a hex-level tool as part of the course instruction, or who lead an exercise or class activity that requires a hex-level tool, will need to be at least proficient enough with that tool to accomplish the task at hand and properly lead students in using the software. Students may also receive other software for use in additional instructional blocks, so staff should be familiar with those tools as well. The Training Committee will inform staff which software will be used once selections are made.

For other staff members who will not make use of a hex editor or particular software to such a degree in the courses they teach or in exercises they lead, or for staff who are not going to be instructing at all, there is an expectation that they will be “conversant” with the software. That is, staff members need to be familiar with major features, be comfortable navigating the interface, and be comfortable assisting students with the software.

In the BCFE program, we provide students with a short block on using a hex editor to the degree that they need to be able to use it for the limited purposes of the instruction in the BCFE program. We do not teach the tool itself. For specialized programs, students are informed which software will be used when a hex-level tool is needed, and specific direction is provided when the tool is used (this is facilitated by the smaller class size in the more focused programs).

Staff members must be able to use the tool’s main features before the event begins. If you do not already use the tool, you will receive a license in advance so you can prepare. You need to know the software well enough to assist students in class and during evening labs.

- What if I don't want to develop materials or teach any courses? Can I still be a staff member?

Yes, with some qualifications. We expect all staff members to become involved in the development process to some degree, and contribute to the overall planning for the event. This requires a time commitment throughout the training year.

While we do not expect every staff member to be a primary developer for a particular course, we do expect that staff members will grow, learn, and over time become comfortable enough to become primary developers during future training cycles.

Similarly, we do not expect that every staff member will teach. We do expect that staff members will make an active effort to develop instructional skills, perhaps by being a secondary instructor, leading in-class exercises and activities, etc.

Our goal is to develop and grow our staff so that those who are less experienced today become our mentors for new staff and our primary developers and instructors of tomorrow. Being on staff is an active process, and we expect that everyone will be active, grow, and contribute to the overall training effort.

- I'm a new IACIS member and I have not had the opportunity to be on any committees, and I haven't really been very involved in IACIS activities since I achieved the CFCE. Can I still be a staff member?

Yes. We encourage all IACIS members who have an active and current CFCE credential to apply for a staff position for the BCFE program. A CFCE credential is not required to assist with specialized classes; however, you must be an IACIS member in good standing. One's contributions to IACIS and involvement in IACIS committees or other IACIS efforts are two of the criteria we use to evaluate applicants, but these are certainly not the only considerations.

IACIS is successful because of our members: those who are willing to step up and volunteer their time to give back to the organization. There is always a need for our newer members to get more involved and continue the tradition that has helped IACIS become the organization that it is. There is no shortage of work to be done to plan, develop, and conduct our training events. We always need new staff members to grow into our future leaders.

- What expenses does IACIS cover for staff members?

IACIS pays for staff travel and lodging and provides staff with a per diem for each training day of the event as determined by the Board of Directors. For each event, the Training Committee will provide staff with the travel-in, training, and travel-out dates, and the IACIS treasurer will issue per diem checks (usually in advance of the start of the event) according to the staff member's authorized days.

IACIS will also reimburse staff for reasonable expenses related to their service at a particular event. The IACIS treasurer will typically identify reimbursable expenses in advance and advise staff accordingly. For example, reimbursable expenses may differ for international events or international staff attending a U.S. event.

Staff will be informed in advance of which expenses related to their service are reimbursable.

- My employer requires some kind of official notice or invitation in order for me to attend an event as a staff member. Will IACIS provide this kind of documentation?

Yes. Once staff selections for a particular event are made, the IACIS Training Committee will call for any staff members who need an official request from IACIS (or official documentation of their selection as a staff member). The Training Committee will then send the invitation or documentation directly to the supervisor or agency/business head identified by the staff member.

- I am currently working on obtaining my CFCE. Can I still apply?

A current CFCE credential is required to serve on BCFE staff. If you expect to earn your CFCE before staff selections are made at the end of January, you may apply and should indicate your anticipated completion date in your application. A CFCE credential is not required to serve as an instructor for specialized classes.