

CONFERENCE HOST APPLICATION
(Please Print Clearly)

Name of member organization submitting application: _____

Organization's address and Email: _____

Organization's President/Chair: _____

President/Chair contact information: Email: _____ Phone: _____

Primary conference contact information: Email: _____ Phone: _____

Number of members: _____

Year of proposed conference: _____ Location: _____

The following items are more fully explained in the IAJGS Conference Planning & Management Guide located at www.iajgs.org. Note that some of the items are subject to IAJGS concurrence. Please read the Guide before submitting your application. Contact webmaster@iajgs.org for access code.

Requirements for Single Host Conference include the following:

Minimum Basic Requirements for Host:

- Must be a regular member in good standing of IAJGS.
- Will take responsibility for the planning of all aspects of the conference from securing a hotel to arranging all details including, but not limited to, programming, daily scheduling, entertainment, publicity, and all organized meals. (For exceptions, see below under category that requires IAJGS concurrence.)
- Will be responsible for all financial aspects of the conference.
- Will ensure that all aspects of the conference will attract an international audience including programming that appeals to genealogists from diverse origins.
- English will be the primary language of the conference.
- Hotel(s) must have enough sleeping rooms and meeting space to accommodate at least 800 attendees. (See Conference Planning & Management Guide Sections I.2 & I.3)
- Will ensure that all decision making reflects positively on both the IAJGS and the host organization.
- Conference to be held during the months of July or August.
- Conference is awarded to the host organization and that organization guarantees continuity of commitment to, and planning of, the conference regardless of who is serving on their board of directors.
- Will continue with official conference name and numbering as already established i.e. ___IAJGS International Conference on Jewish Genealogy.
- Will use the domain name www.iajgs20** as applicable to year of conference.
- Respect Jewish traditions: conference cannot officially begin or end during Shabbat; kosher option for organized meals; no shellfish or pork served; provide a daily minyan; not held in the week of Tisha B'Av.
- Must abide by the requirements for accommodating persons with disabilities i.e. Americans with Disabilities Act (ADA) or equivalent requirements if held outside the U.S. (See Guide Section II.2)

IAJGS Will Provide:

- An IAJGS board member or designate to serve as a full member of the host executive committee.
- Information about previous conferences, i.e., budgets, attendance figures, hotel negotiations, and a copy of the IAJGS Conference Planning & Management Guide.
- Jewish Genealogy Yearbook.
- Link from IAJGS website to conference website.

Obligations Due to IAJGS

- License fee paid for use of IAJGS name. Fees as of 2011: \$8.00 (U.S.) for each paid full registrant; \$4.00 for each “companion;” \$1.50 per day for each daily registrant. Should the conference be cancelled, a fee will be paid based on estimated attendance numbers. (Details will be in contract).
 - A “companion” is defined as a spouse or domestic partner residing in the same household.
 - IAJGS will have access to registration records sufficient to verify the calculation of the license fee.
- Conference registration fee will be waived for IAJGS board members.
- Host must provide a complimentary junior suite for IAJGS to conduct business during the conference and attempt to negotiate discounted rooms for board members attending pre-conference board meetings at the conference hotel.
- Must provide sufficient time and space for various official IAJGS functions and activities. (Itemized in contract)
- No one connected with the conference will use the IAJGS name or the conference registration list for promoting any non-IAJGS product, service or activity, whether commercial, charitable or otherwise.
- Additional needs will be included in the contract.

Minimum Financial/Reporting Requirements

- Organization’s latest financial statement, i.e., treasurer’s report to be submitted with application.
- Preliminary conference budget to be submitted with application.
- Good faith deposit of \$500 that will be applied towards the amount due for the IAJGS license fee.
- Must adhere to various reporting requirements such as financial reports prior to, during and after the conference. (Itemized in contract)
- Will provide a liability insurance policy that names IAJGS as an additional insured with a provision prohibiting cancellation of the policy without written notice to the IAJGS at least 60 days in advance of cancellation.
- Will purchase a business interruption policy.

Minimum Requirements During Conference

- Programming must include time and space for Special Interest Groups (SIGs) & Birds of a Feather (BOFs). (See Guide Section II.25)
- At least one session will be reserved for JewishGen.
- Programming for beginner, intermediate, and advanced researchers must be offered.
- Programming must include opening plenary session and closing event.
- No speakers or workshop leaders may use their presentation(s) for selling a product.
 - Book signing and sales times may be organized separately.
 - Commercially sponsored sessions and workshops must be listed as such.
- Potential exhibitors may not be denied space in the Exhibitor room for personal reasons, ideological reasons or any other reason not germane to the purposes of the conference.
- Provide adequate security for protection of attendees. (See Guide Section II.23)
- Free Internet access in conference area for attendees to check email. (See Guide Section II.6)
- Provide syllabus and Family Finder to attendees.
- Family Finder must state on the front cover: “This Family Finder is to be used for personal genealogy research ONLY. It may NOT be used as a mailing list or for promoting any non-IAJGS product, service or activity, whether commercial, charitable or otherwise.” (See Guide Section II.26)
- Syllabus and Family Finder must read: “© (year), International Association of Jewish Genealogical Societies, Inc. All Rights Reserved.” IAJGS is to be the copyright holder. (See Guide Section II.26)
- Must provide complimentary advertising opportunities to the host of the next IAJGS conference including an information table, ad placement, and time to speak at a banquet or closing session.
- Will survey attendees for feedback either during or after conference and submit to IAJGS.

The following require IAJGS concurrence:

- Hotel selection: Must consult with IAJGS representative on host committee on major items (See Conference Planning & Management Guide Sections I.2 & I.3)
- Implementation of provisions for responding to people with disabilities. (See Guide Section II.2).
- Conference budget that is submitted before final award approval. (See Guide Section II.5).
- Exhibitor/Vendor area: Size and location (see Guide Section II.7). In addition, the concurrence of the IAJGS representative on the host committee is required to exclude any potential exhibitor.
- Meal Functions: Major meal decisions including special food needs. (See Guide Section II.14).
- Resource Room: Location, size and Internet availability. (See Guide Section II.22).
- Family Finder: Privacy implementation. (See Guide Section II.26 under Syllabus, Family Finder, and Daily Planner).
- Contracts with third parties require the concurrence of the IAJGS representative on the host committee.

If approved, applicant will receive conditional approval and must provide the following within 90 days:

- A hotel contract signed by both parties committing the hotel and the host to specific conference dates, guest room charges for attendees, and adequate space for conference activities.
- A revised conference budget.
- If a hotel contract and conference budget are not submitted and no extension is granted, IAJGS reserves the right to withdraw its conditional approval.
- If the above conditions are met, complete details including financial reporting requirements will be included in a contract to be signed by IAJGS and host.

Final approval will be awarded after the IAJGS is satisfied that all documentation has been received and a contract between IAJGS and host has been agreed upon and signed.

- The IAJGS reserves the right to rescind approval of the conference award because of non-performance and/or lack of adherence to IAJGS requirements.

Please attach a document answering the following questions:

1. What is your vision for the conference? This should include special programming, themes, what will draw people to your conference, etc.
2. How will you fund the conference?
3. What research opportunities will be available to attendees?
4. How do you plan to accommodate the language needs of attendees?
5. Describe your plans for providing adequate security.
6. How will you utilize resources outside your organization for planning and managing the conference?
Examples: Partnering with other societies, expert advisors, etc.
7. What is the structure you envision for planning and running the conference?
8. It is essential that all IAJGS conferences attract genealogists from around the world with varied topical and geographic interests. How will your programming attract a worldwide audience? What session tracks will you offer to satisfy your audience's diverse topical and geographic interests?

We understand and agree to the above requirements and the conference vision as outlined in the questionnaire section. By signing this application, the undersigned represents that the submission of this application has been duly authorized by the governing board of the applicant organization, which agrees to be bound by the terms of this application and the IAJGS Planning & Management Guide.

President's Signature _____ Printed Name _____
Date _____

With this Application, we are attaching:

- (Required) Financial Report & Preliminary Conference Budget
- (Required) Answers to Questions