

Co-Hosting an IAJGS Conference: Core Requirements

The following information represents some of the core requirements in considering a co-hosting relationship. More information is available in the [IAJGS Conference Manual](#).

Basic Parameters

- The local co-host must be a regular member of IAJGS in good standing.

Conference Features

- IAJGS runs its annual conferences in cities around the world, so aspects of the conference must be designed to attract an international audience including programming that appeals to genealogists from diverse origins.
- English will be the primary language of the conference.
- The conference will be held in July or August of each year.
- The conference must respect Jewish traditions.
 - It cannot begin or end or run over Shabbat.
 - It must provide kosher food as an option at sponsored meals; no pork or shellfish may be served.
 - It must not interfere with Tisha B'Av.
 - A daily minyan room must be provided.
- The conference must abide by the requirement for accommodating persons with disabilities, i.e., the Americans with Disabilities Act. If the conference is to be held outside the US, equivalent requirements must be met.

Financial Requirements

- IAJGS has ultimate financial responsibility for the conference and will assume losses if they are incurred.
- The local co-host must agree to a best-efforts fundraising target of \$50,000.
- The local co-host will receive a 25% split of conference profits after the payment of all expenses including a conference licensing fee paid to IAJGS of \$16 per full registrant, \$8 per companion registrant and \$10 per daily registrant.

- The IAJGS Treasurer will work with the conference co-chairs to prepare a budget for the conference which will be approved by the IAJGS Board of Directors.

Conference Management and Division of Responsibilities

- IAJGS and the Local Co-Host will enter a written contract spelling out the division of responsibilities between the parties.
- Potential losses accrue only to IAJGS; therefore, IAJGS assumes the major control in determining how the conference will be run in order to minimize this risk.
- Each party will select a conference co-chair; the IAJGS co-chair will be the lead co-chair. The co-chairs must work together as a team. If the co-chairs are unable to reach consensus on any issue, the IAJGS president will act as the tiebreaker.
- IAJGS will select the conference venue and enter a hotel contract; IAJGS will seek input from the local Co-host in making that decision. The hotel will normally be selected to accommodate at least 800 attendees in the meeting spaces and sleeping rooms.
- The Local co-host will appoint several member(s) of the Program Committee, which runs the call for papers and determines the content of the conference program.
- The local co-host organization must guarantee continuity of commitment to, and planning of, the conference regardless of turnover on its board.
- IAJGS will select the conference software platform for registration, program selection, session management and the like.

Communications Issues

- Key conference talking points must be agreed to by the IAJGS Marketing Committee prior to rollout with regular reports to the board.
- The conference name and numbering use the style “##th IAJGS International Conference on Jewish Genealogy.” IAJGS has a style book of official colors. The domain name is “www.IAJGS20xx.org”. These styles must be followed exactly.
- There must be a link from the IAJGS website and the Local Co-Host website to the conference website.