

IAJGS CONFERENCE REQUIREMENTS

All requirements are fully explained in the IAJGS Conference Planning & Management Instruction Manual located at www.iajgs.org. Please consult the Manual before contacting the IAJGS. Email webmaster@iajgs.org for the access code.

Minimum Basic Parameters:

- Co-host must be a regular member in good standing of IAJGS.
- IAJGS will assume all financial responsibilities; co-host will fundraise from its membership.
- A written contract between IAJGS and the co-host(s) to include division of responsibilities.
- All aspects of the conference will attract an international audience including programming that appeals to genealogists from diverse origins.
- Each party will select a conference co-chair. The co-chairs will work as a team.
- English will be the primary language of the conference.
- All decision making reflects positively on both the IAJGS and the co-host organization.
- Conference to be held during the months of July or August.
- The co-host 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 applicable to year of conference e.g. 33rd IAJGS International Conference on Jewish Genealogy. This exact title must appear everywhere the conference is mentioned.
- 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 room; not held in the week of Tisha B'Av.
- Hotel(s) must have enough sleeping rooms and meeting space to accommodate at least 800 attendees. (See Conference Instruction Manual Sections I.2 & I.3)
- 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 Manual Section II.2)
- Online registration system used must be sophisticated enough to handle the complete registration process smoothly, be bug free, is user friendly, and can accommodate our unique requirements.
- Social media (e.g. Digest, Facebook, Twitter, etc.) content and postings must be monitored and limited to conference related issues.
- IAJGS will provide information about previous conferences, i.e., budgets, attendance figures, hotel negotiations, and a copy of the IAJGS Conference Planning & Management Instruction Manual.
- IAJGS will provide an electronic version of the Jewish Genealogy Yearbook for conference attendees.
- A link from IAJGS website to the conference website and a link from co-host website to conference website.

Obligations Due to IAJGS

- Conference will pay a license fee for use of the 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 designate an individual to examine registration records to verify calculation of the license fee.
- Conference registration fee will be waived for IAJGS board members.
- Conference 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.

- Conference must provide sufficient time and space for various official IAJGS functions and activities.
- 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.

Conference Minimum Financial/Reporting Requirements

- Conference budget to be submitted to the IAJGS board for approval. Date to be determined by IAJGS.
- Must adhere to various reporting requirements such as financial reports prior to, during and after the conference as determined by the IAJGS.
- 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 determine necessity of purchasing business interruption policy and explain decision to the IAJGS board.

Minimum Requirements During Conference

- Programming must include time and space for Special Interest Groups (SIGs) & Birds of a Feather (BOFs). (See Manual 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 Manual Section II.23)
- Free Internet access in conference area for attendees to check email. (See Manual 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 Manual 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 Manual Section II.26)
- Must provide complimentary advertising opportunities to 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. See Appendix K.

At minimum, the IAJGS must approve of decisions made in the following areas:

- Co-host(s) contract(s).
- Hotel selection: (See Conference Planning & Management Instruction Manual Sections I.2 & I.3)
- Implementation of provisions for responding to and providing for people with disabilities. (See Manual Section II.2).
- Conference budget. (See Manual Section II.5).
- Exhibitor/Vendor area: Size and location (see Manual Section II.7). In addition, the concurrence of the IAJGS is required to exclude any potential exhibitor.
- Meal Planning: (See Manual Section II.14).
- Resource Room: Location, size and Internet availability. (See Manual Section II.22).

- Family Finder: Privacy implementation. (See Manual Section II.26 under Syllabus, Family Finder, and Daily Planner).
- Contracts with third parties. (See Manual Section II.28).
- All components of registration website including program module. (See Manual Section I.8 & II.20).

The IAJGS reserves the right to rescind approval of the conference co-host(s) because of non-performance and/or lack of adherence to IAJGS requirements.

The conference co-chairs will provide the following information to the IAJGS Board when requested:

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 outside resources 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?