

## Part A. Guidelines for IEA Sponsored/Endorsed Event

Application Type	Process Activities	Action	Timeline
<b>Pre-Approved Sponsored/Endorsed Event (e.g. Seminar, Conference, Workshop)</b>	1. Prepare proposal and/or flyer	Chair of Technical Committee (TC)/Federated Society (FS)	Min. 9 months before intended event
	2. Complete IEA request form (see Attachment)	Organizing Committee (OC)	Min. 6 months before event
	3. Submit form and proposal to STP Chair via <a href="mailto:verna.blewett@unisa.edu.au">email, verna.blewett@unisa.edu.au</a>		
	4. Review and endorse	STP Chair	Max. 1 week after receipt
	5. Recommend to IEA Executive (IE) for pre-approval		
	6. Vote for pre-approval	IE	Max. 1 week after receipt
	7. Decide seed funding amount (only for sponsored event)		
	8. Inform decision to applicant via <a href="mailto:verna.blewett@unisa.edu.au">email, c.c to IE.</a>	STP Chair	Max. 2 weeks after decision
	9. Provide advice and guidelines for actions:		
	◆ seed money payment (only for sponsored event)		
	◆ capitation fee (See Part B)		
	◆ use of IEA logo		
	◆ IEA Press for publication (including ISBN no.)		
	◆ copies of publications for IDC and mailing list		
11. Prepare report for Council	STP Chair	Min. 2 months before Council Meeting	
12. Update event progress to STP	Chair, OC	Half-yearly	
13. Submit report to STP	Chair, TC	Max. 1 month after event	
14. Send payments to Treasurer, IEA	Chair, OC	Max. 2 months after event	

## Part B. Capitation Fees

The IEA Basic Rules specify the capitation fees and IEA support as follow:

Conference Type	Seed Funds	Publicity	Endorsement	Capitation Fees
<b>Sponsored</b> Event (e.g. Conference)	X	X	X	14 US Dollars
<b>Endorsed</b> Event (e.g. Conference)		X	X	flat fee of twice the regular registration fee



International Ergonomics Association

## IEA REQUEST FORM FOR EVENT ENDORSEMENT

### A. GENERAL INFORMATION

1. Event Title \_\_\_\_\_  
Dates \_\_\_\_\_  
Location \_\_\_\_\_  
Estimated Attendance \_\_\_\_\_

2. Organizers/Sponsors \_\_\_\_\_

General Chair

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-Mail \_\_\_\_\_

Program Chair

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-Mail \_\_\_\_\_

3. Brief outline of topics to be covered:

4. Plans for soliciting papers (check all that apply)

General call for papers \_\_\_\_\_

Direct personal invitations \_\_\_\_\_

Advertisements \_\_\_\_\_

Other (specify)

5. Plans for selecting papers (check all that apply)

Invited papers \_\_\_\_\_ Unrefereed papers \_\_\_\_\_  
Posters \_\_\_\_\_ Refereed abstracts \_\_\_\_\_  
Refereed papers \_\_\_\_\_ Unrefereed abstracts \_\_\_\_\_  
If refereed, number of referees per paper \_\_\_\_\_

Who will participate in the selection process?

Members of Program Committee \_\_\_\_\_

Outside Referees \_\_\_\_\_

6. Publications

Estimated number of copies

\_\_\_\_\_ Proceedings to be printed  
\_\_\_\_\_ Proceedings to be sold or distributed at Event  
\_\_\_\_\_ Proceedings to be sold on orders after Event  
\_\_\_\_\_ Proceedings to IEA Secretary General (free of charge)

Estimated number of copies

\_\_\_\_\_ Total number expected to be submitted  
\_\_\_\_\_ Number of submitted papers to be in Proceedings  
\_\_\_\_\_ Number of invited papers to be in Proceedings

7. Technical Session Facilities

8. Accommodation/Housing Facilities

9. Exhibit Facilities



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## IEA EVENT COOPERATION REQUEST FORM

### B. APPROVAL

Conference Title \_\_\_\_\_

Dates \_\_\_\_\_

Location \_\_\_\_\_

Secretariat (name and address) \_\_\_\_\_

\_\_\_\_\_

Meeting Facility (name and address) \_\_\_\_\_

\_\_\_\_\_

I have reviewed and approved this Event proposal:

Signature \_\_\_\_\_ Date \_\_\_\_\_  
General Chair of Event

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chair of Sponsoring Organization (if applicable)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
President of Local Society (if applicable)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
President of IEA Federated Society

Signature \_\_\_\_\_ Date \_\_\_\_\_  
IEA Council (President)