

Part A. Guidelines for IEA Sponsored/Endorsed Event

Application Type	Process Activities	Action	Timeline
Pre-Approved Sponsored/Endorsed Event (e.g. Seminar, Conference, Workshop)	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) 3. Submit form and proposal to STP Chair via email, Karen Jacobs < kjacobs@bu.edu >	Organizing Committee (OC)	Min. 6 months before event
	4. Review and endorse 5. Recommend to IEA Executive (IE) for pre-approval	STP Chair	Max. 1 week after receipt
	6. Vote for pre-approval 7. Decide seed funding amount (only for sponsored event)	IE	Max. 1 week after receipt
	8. Inform decision to applicant via email, c.c to IE. 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	STP Chair	Max. 2 weeks after decision
	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
Sponsored Event (e.g. Conference)	X	X	X	14 US Dollars
Endorsed 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)