



INTERNATIONAL ASSOCIATION OF JEWISH GENEALOGICAL SOCIETIES

39TH IAJGS INTERNATIONAL CONFERENCE ON

JEWISH GENEALOGY
 28 JULY-2 AUGUST 2019 | CLEVELAND, OHIO | IAJGS2019.ORG

**BOF APPLICATION FOR
 IAJGS 2019 CLEVELAND CONFERENCE EVENTS:**

BOF Meetings, SHARE Fair

We hope you will participate in the 39th IAJGS International Conference on Jewish Genealogy located in Cleveland, Ohio from July 28th to August 2nd 2019!

The Conference will provide opportunities for BOFs to share information with individuals who are researching the same areas. The standard time slot of **1 hour 15 minutes** is available for BOF meetings. In addition to BOF Meetings, BOFs are invited to participate in the Conference SHARE Fair. There is no charge for BOF meeting space or to participate in the SHARE Fair.

Please send your completed application no later than **January 20, 2019** as an email attachment to SIGandBOF@iajgs2019.org. Date and time assignments will be fulfilled based on date and time of receipt of this completed application as well as on scheduling demands. BOFs will be notified of their requested event scheduling by the end of February 2019.

The Conference Program Committee will try to avoid conflicts with other presentations and meetings of BOFs and SIGs from your area of interest, but we cannot guarantee avoiding conflicts. Assignments will be on a “first come, first served basis”. Please note that the Conference does not provide Audio-Visual or computer equipment for BOF meetings.

PLANNED DAILY SCHEDULE	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Minyan	X	X	X	X	X	X
Breakfasts with the Experts 1 ¼ hr		X	X	X	X	X
Morning lectures 1 ¼ hr	X	X	X	X	X	X
Morning computer workshops 2 hr	X	X	X	X	X	
SIG Luncheons 1 ½ hr	X	X	X	X	X	
Afternoon lectures 1 ¼ hr	X	X	X	X	X	
Afternoon computer workshops 2 hr	X	X	X	X	X	
Evening Session and Reception	X					
Evening Programs		X	X	X		
Gala Banquet					X	

In order to assess your needs and interests, please complete the following:

Name of BOF: _____

PART I: BOF MEETING

Meetings can be scheduled from Sunday, July 28th through Friday, August 2nd, 2019 until noon. Please indicate your preferred date and AM or PM to indicate morning or afternoon. Do not submit a specific time request.

BOF Meetings

Do you want to schedule a meeting of this BOF (Yes/No)	
Estimated # of participants	
1 st choice - date and AM/PM	
2 nd choice - date and AM/PM	
3 rd choice - date and AM/PM	

The Conference Program Committee will make every effort to avoid scheduling conflicts with other SIGs and BOFs from your area of interest. However, we cannot guarantee this. Please indicate any scheduling preferences relative to other meetings that may be held at the conference.

We prefer NOT to be scheduled at the same time as:

PART II: SHARE FAIR:

We hope you will participate in the SHARE Fair that will be held Sunday, July 28th from 11:30 am to 2:30 pm. This free Fair will provide opportunities to share your specialized information and expertise about your area of research. Each BOF will be provided with one or two 6' draped tables and two chairs per table. Electrical power will not be provided.

The BOF may display and give away materials relevant to family history or research. Arrangements should be made directly with the hotel for shipping, delivery, receipt and storage of any items to be displayed. Note that the hotel does not allow taping or pinning anything to their walls. BOFs should plan to set up their tables one hour before the SHARE Fair starts and remove all materials and vacate the hall by 3:00pm. Table locations will be assigned. Although we anticipate being able to accommodate all BOFs that apply by the deadline, space is limited. So, the sooner you respond, the better.

Our BOF will participate in the Fair: Yes _____ No _____

Participation Rules and Limitations

- 1) SHARE Fair participants must set up their displays on Sunday, July 28th, 2019 between 10:00 am and 11:30 am. They must break down and remove their displays between 2:30pm and 3:00pm.
- 2) Organization takes responsibility for all materials used during the SHARE Fair and any related expenses.
- 3) Organization agrees to staff their table(s) throughout the SHARE Fair with one or two knowledgeable people per table who can answer questions about their organization.

- 4) Organization will provide the Conference with the names of those who will represent it at the SHARE Fair by **July 1, 2019**. Individuals who are not Conference Registrants will only have access to the SHARE Fair.
- 5) Organization understands that this is a non-commercial event and will refrain from any selling. They may sign up new members if a membership organization.
- 6) Organization commits to providing displays and information related to Jewish genealogy and research. It further affirms that their displays will not be controversial or offensive to conference registrants.
- 7) Organizations are responsible for the safety of any articles they bring to the SHARE Fair.
- 8) Conference may deny applications or later terminate them at its sole discretion. If terminated during the SHARE Fair, the Organization is to promptly remove its display and leave the premises.

Special requests (e.g. to be co-located near another organization):

PART III – CONTACT INFORMATION AND AGREEMENT

Based on previous experiences at IAJGS conferences, what suggestions/requests do you have that have not been addressed in this application? Please specify here or attach a separate page:

- By clicking on the box to the left, you are affirming that
- 1) This is a non-profit organization involved in or supporting Jewish genealogy.
 - 2) This organization agrees that if it will participate in the SHARE Fair, it will adhere to its rules and limitations.
 - 3) You are authorized to submit this application on behalf of your Organization.
 - 4) You will serve as the primary contact or will provide the contact information for that person.

Name: _____ Title: _____

Mailing Address: _____

Primary Phone: _____ Alternate phone _____

Email Address: _____ Website URL: _____

Questions? Please contact Nolan Altman, IAJGS Cleveland SIG/BOF Coordinator at SIGandBOF@iajgs2019.org

Thank you,

We look forward to seeing you in Cleveland!

Nolan Altman

Nolan Altman

Note: By completing Part III and signing below, your BOF accepts the terms of sponsorship as outlined and will assume responsibility for coordination and any expenses. The BOF agrees to make every effort to supply all required information to the Conference Program Committee as required.

(Sign electronically or by hand. Some browsers may not permit you to sign a PDF electronically. If so, please print, sign and scan.)

AUTHORIZED SIGNATURE Date

Name: _____ Title: _____