Special Interest Group (SIG) Application for IAJGS Conference Events

NAME of SIG: __________________________________________________________

PART I: SHARE FAIR PARTICIPATION

Do you wish to reserve a table at the SHARE Fair? __________ (Yes/No)

Is there a group you wish to be located near? ____________________________________________

PART II: SIG “Program Block“ REQUEST

A Program Block typically includes: (1) an introductory “101” lecture for beginners in the SIG’s area of interest; (2) a SIG Sponsored Session building upon the first, focused on all levels; (3) a SIG meeting (4) a SIG Luncheon; and, (5) another lecture or two in your SIG’s area, perhaps given by your luncheon speaker. The SIG meeting and any associated/featured sessions may be scheduled before or after the luncheon at your request though subject to the conference’s scheduling constraints.

→ Please read section about SIG Luncheons below in order to qualify for possible speaker expense reimbursement.

SIG “Block Scheduling” Options

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<tr>
<th>Please fill out only for events that you are requesting at this conference:</th>
<th>1st Choice Which day of week &amp; AM/PM?</th>
<th>2nd Choice Which day of week &amp; AM/PM?</th>
<th>3rd Choice Which day of week &amp; AM/PM?</th>
<th>Estimated # Participants</th>
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<tbody>
<tr>
<td>SIG Luncheon</td>
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<td>SIG Meeting</td>
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<td>SIG Board Meeting</td>
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<td>Basic Lecture “101”</td>
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<td>Advanced Topic</td>
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<td>Featured Speaker</td>
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<td>Breakfast with the Experts</td>
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Scheduling Special Requests. The Conference Program Committee will make every effort to avoid scheduling conflicts with other SIGs/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. Also, please indicate any requests concerning order of SIG scheduled events:

______________________________________________________________________________

______________________________________________________________________________

Featured Speaker/Sponsored Speaker at Luncheon

Reimbursement may be made to a SIG for their guest speaker for up to $600 in actual travel expenses and provide between one and three nights at the conference hotel (if available) to SIG luncheon speakers. To qualify for reimbursement, (paid either directly from IAJGS for independent SIGs or through JewishGen for JewishGen SIGs), speakers are required to provide additional lectures to the conference beyond the SIG Luncheon. To qualify for this offer, the SIG should return this form indicating the name and contact information of the speaker by the speaker deadline date detailed in the cover letter.
Additional Notes about SIG Programming at IAJGS Conferences

The SIG sponsoring a Luncheon will be responsible for designating a person or persons to serve as door monitors, taking tickets and ensuring that only those with tickets are granted entry and served special meals (Kosher or special diet) if ordered.

PART III – CONTACT INFORMATION AND AGREEMENT

Applications are expected by the DUE DATE specified in the Cover Letter.

By signing below, you are affirming that:

1. This is a non-profit organization supporting Jewish genealogy and you are authorized to submit this application.
2. You will serve as the primary contact or will provide the contact information for that person below.
3. Your organization will adhere to the rules of our conference including the SHARE Fair if you chose to participate.

Contact Name: ___________________________ Title: ___________________________
Mailing Address: ____________________________________________________________
Primary Phone: ___________________________ Alternate phone: ______________________
Contact Email Address: __________________________________ Website URL: _______________________

Note: Your signature below indicates acceptance of terms of participation as outlined in the cover letter and responsibility for coordination and any associated expenses. The SIG agrees to make every effort to supply all required information to the Conference Program Committee as requested. Please sign electronically or by hand and return to SIGandBOF@iajgs.org. Thanks!

_________________________________________ Date

AUTHORIZED SIGNATURE

Name: ___________________________ Title: ___________________________

Questions? Please contact Nolan Altman, IAJGS SIG/BOF Coordinator at SIGandBOF@iajgs.org
Thank you! We look forward to seeing you at the Conference!

Nolan Altman