

Application for SIG and RD Groups for IAJGS 2022 Conference

NAME of Group _____

PART I: Meeting and/or Luncheon Requests

Special Interest Groups (SIG) and Research Divisions (RD) are invited to request meeting slots as well as a luncheon anytime during our Conference between Monday, 8/22 and Thursday, 8/25. If both a luncheon and a meeting is requested, they will be scheduled immediately before or after each other.

Please contact Bonnie Birns, 2022 Conference Group Meeting Coordinator at SIGandBOF@iajgs2022.org for any meeting scheduling questions.

<i>Please fill out only for events that you are requesting at this conference:</i>	1st Choice Which day of week & AM/PM?	2nd Choice Which day of week & AM/PM?	3rd Choice Which day of week & AM/PM?	Estimated # Participants
SIG or RD Meeting				
SIG-RD Luncheon				

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 other scheduling conflicts.

Luncheon Featured or Sponsored Speaker

Reimbursement may be made to a SIG/RD for their luncheon guest speaker for up to \$600 in actual travel expenses. To qualify for reimbursement, paid either directly from IAJGS for independent SIGs or through JewishGen for JewishGen RDs, speakers are required to provide a minimum of one additional lecture to the Conference beyond the Luncheon. To qualify for this offer, the SIG/RD should return this form indicating the name and contact information of the speaker no later than January 30, 2022.

Name of Guest Speaker _____

Email and Phone Number for Speaker _____

Area of Expertise _____

Name of Presentation _____

Other presentations offered by this speaker? _____

Additional Notes about Luncheon Programming

The sponsoring organization for a luncheon will be responsible for designating 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 II – Contact Information and Agreement

Meeting and/or Luncheon Applications are expected by the JANUARY 30, 2022.

By signing, you are affirming that you will serve as the primary contact or will provide the contact information for that person below.

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. Please sign electronically or by hand and email a copy to SIGandBOF@iajgs2022.org. Thanks!

AUTHORIZED SIGNATURE

Date

Name: _____

Title: _____

PART III: SHARE Fair Participation

Does your group wish to reserve a spot at the SHARE Fair? _____ (Yes or No)

During the SHARE Fair, we request to be located near this group/organization:

Organizations will be provided with one or two 6' draped tables and two chairs during the Fair. The organization may display and give away materials relevant to family history or research. In general, hotels do not allow taping or pinning anything to their walls, so your materials should be self-supporting. No electrical power will be provided; however, wireless internet will be available. Table locations will be assigned by the Conference committee at their discretion.

The deadline for SHARE Fair applications is **Wednesday, April 6, 2022.**

Organizations may have up to 4 people admitted to the Conference for the SHARE Fair only and who are not already registered Conference Attendees. The names of these individuals must be provided to the Conference organizers prior to the SHARE Fair so that a guest badge can be prepared in advance. No one is allowed into the Conference without checking in at Registration and receiving credentials for security reasons.

SHARE Fair Participation Rules and Limitations

1. The organization takes responsibility for all materials brought or used during the SHARE Fair and any related expenses.
2. The organization is a non-profit entity supporting Jewish genealogy and you are authorized to submit this application.
3. The organization will provide the names of those who will represent it to the Conference before the day of the SHARE Fair.

4. The organizations may sign up members if appropriate but should refrain from commercial sales at the SHARE Fair. Participation as a vendor is encouraged but is not part of the SHARE Fair. Vendors have an associated fee and a separate assigned location in the Expo Hall.
5. The organization affirms that their displays will not be controversial or offensive to Conference Registrants and commits to providing information which is relevant to Jewish Genealogy and Research.

The Conference may deny applications or later terminate them at its sole discretion. If terminated during the SHARE Fair, the Organization is to remove its display and leave the premises immediately.

Please provide the following information for the SHARE Fair Contact person. If it is the same as above, please initial below:

Contact Person for the SHARE Fair is the same as for the group; please initial _____

If the contact is someone else, please complete this section:

Contact Name _____

Title _____

Primary Phone _____

Contact Email Address _____

Questions?

Please contact Bonnie Birns, 2022 Conference Group Meeting Coordinator at SIGandBOF@iajgs2022.org

Thank you! We look forward to seeing you at the Conference!

Bonnie Birns

2022 Conference Group Meeting Coordinator

SIGandBOF@iajgs2022.org