



36th IAJGS International Conference on Jewish Genealogy

August 7-12, 2016 ♦ Seattle, Washington

Local Host: Jewish Genealogical Society of Washington State

SIG APPLICATION FOR IAJGS 2016 SEATTLE CONFERENCE EVENTS:

Meals, Meetings, Speakers Programs, SHARE Fair

Please send your completed application no later than December 15, 2015 as an email attachment to sigandbof@iajgs2016.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. SIGs will be notified of their requested event scheduling by February 15, 2016.

PLEASE READ THE SIG CONFERENCE PARTICIPATION GUIDELINES AND THIS ENTIRE DOCUMENT BEFORE COMPLETING THIS APPLICATION

The conference will provide opportunities for SIGs to share information with individuals who are researching the same areas. As in the past, time slots are available for SIG meetings with or without meals, programming (which includes sponsored speakers) and participation in the SHARE Fair. Kosher meals will be available at no additional cost, but must be ordered at the time of registration for the meal. SIGs will be notified of the costs for luncheon meetings/programs when the Program Committee is notified.

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	
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	
Opening 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 SIG: _____

PART I: EVENT PLANNING

A program block includes a SIG Luncheon plus one SIG Sponsored Session and SIG Meeting. The session and meeting can either be before (AM) or after (PM) the luncheon. Complete the “Luncheon Only” or “SIG Meeting Only” columns only if you **are not** requesting a Programming Block.

A SIG Board Meeting may be requested in addition to a Program Block or SIG Meeting. Please note that preference will be given to Program Blocks.

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.

SIG Meeting Options

	Program Block (date & AM or PM)	Luncheon only (date only)	SIG Meeting only (date & AM or PM)	SIG Board Meeting (date & AM or PM)
Wish to participate (Yes/No)				
Estimated # of participants				
1 st date/AM or PM choice				
2 nd date/AM or PM choice				
3 rd date/AM or PM choice				

Special requests (e.g. items related to the arrangement of your program block):

A SIG Board Meeting may be requested in addition to a Program Block or SIG Meeting. Please note that preference will be given to Program Blocks.

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.

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.

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, August 7, 2016 from 1:30pm to 5:00pm. This free Fair will provide opportunities to share your specialized information and expertise about your area of research. Each SIG will be provided with one or two 6’ draped tables and two chairs per table. Neither electrical power nor free Internet connectivity will be provided.

Participating SIGS will be provided with one or two draped tables and two chairs per table. The SIG 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. Organizations should plan to set up their tables one hour before the SHARE Fair starts and remove all materials and vacate the hall by 5:30pm. Neither electrical power nor free Internet connectivity will be provided. Table locations will be assigned.

Although we anticipate being able to accommodate all SIGs that apply by the deadline, space is limited. So, the sooner you respond, the better.

SHARE Fair applications may be submitted until March 30, 2016.

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

Participation Rules and Limitations

- 1) SHARE Fair participants must set up their displays on Sunday, August 7, 2016 between noon and 1:30 pm. They must break down and remove their displays between 5:00 pm and 5:30 pm.
- 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, 2016 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 – SPONSORSHIP GUIDELINES

1. Did your SIG sponsor any programming at any of the last 3 conferences?
Yes _____ No _____
2. Does your SIG plan to sponsor a speaker at the Seattle Conference? Please see SIG Conference Participation Guidelines for additional information.
Yes _____ No _____

If “YES,”

1. For all speakers including SIG luncheon presenters and SIG sponsored-speakers, proposals must be submitted to the Conference website, www.iajgs2016.org at the “Speakers” tab under “Program.” This must be done by December 15, 2015. Information submitted to the Conference website will be used for the Conference Daily Planner, Conference website, syllabus, signs, etc.
2. The Conference Program Committee may authorize reimbursement up to \$600 in documented travel expense, on a matching basis, and may provide up to three nights lodging for an approved SIG-sponsored speaker. Please review the Conference SIG Participation Guidelines for details on the criteria and terms of

this offer.

3. The Conference Committee will waive the speaker's registration fee for regularly scheduled (no fee) events, provided that all deadlines are met. (The Conference will not waive registration fees for speakers ONLY presenting during meals.) Please review the SIG Conference Participation Guidelines for the criteria for this registration waiver.
4. In addition to submitting all speaker proposals through the Conference website, please email to sigandbof@iajgs2016.org by December 15, 2015 your SIG's Sponsored Speaker name, title of presentations, luncheon presentation, list his/her willingness to fulfill the requirements as stated in Conference SIG Participation Guidelines, your request for reimbursement and/or up to three nights hotel lodging and your breakdown of the estimated total costs of your sponsored speaker. Acceptance of a proposed SIG speaker for this subsidy is not guaranteed, but subject to approval of the Program Committee. You will receive confirmation of the Conference Committee authorized reimbursement by February 15, 2016.

PART IV – 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 to participate in the SHARE Fair and 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 Seattle SIG/BOF Coordinator at sigandbof@iajgs2016.org.

Thank you,
Look forward to seeing you in Seattle!

Nolan Altman

Note: By completing Parts III and V and signing below, your SIG accepts the terms of sponsorship as outlined and will assume responsibility for coordination and any expenses outside of those listed herein as reimbursement by the Conference Program Committee. You further understand that no reimbursement will be provided prior to the Conference and until the sponsored speaker's last session has been completed as proposed. The SIG agrees to make every effort to ensure that sponsored speakers and SIG 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: _____