



**SIG APPLICATION FOR
IAJGS 2014 SALT LAKE CITY CONFERENCE EVENTS**
(Meals, Meetings, Speakers, Programs, SHARE Fair)

Please send your completed application **no later than January 31, 2014** as an email attachment to sigandbof@iajgs2014.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 March 31, 2014**.

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 | |
| 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 SIG: _____

PART I: EVENT PLANNING

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

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:

(SHARE Fair applications may be submitted until February 28, 2014.)

We hope you will participate in the SHARE Fair that will be held Sunday, July 27 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. It is responsible for shipping, delivery, receipt and storage of any items to be displayed. Arrangements should be made directly with the hotel. Note that the hotel does not allow taping or pinning anything to their walls. SIGS 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.

Our SIG will participate in the Fair:

Yes _____ **No** _____

Participation Rules and Limitations

- 1) SHARE Fair participants must set up their displays on Sunday, July 27, 2014 between noon and 1:30pm. They must break down and remove their displays between 5:00pm and 5:30pm.
- 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 to four knowledgeable people 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, 2014. 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 Salt Lake City 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.iajgs2014.org at the “Submit a Proposal” section of the “SPEAKERS” tab. This must be done by **January 31, 2014**. 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 2014 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 2014 Conference SIG 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@iajgs2014.org by **January 31, 2014** 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 an email with the confirmation of the Conference Committee authorized reimbursement **by March 31, 2014**.

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 Salt Lake City SIG/BOF Coordinator at sigandbof@iajgs2014.org.

Thank you,
Look forward to seeing you in Salt Lake City!

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: _____

SIG APPLICATION AND FINANCIAL SUPPORT REQUEST IS DUE ON OR BEFORE JANUARY 31, 2014