SECTION EVENTS

Needs Approval

- Promotion of any section meetings, events, and activities that include members outside of the section's jurisdiction
- Events with more than one section that will include sponsors, tabletops, or exhibits
- More than one section with sponsors, tabletops, or exhibits
- Section exhibiting at another organization's event/conference (including career fairs at universities)
- Joint event with any for-profit entity (Example: for profit entities hosting events in a section's city and asking the section to "promote" it in return for free passes and their logo on the website)
- National events put on by a section even with a national name (Example: "Germany Automation Expo")

Does Not Need Approval

- One or two sections meeting in person/online with a speaker
- An event for one section with sponsors, tabletops, or exhibits
- Section supporting a mission-connected organization with a volunteer/service project/program (science fairs, STEM activities, community service)
- Joint activity with another non-profit or government organization based in the same geographic jurisdiction and that which is not nation-wide (Example: IEEE Local Section and ISA Local Section joint activity)

- By submitting this form you acknowledge that you have read and agree to the **ISA Events Policy** and understand that the event will not be managed by staff, as per this policy.
- This proposal will be reviewed by the Conference Advisory Committee
- This proposal is being submitted within the listed time frames and BEFORE contracts or promotions of any kind:
  - Districts must submit for virtual activities a minimum of 45 days before a desired event date.
  - All other requests must be submitted a minimum of 6 months before a desired event date.

Name of ISA Entity (District or Section): _____

Name of Co-Sponsors (if applicable): _____

Name of Event: _____

Requested Date of Event: _____ Requested Alternate Date of Event: _____

Requested Location of Event: _____

Has the events calendar been reviewed for possible conflicts (required)? ❏ Yes

List all ISA events that are scheduled within thirty (30) days before or after the proposed event: _____

_____

List all industry events scheduled within thirty (30) days before and after the proposed event: _____

_____

Has this event been held previously? ❏ Yes ❏ No   If yes, list date and location last held: _____

What is the purpose/goal of this event? _____

_____

How does this event serve members and support our mission? _____

_____

What is the projected revenue? _____ What is the projected expense? _____

Is this event affiliated with another event? ❏ Yes ❏ No   If yes, name of event: _____

Does this event adhere to the **ISA Events Policy**? ❏ Yes ❏ No

If no, please explain: _____

Will the event be managed by a third-party contractor? ❏ Yes ❏ No   If yes, what is the name of the contractor, and what are the financial

arrangements with this organizer? _____

_____

Is ISA staff support requested?

❏ Yes—Describe support needed: _____

❏ No—Who will support the event (volunteers, outside planners, other)? _____

Primary Volunteer Contact

Name: _____

Phone: _____

Email: _____

Submitted By: _____ Date: _____

| **ISA Staff Use Only** |
| Approved by: _____ |
| Date: _____ |

Note: Volunteer leaders are encouraged to use ISA staff services for review of contracts with outside vendors.