



Number: 21	Subject: Financial support for IEA presentations on behalf of IEA (non-officers)	Date approved: N/A (Draft 2025-03-03 NB)
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1. Objectives	<p>The IEA is asked to present at various conferences and gatherings. Since the IEA mission is to “support its federated societies in the development, promotion and dissemination of ergonomics/human factors science and practice”, accepting such presentation opportunities can be of benefit to the IEA as well as to its member societies and related international organizations.</p> <p>While the IEA is normally represented by one of its elected officers, if these people are not available or are inappropriate for a given presentation, members of the IEA Executive Committee or co-chairs of IEA Committees (EC sub-committees or Technical Committees) may replace an IEA officer. Involving members of the EC or IEA Committee co-chairs will help build leadership capacity and succession planning.</p> <p>Such presentation efforts should be supported by the IEA while recognizing the limits of available funding.</p> <p>The total amount to be made available annually will be **** \$. The maximum financial support for an IEA representative is *** \$ and no more than one proposal annually for a given person will be funded.</p>	
2. Procedures	2.1 IEA presentation requested	<p>Organizers should request that IEA present at their event. If a person or group wishes to present on behalf of IEA, that person or group must obtain a written invitation from event organizers. This invitation must include:</p> <ul style="list-style-type: none"> a) the type of presentation to be made (oral or ..., keynote or ?, duration, likely attendance during presentation, etc.) b) date(s) of presence required for presentation c) what support, if any, the event organizers will provide to support IEA presence (ex. reduced or eliminated attendance fees; partial or full payment of representative expenses associated with attendance including lodgings, meals, travel) c) total budget for attendance including amount suggested to come from IEA d) likely benefits to IEA or its members
	2.2 communicating request to IEA officers for decision	<p>Requesting party (Event organizers or proposed IEA representative) sends support request (proposal including all information described in section 2.1) by electronic mail to IEA officers (president@iea.cc; vpsg@iea.cc; VP-Treasurer) copying the IEA administrator (office@iea.cc).</p> <p>Request must include signature of both event organizer and (if applicable) proposed representative</p>
	2.3 Deliberation	<p>IEA officers consider the proposal including:</p> <ul style="list-style-type: none"> 1) Is an IEA Officer available to present? (if yes, that person normally will attend) 2) How is the proposed presentation request aligned with IEA mission and strategic goals?

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		Response is provided in writing by electronic mail within *** weeks of reception (normally less than 1 month).
	2.3 Decision to support	<p>The decision to support a request for funding a non-IEA officer is dependent on</p> <ol style="list-style-type: none"> 1) Availability of funds 2) Representative recognition within IEA roles. 3) IEA will provide IEA templates with colour palette and logos for use in presentation. 4) Attendee must provide presentation support elements (ex. PPT presentation in PDF format) at least ** days in advance of presentation to ensure consistency with IEA goals, standards. If this is not done, funds may be withheld. 5) Promise of representative to provide a written IEA Ambassador report within 30 days of the completion of the event.
3. Terms of Reference for Funds		<p><i>Funds provided may be used to support travel given members already volunteer their time and talents. Funding must follow the IEA Guidelines for travel expenses (2019) which include</i></p> <ul style="list-style-type: none"> - For airfare, lowest available fare; i.e., economy/coach/main cabin. Upgrades (e.g., to premium economy or first/business class) are the responsibility of the traveller. Please document the price of an economy/coach/main cabin ticket so that reimbursement may be made on that basis. - Ground transportation from the airport to the meeting location will be reimbursed. Public transport is preferred to taxis wherever feasible. - When making hotel reservations, please consider whether staying an extra night would result in a much lower airfare and would be more economical than leaving a day earlier. - Not reimbursable: parking, meals, tips, mileage to and from airport, and other incidental expenses.

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