

Conference Information

Location and Dates

IAIA'05 will take place from 31 May-3 June 2005 at the Hyatt Regency Cambridge Hotel in Cambridge, Massachusetts, USA, with adjunct events planned before, during, and after the conference. Activities will include training courses, special sessions, workshops, paper and poster sessions, informational and administrative meetings, technical visits and social events. Conference activities will take place at the Hyatt unless otherwise noted.

The address is Hyatt Regency Cambridge, Overlooking Boston, 575 Memorial Drive, Cambridge, MA 02139 USA. Phone +1.617.492.1234. Fax +1.617.491.6906 Telex 921409 Web site: <http://cambridge.hyatt.com/property/index.jhtml>

Language Used

English is the primary language used at IAIA conferences. Unless otherwise noted, sessions will be held in English.

Final Program

The preliminary program contains the tentative schedule; be sure to check the final program to confirm details of activities in which you plan to participate. IAIA plans to have the final program available on the web site approximately two weeks prior to the conference, and it will be distributed upon conference check-in or on-site conference registration at the Hyatt.

Business Service and Presentation Equipment

Plan to arrive prepared! Presenters are responsible for supplying their own session or poster materials. Because of high rental costs which would necessarily be passed on to all delegates in the form of higher registration fees, IAIA does not provide copying, printing, computers or other business services on-site. Business services are available to delegates at the Hyatt for a fee.

Powerpoint projectors will be provided in each session room. Presenters are responsible for arranging and paying in advance for any other equipment needed for their presentations, again due to high rental costs. Contact IAIA HQ for price information and to order equipment before 31 March.

Conference Attire

IAIA conferences are generally business casual; however, business dress will be appropriate for the opening reception and casual dress is welcome at the banquet/birthday party.

Meals

Delegates should be prepared for lunch on their own. A deli/snack bar will be available at the Hyatt. Lunches will be provided by IAIA only if sponsorship is secured. Based on the data collected via registration forms, IAIA will estimate a percentage of vegetarian meals; this does not guarantee accommodation of individual preference.

Registration and Fees

All conference participants, including delegates, session chairs, invited speakers, organizers, exhibitors, and paper and poster presenters, are required to register for the conference at the full, student, or exhibitor registration rate. IAIA does not have funds available to pay registration and/or travel expenses for program participants.

Full and student registration fees entitle delegates to attendance at all sessions, coffee breaks, participants list, delegate packet, abstracts volume, conference proceedings (as available), and special events, unless an additional fee is noted. Lunches will be provided if sponsors are secured.

Delegates will receive a name badge upon check-in. The badge is an official pass and must be worn to obtain entry to conference functions. If tickets are required for any event(s), they will be distributed at the registration desk.

IAIA members: If it is more convenient for you to pay your annual membership dues at the same time you register for the conference, please check the membership renewal box on the registration form. IAIA will credit your account as having paid an annual 12-month membership fee which will begin on your regular membership anniversary date. Otherwise, you will receive an invoice for membership dues on your regular membership anniversary date.

Non-members: The non-member rate includes a one-year membership to IAIA, including a subscription to *Impact Assessment and Project Appraisal*. Your one-year membership begins when IAIA receives your conference payment. You will receive a welcome packet, including your IAIA member ID number, by mail.

Students: The student rate includes a one-year membership. If you are a current member, your membership will automatically be extended one year from your anniversary date.

Affiliate members: Members of IAIA Affiliates having an active MoU with IAIA will be admitted to the conference at the IAIA member rate. You must provide your Affiliate's ID number on the registration form to take advantage of this offer.

Payment and Refund Policies

Registration fees should accompany the registration form. Registration fees must be received in US dollars (US\$). Fees are accepted by MasterCard or Visa. Checks or money orders made payable to IAIA in US\$ drawn on a US bank are also accepted.

Registrations will not be processed after 12 May. Any registration after 12 May should be made on-site. Registration receipts are issued by mail only. Official receipts for on-site registrants (after 12 May) will be issued by mail after the conference.

IAIA will refund registration fees upon written request received before 31 March. A US\$50 processing fee will be retained. After 31 March no refunds will be issued for cancellations or no-shows. Substitutions for paid registrants may be made in writing without financial penalty. Refunds will be issued after the conference.

Quickpass to the Fastlane

A success during its trial at IAIA'04, Quickpass is being offered again for IAIA'05! If your conference registration is paid in full by 31 March, you will be mailed a "Quickpass" which entitles you to express IAIA'05 check-in service in Boston.

Plus ... receive a free t-shirt in Boston if you register and pay in full by 1 March!

IAIA'05 Registration

Register ONLINE today! • www.iaia.org • Fast, easy, and secure, 24 hours a day, 7 days a week

1 DELEGATE INFORMATION

Mr Ms Dr Title _____ Today's Date _____

First name _____ Last (family) name _____

Organization _____

Address _____ City _____

State/Province _____ Postal Code _____ Country _____

Phone + _____ Fax + _____

E-mail _____ @ _____ Were you a member of IAIA prior to 1986? Yes No

I plan to stay at _____ Hotel. (This information is used to estimate room blocks in upcoming years and will not be released.)



2 REGISTRATION FEES

IAIA Member ID# _____

Affiliate ID# _____ by 31 December **Early Bird** by 1 March **Regular** **Late/Onsite**

IAIA member/Affiliate member \$420 \$470 \$550

Renew my yearly IAIA membership \$80

Student (provide proof of current enrollment) \$285

Non-member \$520 \$570 \$650

Please fill out form completely.
Type or print neatly in BLOCK letters.
Registrations after 12 May will be accepted on-site only.

6 INDICATION OF INTEREST

*These events are tentatively planned pending availability of sponsorship. An extra fee may be required on-site for guests. If so, you will be notified in advance by e-mail.

Opening Reception* 30 May # Persons: Delegates _____ Guests _____

Conference Banquet/Party* 2 June # Persons: Delegates _____ Guests _____

Fun Run # Persons _____

Vegetarian Meal Preference

3 PRE-CONFERENCE TRAINING COURSES

Pre-registration and pre-payment by 31 March is required. After 31 March, registration is subject to availability, instructor consent, and receipt of payment.

1. The Right Place-Using Innovative Tools 29 May \$195

2. Designing Effective EIA Training 29-30 May \$375

3. SEA: Strategic Approaches 29-30 May \$375

4. Integrating EIA, SEA and SIA 29-30 May \$375

5. SEA and Sustainability Appraisal 29-30 May \$375

6. Mainstreaming Biodiversity in EIA 29-30 May \$375

7. Addressing Health in SEA and EIA 29-30 May \$375

8. Concepts, Process and Methods of SIA 29-30 May \$375

9. Theory, Practice & Principles-Follow-up 30 May \$195

4 TECHNICAL VISITS

Pre-payment is required for technical visits. After 31 March, registrations will be accepted on a first-come, first-served basis until the maximum number of participants is reached.

A. Environmental Justice Max 45 3 June # Persons _____ @ \$25 = \$ _____

B. Central Artery/Big Dig Max 40 3 June # Persons _____ @ \$25 = \$ _____

C. Charles River Max 55 3 June # Persons _____ @ \$80 = \$ _____

D. Boston Harbor Max 45 4 June # Persons _____ @ \$60 = \$ _____

E. South Shore Max 45 4 June # Persons _____ @ \$60 = \$ _____

5 SPECIAL MEETINGS

Indigenous Peoples Forum 29 May IAIA member/IAIA'05 delegate Free
 Not attending IAIA'05 \$50

State-Level EIA 30 May IAIA member/IAIA'05 delegate \$105
 Not attending IAIA'05 \$185

World Bank Group Day 30 May IAIA member/IAIA'05 delegate Free
 Not attending IAIA'05 \$50

7 PAYMENT INFORMATION

Total Registration Fee US\$ _____

Total of Activities Fees US\$ _____

Total Amount Due US\$ _____

Charge to

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|

Expiration date ____/____/____ (mm/yy)

Print name on card _____

Authorized signature _____

- Check or money order in US\$ drawn on a US bank enclosed.
- I will pay on-site with cash or traveler's check (US\$)
 (Note: pre-payment by 10 March for presenters and 31 March for technical visit and training course participants is required.)
- I am being sponsored.
 Sponsoring organization _____
 Contact person _____
 Contact person's phone + _____
 Contact person's e-mail _____

8 SEND REGISTRATION AND PAYMENT

BY MAIL
 IAIA International Headquarters
 1330 23rd Street South, Suite C
 Fargo, ND 58103 USA

REGISTER ONLINE
 www.iaia.org > Conferences

BY FAX
 + 1.701.287.7917

QUESTIONS?
 Phone + 1.701.297.7908
 info@iaia.org