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.

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 onsite. 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!
1 DELEGATE INFORMATION

Mr  Ms  Dr  Title ___________________________  Last (family) name ___________________________

Organization ____________________________________________________________

Address ________________________________________________________________

City ___________________________ Postal Code ___________________________

State/Province ___________________________ Country __________________________

Phone + ___________________________ Fax + ___________________________

E-mail ___________________________ @ _________________________________________

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# ___________________________

IAIA member/Affiliate member $420  $470  $550  $80
Renew my yearly IAIA membership $285
Student (provide proof of current enrollment) $285
Non-member $520  $570  $650

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
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  $25 - $_____
B. Central Artery/Big Dig Max 45  3 June  $25 - $_____
C. Charles River Max 55  3 June  $60 - $_____
D. Boston Harbor Max 45  4 June  $60 - $_____
E. South Shore Max 45  4 June  $60 - $_____

5 SPECIAL MEETINGS

Indigenous Peoples Forum  29 May  IAIA member/IAIA’05 delegate  $50
Not attending IAIA’05  $50
State-Level EIA  30 May  IAIA member/IAIA’05 delegate  $185
Not attending IAIA’05  $185
World Bank Group Day  30 May  IAIA member/IAIA’05 delegate  $50
Not attending IAIA’05  $50

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  # Persons _______

7 PAYMENT INFORMATION

Total Registration Fee US$ ____________
Total Activities Fees US$ ____________
Total Amount Due US$ ____________

Charge to  ❑ VISA  ❑ MASTERCARD  ❑ AMERICAN EXPRESS
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

BY FAX
+ 1.701.287.7917

REGISTER ONLINE
www.iaia.org > Conferences

QUESTIONS?
Phone +1.701.297.7908
info@iaia.org