

**Guidelines for the
IAIA16 STUDENT FEE WAIVER PROGRAM
Complimentary Student Registration
In Exchange for In-Kind Services**

***** Application deadline extended to 11 March 2016. *****

IAIA is offering a Student Fee Waiver Program. This program allows up to twenty (20) students a waived conference registration fee in exchange for providing in-kind services on-site in Nagoya, Japan and for posting electronic content before or after IAIA16 in two designated social media groups during one month (which will be assigned by the section coordinators). The program will strive to allocate a mix of professional duties (i.e. reporting on sessions) and organizational or administrative duties to each student. Efforts will also be made to allocate people to the tasks of their preference, but this cannot be guaranteed.

Each student will be expected to contribute between 8 and 10 hours of work to the program, including both onsite (Nagoya) and pre/post-conference electronic posting. Please note that this is an indication only and varies by conference. A coordinator will contact the student assistants by e-mail prior to the conference and assign them to tasks. Potential tasks include:

- Reporting on section meetings
- Tweeting during theme forums and sessions
- Helping insert contents of delegate bags (before training courses)
- Checking in people for technical visits or training courses
- Various logistical support tasks (traffic control, setting-up rooms, etc.)
- Assisting staff at the registration desk
- Special projects as they arise
- During one assigned month, find and post at least six (6) news items with information of interest to the SEP section (3 posts per group). The items have to be varied (not repeated content) and each posted on different days.
 1. IAIAConnect SEP group
 2. IAIA SEP LinkedIn group

Who is eligible?

To be eligible for the fee waiver program, students need to:

- Be a paid student member of IAIA (your membership should be active by the time of the conference), or apply for student membership by **8 March 2016**– US\$55. Since the fee waiver program is a benefit for IAIA members, please note that *only* the fee waiver applications of those who are paid student members of IAIA by **8 March 2016** will be considered for the selection process. Applications of non-members at that time will be eliminated.
- Submit a fee waiver application by **11 March 2016**.

Subscribe to the SYP (Students and Young Professionals) Section in IAIAConnect upon acceptance into the program to facilitate communication. You will be notified by 21 March whether you have been accepted into the program. Each selected student will be asked to pay a US\$40 processing fee by **25 March 2016**. Students need to confirm attendance and participation in the program on March 25, 2016.

If you are not accepted into the program, you will also be notified by 21 March.

Timeline

Submit fee waiver application by **11 March 2016**

Not an IAIA Member:

Pay \$55 dues by **8 March 2016**

Accepted into program:

Pay US\$40 processing fee by **25 March**.

Not accepted into program:

Pay US\$195, balance of student registration fee, by **25 March**.

Current IAIA Member/IAIA Affiliate Member:

Accepted into program:

Pay US\$40 processing fee by **25 March**.

Not accepted into program:

Pay US\$250 conference fee by **25 March**.

(Note: IAIA membership will be extended by one year with your US\$250 payment.)

Selection Criteria

A maximum of 20 students will be accepted into the program. They will be selected based on the following criteria:

- #1: No more than 50% of the complimentary registrations will be given to students from the host country/region, and efforts will be made to make them geographically dispersed.
- #2: Availability of students to provide their services at IAIA16 on particular days (e.g. arrival before the conference officially begins).
- #3: Date application is submitted (i.e., first come, first served).

Organization of the fee waiver program

A coordinator will arrange between the conference organizers, IAIA Headquarters, and the student assistants. At IAIA16, this coordinator will either be Claudia Valencia, Adam Wright or Alexandra Polido.

There will be e-mail contact prior to the conference between the coordinator and each assistant. Each student will have expressed preference for Sections to take notes and indicated availability for other tasks before, during and after the conference.

The students who will help with pre-conference activities, such as assembling delegate bags, will be contacted in advance via e-mail.

A preliminary schedule of activities and assistant allocation will be drawn up before the conference starts, but it will be relatively flexible. The coordinator will manage the schedule.

Please note that a full registration fee can be charged after the conference if the student has not complied with these guidelines.