



International Kinesiology College Pty Ltd

Email: registrar@ikc.global

APPLICATION FOR INTERNATIONAL KINESIOLOGY COLLEGE ENDORSEMENT OF CONFERENCE - FORM 1 OF 3

Name of person applying	
Contact details	
On behalf of (Association)	
Is the Association an IKC Affiliated Association	Yes <input type="checkbox"/> No <input type="checkbox"/>
Year of Conference	
City	
Dates	

This application is endorsed by (IKC member):

..... on behalf of Date

This is one of three forms. Please read the terms and conditions for hosting an International Kinesiology College endorsed conference as laid out below as well as the *Conference Stall Holders' Agreement* and *Guidelines for Conference Speakers*. Applications will only be reviewed by the Executive Board of the International Kinesiology College when conference terms and conditions are agreed to by the host committee, signed by their representative, and have the endorsement of a member of the IKC or one of its schools.

After the application is approved, the International Kinesiology College will promote the conference on its website and through its international network of faculty and affiliated associations.

Thank you for supporting kinesiology worldwide through international conferences.

Terms and conditions for hosting IKC International Conference

1. Application to host a conference is to be made using this application form and submitted by January 1st, 2 years before the conference year.
2. The application will be reviewed by the members of the Executive Board of the IKC and the applicant will be notified in writing at the end of January, 2 years before the conference year.
3. If more than one application is received to host the conference in the same year preference may be given to IKC affiliated associations.
4. Conferences should be scheduled to take place between August 30th and October 20th.
5. Conferences are to guarantee the possibility of online attendance.

6. Once the application is formally accepted the conference host committee should use the IKC logo in publicity material promoting the conference.
7. Conference hosts must ensure the venue is secured (at least one year prior to conference) and the IKC Public Relations Officer is advised accordingly.
8. A payment of 10% of the net proceeds is to be paid to the IKC in euros via PayPal. If a PayPal invoice is required, please contact HO. Payment must be received within 30 days of the close of the conference.
9. The host will provide the IKC with a summary of accounting and conference summary reports within 30 days of the conference.

Publicity and Promotion

10. In all publications relating to the conference the host committee agrees to publish the following disclaimer:
 “The International Kinesiology College acknowledges and respects many kinesiology protocols while honoring the non-diagnostic, non-clinical self-responsible model.”
 “The views and opinions expressed by speakers are not necessarily those of the International Kinesiology College.”
11. The International Kinesiology College will use its network of affiliated associations and its international faculty to promote the conference.
12. Table space in the stall holders’ area shall be provided for IKC promotion. No fee shall be charged for this. The IKC will provide its own material.
13. Agreement to the *Guidelines for Conference Speakers and Conference Stall Holders’ Agreement* form part of the terms and conditions of this application.
14. Conference host agrees to the following:
 - 12.1. On request, provide information about conditions of sales for stall holders – legality, insurance, refund policy, delivery of goods if applicable.
 - 12.2. At least two years prior to the conference publish a call for papers.
 - 12.3. At least one year prior to conference review local publicity which should show the IKC logo.

Concessions

15. The following entry concessions apply:

IKC President:	Conference gratis
Dean of the TFH School	Conference gratis
Dean of the Professional School	Conference gratis
Dean of the Personal Development School	Conference gratis
IKC Public Relations Officer	Conference gratis
IKC Conference Committee Chair	Conference gratis
IKC Legal Officer	Conference gratis
IKC/TFH School Members	10% discount
IKC PS International Kinesiologists and graduates of PS Affiliated Schools	5% discount

Other

16. The host is responsible for providing catered meeting rooms for IKC meetings prior to conference (please check for details of number of meetings and attendees).
17. The host shall allow time (minimum 60 mins) at or near beginning of conference program for an address by IKC President and/or other IKC appointed representatives.
18. The conference journal should be available in English and presentations will be delivered in English, either by direct means or by way of an interpreter.
19. All guest speakers should submit and sign the *Guidelines for Conference Speakers* as shown in Form 2 of 3.
20. All stall holders will submit and sign the *Conference Stall Holders' Agreement* as shown in Form 3 of 3.
21. The International Kinesiology College Pty Ltd takes no responsibility for loss of injury incurred by any person or organization whatsoever in connection with any aspect of the conference.
22. The International Kinesiology College Pty Ltd endorses this conference and has no financial or other liability in the event of cancellation, legal action, complaint or other matter.
23. It is the responsibility of the host / organizers to provide evidence of adequate Public Liability Insurance for the conference.
24. The International Kinesiology College Ltd reserves the right to withdrawal its endorsement of the conference prior to the advertised date in the event of a breach of these terms and conditions, *Guidelines for Conference Speakers*, *Conference Stall Holders' Agreement* or the IKC Code of Ethics
25. The conference organizers and/or their representatives agree to liaise and communicate openly with the IKC Conference Committee Chair regarding the organization and preparation of the conference.

Signature of host representative authorized to agree to conference conditions

.....

On behalf of

IKC Contacts:

IKC registrar	Marti Braidwood	registrar@ikc.global
IKC PR Officer	Robin Brown-Frossard	robin.frossard@kinepro.ch
IKC Conference Committee Chair	Rashida Naraharasetti	rashida23@gmail.com