



INTERNATIONAL ASSOCIATION OF JEWISH GENEALOGICAL SOCIETIES  
 39<sup>TH</sup> IAJGS INTERNATIONAL CONFERENCE ON  
**JEWISH GENEALOGY**  
 28 JULY-2 AUGUST 2019 | CLEVELAND, OHIO | IAJGS2019.ORG

**SIG APPLICATION FOR  
 IAJGS 2019 CLEVELAND CONFERENCE EVENTS:  
 Meals, Meetings, Speakers Programs, SHARE Fair**

We hope you will participate in the 39th IAJGS International Conference on Jewish Genealogy located in Cleveland, Ohio from July 28<sup>th</sup> to August 2<sup>nd</sup> 2019!

Please send your completed application no later than **January 20, 2019** as an email attachment to [SIGandBOF@iajgs2019.org](mailto:SIGandBOF@iajgs2019.org). Date and time assignments will be fulfilled based on date and time of receipt of this completed application as well as on scheduling demands. SIGs will be notified of their requested event scheduling by the end of February, 2019.

**PLEASE READ THE SIG CONFERENCE PARTICIPATION GUIDELINES AND THIS ENTIRE DOCUMENT BEFORE COMPLETING THIS APPLICATION**

The conference will provide opportunities for SIGs to share information with individuals who are researching the same areas. As in the past, time slots are available for SIG meetings with or without meals, programming (which includes sponsored speakers) and participation in the SHARE Fair. Kosher meals will be available at no additional cost, but must be ordered at the time of registration for the meal. SIGs will be notified of the costs for luncheon meetings/programs when the Program Committee is notified.

<b>PLANNED DAILY SCHEDULE</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Minyan	X	X	X	X	X	X
Breakfasts with the Experts 1 ¼ hr		X	X	X	X	X
Morning lectures 1 ¼ hr	X	X	X	X	X	X
Morning computer workshops 2 hr	X	X	X	X	X	
SIG Luncheons 1 ½ hr	X	X	X	X	X	
Afternoon lectures 1 ¼ hr	X	X	X	X	X	
Afternoon computer workshops 2 hr	X	X	X	X	X	
Opening Session and Reception	X					
Evening Programs		X	X	X		
Gala Banquet					X	

**In order to assess your needs and interests, please complete the following:**

**Name of SIG:** \_\_\_\_\_

**PART I: EVENT PLANNING**

A program block may include up to 4 events; (1) an introductory “101” lecture for beginners in the SIG’s area of interest; (2) a SIG Sponsored Session building upon the first, focused on all levels; (3) a SIG meeting; and (4) a SIG Luncheon.

The SIG meeting and Sponsored Sessions may be before (AM) or after (PM) the luncheon.

Complete the “Luncheon Only” or “SIG Meeting Only” columns only if you **are not** requesting a Programming Block. Complete the “SIG Board Meeting” column if you are requesting a meeting space for a meeting of the SIG Board.

A SIG Board Meeting may be requested in addition to a Program Block or SIG Meeting.

The SIG sponsoring a Luncheon will be responsible for designating a person or persons to serve as door monitors, taking tickets and ensuring that only those with tickets are granted entry.

**SIG Meeting Options**

	<b>Program Block</b> (date & AM or PM)	<b>Luncheon only</b> (date only)	<b>SIG Meeting only</b> (date & AM or PM)	<b>SIG Board Meeting</b> (date & AM or PM)
Wish to participate (Yes/No)				
Estimated # of participants				
1 <sup>st</sup> date/AM or PM choice				
2 <sup>nd</sup> date/AM or PM choice				
3 <sup>rd</sup> date/AM or PM choice				

Special requests (e.g. items related to the arrangement of your program block):

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The Conference Program Committee will make every effort to avoid scheduling conflicts with other SIGs/BOFs from your area of interest. However, we cannot guarantee this. Please indicate any scheduling preferences relative to other meetings that may be held at the conference.

**We prefer NOT** to be scheduled at the same time as:

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**PART II – SHARE FAIR:**

We hope you will participate in the SHARE Fair that will be held Sunday July 28<sup>th</sup>, 2019 from 11:30 am to 2:30 pm. This free Fair will provide opportunities to share your specialized information and expertise about your area of research. Each SIG will be provided with one or two 6’ draped tables and two chairs per table. Electrical power will not be provided.



**PART III – CONTACT INFORMATION AND AGREEMENT**

Based on previous experiences at IAJGS conferences, what suggestions/requests do you have that have not been addressed in this application? Please specify here or attach a separate page: \_\_\_\_\_

\_\_\_\_\_

By clicking on the box to the left, you are affirming that

- 1) This is a non-profit organization involved in or supporting Jewish genealogy
- 2) This organization agrees that if it will participate in the SHARE Fair, it will adhere to its rules and limitations.
- 3) You are authorized to submit this application on behalf of your Organization
- 4) You will serve as the primary contact or will provide the contact information for that person

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate phone \_\_\_\_\_

Email Address: \_\_\_\_\_ Website URL: \_\_\_\_\_

Questions? Please contact Nolan Altman, IAJGS Cleveland SIG/BOF Coordinator at [SIGandBOF@iajgs2019.org](mailto:SIGandBOF@iajgs2019.org).

Thank you,

We look forward to seeing you in Cleveland!

*Nolan Altman*

***Note: By completing Part III and signing below, your SIG accepts the terms of sponsorship as outlined and will assume responsibility for coordination and any expenses outside of those listed herein as reimbursement by the Conference Program Committee. You further understand that no reimbursement will be provided prior to the Conference and until the sponsored speaker's last session has been completed as proposed. The SIG agrees to make every effort to ensure that sponsored speakers and SIG supply all required information to the Conference Program Committee as required.***

(Sign electronically or by hand. Some browsers may not permit you to sign a PDF electronically. If so, please print, sign and scan.)

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_