

Guidelines for IETS Innovation Workshop

- IETS Innovation Workshops will be stand-alone conferences sponsored by IETS that focus on a specific topic related to the goals and mission of the IETS. Conferences will be small (<150 attendees), short in duration (1-3 days), with limited or no support for speaker travel, and at venues (including hotels, resorts and universities) that require limited or no room guarantee or meeting room charges.
- The purpose of the IETS Innovation Workshops is two-fold: to contribute to the educational and research mission of the IETS and to raise funds for the IETS Foundation.
- Organization of an IETS Innovation Workshop will be initiated when one or more members of the IETS acting as proposed Chairs submit a detailed proposal to the IETS Board at least 13 months before the proposed date of the conference. The proposal must contain a detailed budget. Additional details of the proposal must follow guidelines for pre- and post-conference symposia outlined in the Annual Conference Handbook.
- Workshops will be advertised on the IETS website and registrations for the meeting handled online using FASS. The budget for the meeting must include the management fee charged by FASS.
- IETS assumes no financial liability for the conference without specific Board approval. In general, IETS will agree to cover up to \$5,000 (determined on a case by case basis) in expenses if the Workshop does not raise sufficient funds to cover nonspeaker costs. The IETS will not cover any speaker costs.
- Registration costs will be waived for speakers.
- Profits from the meeting will be divided between speakers (no more than 50% of the profit and no more than speaker expenses for travel and hotel) and the IETS Foundation (minimum of 50%).