



Conference/Workshop Application

Name: _____

Phone: _____

Email: _____

School/Grade/Subject(s): _____

Home Address: _____

Conference Name: _____

Seminar(s) (if applicable) _____

Please provide rationale for attending the workshop/conference (i.e. How will the conference help you become more active in the local?):

Have you attended any prior conference/workshop funded within the last 2 years by the Irvington Education Association?

Please check one

Yes _____ No _____

Agreement: It is understood as an Irvington Education Association member, that all the information provided on this application is accurate. A turnkey of information gathered from the funded workshop/conference is required at the subsequent representative council meeting. All information must be complete before an application can be processed. This application form is a source of information, which will assist the executive board in considering your suitability for the workshop/conference

IEA Conference/Workshop Policy

Each year, the IEA will allocate, through the budget process, funds for members to attend the NJEA Workshops and Conferences. The suggested number of members to attend is two(2 for each conference, but the final number will be set each year by the IEA budget committee.

Application:

Any active member in good standing can apply by filling out the appropriate form on www.theiea.org. Conferences will be approved subject to the following guidelines:

1. Only one conference/workshop per member per year.
2. Members must produce a written report and share orally important information learned at the workshop/conference (between 5-10 minutes) at the subsequent IEA Rep Council Meeting.
3. Approval will be based on the following criteria:
 - a. 1st priority will be given to members who have not received funding in the past
 - b. 2nd priority will be given to members of the IEA Representative Council
 - c. 3rd priority will be given to the order in which the applications were received and will also be based on your rationale.

Funding:

1. Funding will be provided for hotel ((when necessary) based on double occupancy, if member wishes for a single room, they may pay the difference in cost)
2. Parking, transportation and other expenses will NOT be paid by the IEA. These expenses will be covered by the individual(s).