



## MEETING SPONSORSHIP POLICY

These practices are followed for all IAA events, including IAA Fund meetings and other specialty seminars.

1. All documentation (program, invitations, communiqués, post event reports) for IAA events or co-sponsored events should bear the IAA logo and be posted on the IAA web site, after having gone through the relevant committee. In many cases, due to time constraints it is not practical to run everything through committee approval. Hence, the committee will approve the holding of the event and the committee chairperson and vice-chairperson will review all documentation.
2. Depending on the target audience and the location, the program, invitation and communiqués are translated into the two official languages of the IAA.
3. The list of invitees is communicated to the relevant committee.
4. Invitations are issued on IAA letterhead under the signature of the committee chairperson, unless circumstances make that form inappropriate in the judgment of the committee chairperson and vice-chairperson, or the IAA President.
5. Individuals speaking at an IAA event or co-sponsored event should identify themselves in their IAA role even though they may also wish to state their other roles.