



ISA EVENT LOCATION AND DATE REQUEST FORM

(To be completed for ISA Society-unit events and submitted 30 days prior to a scheduled C&E Global Oversight Board Mtg.)

A Society-unit event is organized and managed by an ISA Division, District or Section in accordance with the ISA MOP. Society-unit events must be approved by the C&E Global Oversight Board, and must be operated in accordance with ISA’s “Events Policy”. The purpose of this form is to ensure that ISA-sponsored events are conducted in an orderly, consistent manner throughout the global technical community, and to minimize potential scheduling conflicts with other ISA events and programs.

Name of ISA Sponsor (Division, District, Section) _____
 Name of Co-Sponsors (if applicable) _____
 Name of Event _____
 Requested Date of Event _____
 Requested Alternate Date of Event _____
 Requested Location of Event _____

Has the events calendar been reviewed for possible conflicts? Yes No

What ISA events are scheduled within thirty (30) days before and after the proposed event?

What Industry events are scheduled within thirty (30) days before and after the proposed event?

Has this event been held before?

Yes Last time held and location? _____
 No What is purpose/goal of event and projected revenue/expense? _____

Is this event affiliated with another event? Yes No

If yes, name of affiliate. _____

Has this event been approved by the Department Vice President or District Vice President? Yes No

Does this event adhere to the ISA Executive Board approved Events Policy? Yes No

Does this event have Society-level financial implications?

Yes Budget must be approved by Finance Committee and Executive Board twelve (12) months prior to event
 No Who has financial responsibility? _____

Is ISA Staff support requested?

Yes Describe support needed. _____
 No Who will support event (volunteers or outside planners)? _____

Primary Contact for Further Information

Name _____
 Phone _____
 Email _____
 Fax _____

Submitted By: _____ Date: _____

Approved By: _____ Date: _____

Note: Local Section run events do not require C&E Global Oversight Board review. However, events that expect to draw from outside the local area should be submitted for review. Volunteer leaders are encouraged to use ISA staff services for review of contracts with outside vendors.