



Institute of Archaeologists of Ireland,
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IAI Event Sponsorship Fund – Application Form

The Institute of Archaeologists of Ireland (IAI) has set aside a modest annual fund, from its Membership subscriptions, to sponsor archaeological/ heritage events.

Selection criteria:

What type of event are you applying for sponsorship for (please tick)?

Conference Yes ()

Seminar Yes ()

Workshop Yes ()

Publication Yes ()

Other (please specify): _____

What is/are the date/s of the event? _____

What is the expected audience reach for the event (please tick)?

Regional Yes ()

National Yes ()

International Yes ()

Please give relevant details of your choice: _____

What are the aims/ learning outcomes of the event (please add additional details on a separate sheet to the application form where necessary)? _____

If the event is an inter-institutional event, please list the full titles of the partner institutions/ organisations involved? _____

Are details of the event available online (website/ social media platforms)? Yes ()

If 'yes', please specify the active web link: _____

How will this event strengthen CPD for IAI members who attend? _____

Have you applied for sponsorship from other archaeological/ heritage related organisations/ institutions?. If so, please list the organisations/ institutions that you applied to? _____

What other organisations/ institutions, have given a commitment to sponsor this event? _____

Regulations attached to the acceptance of an offer for sponsorship from IAI:

1. The IAI logo should appear in a clearly visible, prominent place in unison with other sponsors logos.
2. The organisers should furnish IAI with any event programmes or flyers in a jpeg format for use on IAI's website and social media platforms.
3. The IAI logo with the accompanying text 'this event is recognised for CPD purposes as part of the IAI CPD programme' should be highlighted at the event.
4. Where events are recognised for CPD purposes for our members, the organisers should cross reference our members names (which IAI will supply) against the event register to adequately record IAI members participation and return same to IAI.
5. The IAI will advertise the event through their website, ezine and on their social media platforms.
6. An invitation to send an IAI representative to any launch or official opening of the sponsored event should be issued.
7. As a sponsor, IAI will be entitled to place IAI flyers and reasonable appropriate publicity documentation at the event.
8. Depending on the scale of sponsorship offered by IAI, the IAI reserves the right to seek slightly reduced event registration fees for members in good standing.
9. A short (500 word maxi.) review of the event and where possible, two suitable photographic images of the event, should be circulated to the IAI for use on their website and circulation to their membership.
10. Recipients of sponsorship must adhere to all the Rules and Regulations as specified above.

Submission of applications:

All applications for sponsorship must be received by email (iaiarchaecology@gmail.com) at least **eight calendar weeks before the date of the event** to allow consideration by the Board. An email of receipt of application will issue, and applicants should contact the office if they do not receive an email within five working days of submission. The fund is modest, and sponsorship amounts will be limited.