



## ABOUT IAIA AFFILIATES

IAIA Affiliates are organizations operating around the world that share an interest in improving impact assessment capacity, either within a specific geographic region or on a specific topic. These organizations are completely independent of IAIA, but the designation of Affiliate through a Memorandum of Understanding (MoU) provides a formal link to IAIA and recognizes the potential for mutually beneficial collaboration between organizations. Such strategic partnerships help expand IAIA's reach and impact. Affiliates are typically member-based associations or civil society organizations. A list of current IAIA Affiliates is available at [www.iaia.org/affiliates.php](http://www.iaia.org/affiliates.php).

## OPPORTUNITIES

IAIA's goal through its Affiliate relationships is to encourage collaboration and cooperation between organizations with similar objectives. The organizations may therefore collaborate on projects such as (but not limited to):

- Developing joint webinars, publications, trainings, etc., including seeking funding together for such projects.
- Identifying professionals within the Affiliate organization's membership base and/or geographic region to serve as trainers, roundtable experts, task force members, etc.
- Encouraging participation in each other's events and activities by disseminating information to different membership bases.
- Getting involved in the planning of IAIA symposia and/or annual meetings.
- Participating in joint communications efforts that highlight the practice of impact assessment, such as Environmental Professionals Day.
- Translating trainings, videos, and webinars that would be of benefit to both parties.

IAIA is always open to new ideas for collaboration, so please feel free to share those thoughts during the application process. IAIA HQ checks in formally with existing Affiliates once per year, but those organizations are invited to propose collaborative projects to the IAIA Executive Office at any time throughout the year. IAIA works directly with each Affiliate when relevant throughout the year, and all Affiliates receive the IAIA enews and other targeted Affiliate messaging.

## FEES AND BENEFITS

Affiliate organizations pay an annual fee of US\$100 by 1st January to IAIA for Affiliate membership, including use of the IAIA logo. New Affiliates joining mid-year will pay a pro-rated amount based on start date.

Upon receipt of the annual fee, IAIA will provide the following benefits: (1) One IAIA membership for Affiliate office; (2) one hard-copy subscription to IAIA's journal, *Impact Assessment and Project Appraisal* (IAPA); (3) IAIA member rate for Affiliate members at the IAIA annual conference; (4) Affiliate listing with hyperlink on IAIA's website; and (5) one complimentary poster space at the IAIA annual conference.

Lack of payment of the annual fee by January of each year will result in a termination of the above-listed benefits until the fee has been paid.

## APPLICATION PROCESS

Organizations interested in Affiliate status with IAIA should complete the attached application form and return it to IAIA HQ. The application will be reviewed, and if approved, an MoU will be sent to formalize the Affiliate relationship. An invoice for the annual dues will also be sent at that time. When the MoU has been signed and the annual dues paid, the organization will be listed on the Affiliates page and included in all Affiliate-related



## 1 | ORGANIZATION CONTACT DETAILS

Today's date \_\_\_\_\_

Organization name \_\_\_\_\_

Organization acronym/abbreviation (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone + \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

Social media handles (if applicable) \_\_\_\_\_

## 2 | PRIMARY CONTACT PERSON DETAILS

List the contact details for the person who will serve as IAIA's main contact for project ideas, invoices, and other Affiliate-related issues. This person's contact details will be shared on the Affiliates webpage only if the box is ticked.

Mr  Ms First name \_\_\_\_\_ Last (family) name \_\_\_\_\_

Title \_\_\_\_\_ Country \_\_\_\_\_

Phone + \_\_\_\_\_ Email \_\_\_\_\_

I give permission for this person's name, title, and email address to be listed on the Affiliates webpage at [www.iaia.org/affiliates.php](http://www.iaia.org/affiliates.php). (OPTIONAL)

## 3 | AFFILIATE CATEGORIES

**ANNUAL AFFILIATE DUES** ..... US \$ 100 / year

*All affiliates with an active MoU are billed annually for the calendar year. If joining mid-year, rates will be pro-rated.*

Organization type:  Membership Association  Civil Society Organization  Other (Please specify: \_\_\_\_\_)

Affiliate category:  Geographic/region focus  Technical area/topic focus Please specify the region or topic: \_\_\_\_\_

Number of current members (if applicable): \_\_\_\_\_

Estimated organizational reach (i.e. number of contacts in e-newsletter): \_\_\_\_\_

In a brief paragraph, please describe the mission of your organization.

In a brief paragraph, please describe your ideas for collaboration with IAIA.

## 4 | SUBMIT APPLICATION

Submit this completed application form to Shelli LaPlante Schneider at [shelli@iaia.org](mailto:shelli@iaia.org). The application will be reviewed, and if approved, an MoU will be sent to formalize the Affiliate relationship. An invoice for the annual dues will also be sent at that time. When the MoU has been signed and the fees paid, the organization will be listed on the Affiliates page and included in all Affiliate-related communications and projects.