

## IAIA07 Proposals for Training Courses

In seeking to promote continuous professional development and excellence in impact assessment, IAIA invites high-quality proposals for high-quality training courses to be delivered at its 27th Annual Conference. The conference will take place between 2-9 June 2007 in Seoul, Korea. It is anticipated that training courses will be delivered in the pre-conference program.

Training courses may cover any aspect of impact assessment, but priority will be given to proposals that address member-driven demand for intermediate and advanced level training and for courses on the following topics: SEA (advanced level on practical application), sustainability appraisal, and the integration of biodiversity, health and cumulative effects into impact assessment.

Proposals must be submitted to IAIA Headquarters (rita@iaia.org) by 21 August 2006 and should comply with the structure and content requirements set out below. Failure to provide adequate documentation will result in the rejection of a proposal. Course proponents will be notified about the outcome of their application by 12 September.

### Structure and content requirements for proposals

#### *Section 1 – Basic information*

- (a) Course title.
- (b) Level: foundation, intermediate or advanced.
- (c) Prerequisites for participants, if any.
- (d) Language of delivery.
- (e) Duration (1 (preferred option) or 2 days).
- (f) Minimum and maximum number of participants.
- (g) Name and contact details of each trainer.

#### *Section 2 – Course description*

- (a) Summary of the purpose(s), content, and anticipated learning outcomes of the course (maximum 300 words). An edited version of this text will be used in the preliminary program for IAIA07.
- (b) Detailed description of the course structure and content (2 pages minimum), including an outline of participatory and/or case-study based exercises.
- (c) Description of the materials participants will receive during the course.
- (d) Provisions for post-conference follow-up with participants.

#### *Section 3 – Qualifications and commitment of the trainer(s)*

- (a) An abridged curriculum vitae (maximum 1 page) for each trainer.
- (b) History of the course: number of times, where and to whom it has previously been delivered and evidence of its success.
- (c) A statement committing the trainer(s) to present the course if the minimum enrollment is reached. Instances within the past 5 years where a course has been cancelled should be identified and explained.

### Evaluation of proposals

Proposals will be reviewed by IAIA's Training and Professional Development Committee to ensure they meet the organisation's standards. They are evaluated against three main criteria: 1) Content and quality of the course, 2) Credentials of the trainer(s), and 3) Commitment of the trainer(s).

Each criterion is scored on a scale of 0 (unsatisfactory) to 3 (excellent). Only courses achieving an average score of 6 or above will be considered for inclusion in the conference program.

### Fees and revenue distribution

Training course fees for IAIA07 are US\$195 per participant for a one day course and US\$375 per participant for two day programs.

IAIA will retain an administration fee for each course of US\$80 per participant for a one day course and US\$135 per participant for two day programs. The administration fee covers the costs associated with meeting space, registration and processing, marketing, and basic audio-visual equipment (not including an LDC projector). Charges for catered coffee breaks, lunches, and any additional equipment are not included in the administration fee and will be deducted from the course revenue. All remaining revenue will be paid to the trainer(s).

As a gesture of commitment to providing additional interaction and feedback to course participants, instructors are expected to register for the conference.

### Further information

If you require any further information, please contact Lee Wilson (Chair, Training and Professional Development Committee): lwa@lwasf.com.