



# International Kinesiology College Pty Ltd

60B Alfriston Drive, Buderim Qld 4556 Australia

Email [registrar@ikc-info.org](mailto:registrar@ikc-info.org)

## APPLICATION TO HOST INTERNATIONAL KINESIOLOGY CONFERENCE FORM 1 of 3

Name of person applying	
Contact details	
On behalf of (Association)	
Year of conference	
City, Country	
Dates*	

This association is an IKC / TFH School affiliated association  Yes  No

### **This application is endorsed by:**

(Please include name of IKC member and / or TFH School Faculty)

..... Date .....

### **Signature of host representative authorised to agree to conference conditions**

This is one of three forms. Please read the terms and conditions for hosting an International Kinesiology College conference, including the Stall Holder's Agreement and Conference Speaker's Guidelines. Applications will only be reviewed by the Executive Board of the International Kinesiology College Ltd when conference terms and conditions are agreed to by the host committee, signed by their representative, and have the endorsement of a member of the IKC or one of its schools.

After the application is approved, the International Kinesiology College Pty Ltd. will promote the conference on its website, and through its international network of faculty and affiliated associations.

Guidelines for conference speakers and stall holders at your conference are set out in forms two and three of this application.

Thank you for supporting kinesiology world wide through international conferences.

Contact person: Julie Rolleston (IKC Registrar) [registrar@ikc-info.org](mailto:registrar@ikc-info.org) or

Contact person: Toni Lilley (Chancellor) [toni.lilley@gmail.com](mailto:toni.lilley@gmail.com)

\* Please note that IKC meetings precede conferences and, in line with our policies, must occur annually within the time periods of last week of August and end of second week of October.

## **Terms and conditions for hosting IKC conference**

### **Application**

1. Application to host conference must be made using the appropriate application form available from the IKC head office. Submission must be prior to the closing date
2. The application will be reviewed by the members of the Executive Board of the IKC, and the applicant will be notified in writing as soon as possible thereafter.
3. If more than one application is received to host the conference in the same year, preference may be given to IKC affiliated associations.
4. Conferences should be scheduled to take place between August 30th and October 20th.
5. Once the application is formally accepted, the conference host committee may use the IKC logo in publicity material promoting the conference.
6. Conference hosts must ensure venue is secured (at least three years prior to conference) and the IKC PR officer advised accordingly.
7. A payment of 10% of net proceeds is to be paid to the IKC via PayPal. If a PayPal invoice is required, please contact HO. Payment must be received within 30 days of close of conference.

### **Publicity and Promotion**

6. In all publications relating to the conference, the host committee agrees to publish the following disclaimer:  
"The International Kinesiology College acknowledges and respects many kinesiology protocols while honouring the non-diagnostic, non- clinical self responsible model."  
"The views and opinions expressed by speakers are not necessarily those of the International Kinesiology College Ltd"
7. The International Kinesiology College Ltd will use its network of affiliated associations and its international faculty to promote the conference.
8. Table space in the stall holders area shall be provided for IKC promotion. No fee shall be charged for this. The IKC will provide its own material.
9. Agreement to the Conference Speaker's Guidelines and Conference Stall Holder's Agreement form part of the terms and conditions of this application.
10. Conference host agrees to the following:
  - 10.1 On request, provide information about conditions of sales for stall holders - legality, insurance, refund policy, delivery of goods if applicable.
  - 10.2 At least two years prior to conference, publish a Call for Papers
  - 10.3 At least one year prior to conference, review local publicity

### **Concessions**

11. The following entry concessions will apply
  - IKC President: Conference gratis
  - IKC Chancellor: Conference gratis
  - IKC Deans (2): Conference gratis
  - IKC Public Relations Officer: Conference gratis
  - IKC Research Officer: Conference gratis
  - IKC Legal Officer: Conference gratis
  - 10% discount for conference attendance for IKC / TFH School members
  - 5% discount for conference attendance for IKC Professional School International Kinesiologists and recognised graduates

**Other**

12. Catered meeting rooms for IKC meetings prior to conference (please check for details of number of meetings and attendees)
13. Time (negotiable) at or near beginning of conference programme for address by IKC president
14. Conference presentations and journal should be available in English, either by direct means or by way of an interpreter.
15. The International Kinesiology College Ltd takes no responsibility for loss or injury incurred by any person or organisation whatsoever in connection with any aspect of the conference.
16. It is the responsibility of the host / organisers to provide evidence of adequate Public Liability Insurance for the conference .
17. The International Kinesiology College Ltd reserves the right to cancel or reschedule conferences, prior to the advertised date in the event of a breach of the terms and conditions for hosting the conference, guidelines for speakers, IKC Code of Ethics.