



## **CRITERIA FOR SPONSORED CONFERENCE DELEGATE SELECTION**

### **Introduction**

The International Zoo Educators Association (IZE) funds conservation educators from developing countries to attend the IZE biennial conference. Sponsored delegates are selected as part of a competitive process. A limited number of professional development grants to attend the IZE conference are available every other year. Each conference grant includes support for conference registration, airfare, accommodation, some meals and IZE membership for two and half years.

### **All candidates are required to:**

- Be native to the country in which he/she works.
- Be able to speak English.
- Complete and submit the **IZE SPONSORED CONFERENCE DELEGATE APPLICATION FORM** (available on the website.)
- Have a current passport (or able to acquire one before the conference) and apply for a visa.
- Submit a **LETTER OF SUPPORT** from the institution being represented by the delegate; delegate must be from a developing country institution that can not afford international conference costs.
- Present a conference paper (length determined by IZE President) that addresses the conference theme and represents significant work in the field of conservation education.
- Submit an **ABSTRACT AND OUTLINE** of your conference presentation to the Regional Representative for approval by the IZE President at least two months prior to the conference before disbursement of funds can occur.
- Attend all conference sessions.
- Two weeks after the conference, submit an Evaluation Report to the IZE President using the **EVALUATION REPORT FORM** located on the website.
- 8 months after the conference, submit a **FINAL REPORT** that describes how the attendance at the IZE conference has directly impacted your programming and conservation education focus.
- Write an article for the IZE journal, if asked to do so by the IZE Journal Editor

- The candidate will be selected by the IZE Board including the President and Regional Representatives.

IZE will arrange airline ticket dates, hotel accommodations not exceeding 6-8 days and the conference registration fee. These are non-negotiable. The IZE Regional Representatives may assist in getting passports and visas but, ultimately, the selected candidates must ensure that they have a **valid passport and visa one month** before the conference. You should apply for a visa well in advance of the conference, at least three months before the conference. IZE will supply a letter of invitation to the conference.