

# Conference with ITAA



## CONFERENCE MANUAL APPENDICES

Revised 2019-2020

Vladimir Gussakovsky | Chitra Ravi | Lucy Freedman |  
Michelle Thomé | Rema K Giridhar

## Contents

1. SAMPLE: Conference Contract .....	3
2. SAMPLE: Outline of Your Function Arrangements .....	7
3. SAMPLE: Conference Presenter Information Sheet .....	10
4. SAMPLE: Conference Evaluation Form .....	11
5. SAMPLE: Call for Proposals .....	12
6. SAMPLE: Information Cover Sheet.....	13
7. SAMPLE: Appendices Checklist for Organizing a Conference .....	15
8. SAMPLE: Budget Outline.....	18
9. SAMPLE: Presenter' Agreement / Contract .....	19
10. SAMPLE: Acceptance Letter to Presenter .....	21
11. SAMPLE: "Wait List" Proposal Acceptance.....	22
12. SAMPLE: Conference Proposal Rejection Letter .....	23
13. SAMPLE: Response to Submitted Proposal .....	24
14. SAMPLE: Invitation to Participate in an Institute .....	25
15. SAMPLE: Invitation to Participate on Conference Panel.....	26
16. SAMPLE: Invitation to Participate as Keynote Speaker .....	27
17. SAMPLE: ITAA Exhibit Rules and Regulations.....	28
18. SAMPLE: Thank You and Evaluation Summary to Presenter After Conference.....	29
19. SAMPLE: Format and Response to Call for Proposals.....	30
20. SAMPLE: Conference Feedback .....	31
21. SAMPLE: Sponsorship Letters – Delegate Appeal .....	34
22. SAMPLE: Emails/Promos/Invitations .....	35
23. SAMPLE: Visa Invitation Letter .....	36
24. SAMPLE: Program Booklet Cover Sample .....	38

## 1. SAMPLE: Conference Contract

International Transactional Analysis Conference Location, year

This contract is made between the ITAA (International Transactional Analysis Association) and the (Regional / National ITAA Conference Organisation)

Representing ITAA and IBOC:

(Name), President, ITAA

(Name), Vice President of Operations, ITAA

(Name), Chair Conference Committee

(Name), Vice President of Professional Standards, ITAA

Representing (Regional / National ITAA Conference Organisation):

(Name), President, (Regional / National ITAA Conference Organisation)

(Name), Conference Convener

The above-named representatives of ITAA, and (Regional / National ITAA Conference Organisation) agree that it is mutually beneficial for these organizations to hold a designated Transactional Analysis International Conference in (City, Country) from (Date) to Date & Year (Days). The (Regional / National ITAA Conference Organisation) will establish a Conference Organising Committee and (Regional / National ITAA Conference Organisation) to prepare and manage all operational aspects of the conference including the pre/post conference institutes and to arrange the rooms for the International Board of Certification (IBOC) examination and the TEW.

### **Agreed Structure of the Conference:**

1. The conference will be held from the evening of (day & date prior to the conference) with an informal evening welcome reception, an opening ceremony on (opening day & conference date) to closing ceremony on (closing day & date).
2. The conference will be held at The xxxxxxxxxxxxxxxxxxxx hotel; xxxxxxxxxxxxxxxxxxxx, City, Country.
3. The conference theme will be "xxxxxxxxxxxxxxxxxxxx".
4. IBOC will organise examinations (CTA, TSTA) on D from (day & date) 18.00 - 21.00 and (day & date) from 08.00 - 17.00.
5. The (Regional / National ITAA Conference Organisation) will arrange sufficient rooms for examinations once examination nominees are confirmed, and as per the timings in Point 4.
6. The (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will arrange a room to be available for the CTA and TSTA exams organising office from 09.00 on Wednesday 15 August - 21.00 on Thursday 16 August.
7. The (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will arrange rooms for a pre-conference TA 101 course on (days & dates). and for post conference institutes (workshops) on (day & date).
8. The (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will arrange one room to be available for the ITAA-BOT meeting on both (day & date).and (day & date).from 09.00- 18.00.

9. The (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will arrange one room to be available for ITAA Annual General Meeting on (day & date).from 17.45 - 19.15.
10. The (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will arrange one room to be available for TA Trainers Meeting on (day & date). from 11.00 - 16.00.
11. The (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will arrange one room to be available for TA Associations Presidents Meeting on (day & date). from 11.00 - 13.00.
12. The (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will arrange one room to be available for Transactional Analysis World Council of Standards (TAWCS) meeting on (day & date). from 09.00 - 17.00.
13. IBOC will organise a Training Endorsement Workshop (TEW) from the afternoon on (days & dates). The (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will arrange at least one room for that purpose on (day & date). from 13.00 - 17.00 and both (day & date).and (day & date). from 09.00 - 17.00.
14. A Gala Dinner (extra charge) will be held on (day & date). from 19.00 - 21.00.
15. The (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will arrange an optional tour (extra charge) from the late afternoon on (day & date).and (day & date).  
**(Optional)**
16. The xxxxxxxxxxxxxxxxxxxx hotel will be the main hotel for the conference attendees.
17. The (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will arrange for a range of hotel accommodation nearby the conference hotel to be available for delegates.
18. The official language for the conference will be English. The (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will provide xxxxxxxx translation for keynote speeches and other main lectures. The cost of translation is included in the conference budget.  
(Only if relevant)
19. The (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will arrange a bookstall and small gift shop. The (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will encourage authors of books and producers of related resources from the (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) region to have a presence at the book stall to support the growth and image of TA in the region.  
(Optional)

#### Specific Terms for the Conference

1. Once this contract is in place the Conference Organising Committee (COC) established by (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will manage all operational aspects of the conference and corresponding events. (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will work in a close cooperation with BOT and Conference Committee of ITAA. (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will appoint a person to be in a regular contact with VP Operations / Conference Chair to inform ITAA about (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) needs and provide regular conference progress reports, including budget updates and outcomes of marketing initiatives. At the end of the conference (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will provide ITAA with a comprehensive review of all aspects of the conference.
2. This contract includes the conference budget and budgets for other events associated

with the conference (exams, institutes, meetings etc.). Any special conditions of the payments like overtime charges, etc. are to be specified. (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) accepts responsibility for fulfilling the budgets.

3. According to the final balance ITAA and (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will apportion the eventual profit from the conference in the ratio of 30% to ITAA and 70% to (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION). The ITAA will not accept responsibility for any losses in the same ratio. All the profit is to go on organisational development and not individuals.
4. The (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) will not request any seed money from ITAA for the conference. The conference budget will include all income and running costs of the conference.
5. All post-conference institutes and pre-conference TA 101 course will be budgeted separately from the conference. All profit and loss will go to the (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION).
6. The following services will be absorbed as conference expenditure and provided at no cost to the benefiting organizations:
  - The space, wall space, pin-boards, and/or tables to display and store appropriate educational and promotional material as agreed by the (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION).
  - Conference registration for ITAA-BOT and (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION)-BOT members according to the current list (see Appendix A)
  - Meeting room for TA Associations Presidents Meeting.
  - Accommodation for ITAA President and (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) President (3 nights during the conference dates).
7. The following services will be paid by respective organizations:
  - Meeting room and catering for ITAA-BOT (by ITAA)
  - Meeting room for ITAA General Meeting (by ITAA)
  - Meeting Room for TA Trainers Meeting (by IBOC)
  - IBOC Exam Rooms and catering (by IBOC)
  - TEW Rooms and catering (by IBOC)
  - Meeting Room and catering for Transactional Analysis World Council of Standards (TAWCS) (by ITAA, EATA, and FTAA equally)
8. The ITAA staff, BOT members and the Conference Committee will offer advisory support to the (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) in the planning and promotion of the conference.

9. ITAA will provide the (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) with the mailing lists and/or email addresses of their (ITAA) members for the purpose of promoting the course.
  
10. ITAA will provide the (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) with free advertising space on the Script from (Date) through (Date) together with the reflection space after the conference. The Script editor will assist the (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION). ITAA will also provide free advertising space on the ITAA website to attract delegates to the conference. The ITAA Web Content Committee will assist the (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION).

#### Signatories to the Conference Contract

Representing ITAA and IBOC:  
(Name), President, ITAA

(Name), Vice President of Operations, ITAA

(Name) Vice President of Professional Standards, ITAA

Representing (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) :  
(Name) President, (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION)

(Name), (REGIONAL / NATIONAL ITAA CONFERENCE ORGANISATION) the \*\*\*\*\* Conference

## 2. SAMPLE: Outline of Your Function Arrangements

Date Time Function Set-Up People

See Rental Scale

Day	Planning	Room/Capacity	Catering
<b>Monday - 8/7 (24 hour) Registration Desk (with Bookstore) Flow</b>			
8am-5pm	Workshop (2)	Theater 30 each	-----
<b>Tuesday - 8/8 (24 hour) Registration Desk (with Bookstore) Flow</b>			
8am-5pm	Workshop (2)	Theater 30 each	-----
9am-5pm	Meeting (2)	Theater 50"	-----
9am-5pm	Meeting	Theater 40"	-----
9am-10:30am	Meeting	School Room 50"	-----
10:30am-4:30pm	Meeting (6)	Informal Circle 5"	-----
4:30pm-6pm	Meeting	School Room 50"	-----
5pm-7pm	Meeting (2)	Theater 40"	-----
<b>Wednesday - 8/9 (24 hour) Registration Desk Flow</b>			
8am-5pm	Meeting	Theater 50 each	-----
8am-5pm	Meeting (3)	Informal Circle 10"	-----
8am-5pm	Workshop (2)	Theater 30"	-----
9am-5pm	Meeting (2)	Theater 50"	-----
9am-5pm	Meeting (3)	Theater 40-60"	-----
6pm-7pm	Open	Theater 350"	-----
8:30am-10:30pm	Reception	Informal Circle 350"	-----
<b>Thursday - 8/10 (24 hour) Registration Desk Flow</b>			
8am-9am	Groups (10)	Informal Circle 15-20 each	-----
9am-10:15am	Gen. Session	Theater 350"	-----

10:15am-10:45am	-----	-----	Coffee Break
10:45pm-12:45pm	Workshops (10)	Theater 20-75"	-----
2:15pm-5:15pm	Workshops (10)	Theater 20-50"	-----
2:00pm-5:00pm	Exec. Comm.	Suite 10-12"	-----
6pm-7pm	Gen. Assembly	Theater 350"	-----
<b>Friday - 8/11 (24 hour) Registration Desk Flow</b>			
8am-9am	Groups (10)	Informal Circle 15-20ea"	-----
9am-10:15am	Gen. Session	Theater 350ea"	-----
10:15am-10:45am	-----	-----	Coffee Break
10:45am-12:45pm	Workshops (10)	Theater 20-75ea"	-----
2:15pm-5:15pm	Workshops (10)	Theater 20-75ea"	-----
2:00pm-5:00pm	Exec. Committee	Suite 10-12ea"	-----

**Weekend Schedule Date Time Function Set-Up People**

See Rental Scale

<b>Sunday - 8/12 (24 hour) Registration Desk (with Bookstore) Flow</b>			
8:30-9:30am	Groups (10)	Informal Circle 15-20 each	-----
9:30-12:30pm	Workshops (10)	Theater 20-75"	
2pm-5pm	Workshops (10)	Theater 20-75"	
*Optional 8pm-11pm Banquet Rounds 250"			
<b>Sunday - 8/13 (24 hour)</b>			
9am-11am	Closing Panel	Theater 250"	
<b>Sunday *Optional</b>			
11am-1pm	Closing Brunch	Rounds 300"	



<b>11pm-6pm</b>	Board Meeting	U shape 40"	
<b>Monday - 8/14</b>			
<b>1pm-6pm</b>	TEW	Informal Circle 20"	
<b>Tuesday - 8/15</b>			
<b>8am-5pm</b>	TEW Breakouts (2)	Informal Circle 20"	

Function space has been reserved in accordance with this schedule. Therefore, please review the agenda carefully and indicate any changes or corrections where applicable. Meeting space attrition will apply for any slippage incurred that might cause the hotel to reassign meeting space should attendance decrease or increase to such an extent that the designated room would be inappropriate.

\*Optional Banquet or brunch to be offered (one only) at extra charge to participants-thus lower estimate.

\*Tabletop Exhibits-The regular area will include approximately 12 (6') tables provided by the hotel at no charge.

### 3. SAMPLE: Conference Presenter Information Sheet

NOTE: Please fill out all the information below. This information is necessary for USATAA to grant CEU's by NBCC & others.

**A. Name:**

\_\_\_\_\_

**B. Current Employment:**

\_\_\_\_\_

Title: \_\_\_\_\_

Place: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Initial Employment: \_\_\_\_\_

**C. Educational Background:**

Undergraduate Degree \_\_\_\_\_ Major \_\_\_\_\_ Year \_\_\_\_\_

University \_\_\_\_\_

Graduate Degree \_\_\_\_\_ Major \_\_\_\_\_ Year \_\_\_\_\_

University \_\_\_\_\_

Graduate Degree \_\_\_\_\_ Major \_\_\_\_\_ Year \_\_\_\_\_

University \_\_\_\_\_

**D. Special Training Relevant to Topic Area(s) Presented:**

\_\_\_\_\_

\_\_\_\_\_

**E. Licenses and Certifications Held:**

\_\_\_\_\_

\_\_\_\_\_

(If trainer is a professional counselor and is not certified by NBCC or licensed by a state as a LPC, please use the back of this sheet to justify the trainer's expertise.)

**F. Other pertinent information relating to individual's background as it relates to provision of continuing education activities.**

\_\_\_\_\_

\_\_\_\_\_

#### 4. SAMPLE: Conference Evaluation Form

Pre-Conference  Panel  Breakout Session  TA101  Post-Conference

TITLE OF PRESENTER: \_\_\_\_\_

PRESENTER(S) \_\_\_\_\_

DATE: \_\_\_\_\_

#### INSTRUCTIONS:

Below are several statements. Please read each statement carefully. Then, using the scale listed below, rate each statement as accurately and candidly as you can. Place the number of the response in the rating scale that most closely reflects your evaluation, in the blank next to the statement.

Below the statements there are spaces for you to express your personal opinions and views. Please write as much as you like and feel free to write on the back of this form.

Your evaluation and comments will help us better serve your professional development needs.

(5) Strongly agree (4) Agree (3) Undecided (2) Disagree (1) Strongly disagree

1. \_\_\_\_\_ The presentation goals and learning objectives were clearly defined.
2. \_\_\_\_\_ The subject matter was well covered.
3. \_\_\_\_\_ The subject matter was relevant and significant.
4. \_\_\_\_\_ The presentation was well planned and organized.
5. \_\_\_\_\_ The audio/visual materials (if used) were appropriate for the material covered.
6. \_\_\_\_\_ The presenter was knowledgeable about the content and subject matter.
7. \_\_\_\_\_ The presentation ranks favorably to similar ones that I have attended.
8. \_\_\_\_\_ I would attend other presentations by this presenter.

Which portion of the program was most beneficial to you? Why?

What subjects or topics or presenters would you like for us to schedule in the future?

Other comments:

## 5. SAMPLE: Call for Proposals

The theme of the xxxxx conference is “xxxxx”. We invite you to submit your new work in the relevant areas. The conference will consist of high quality institutes, keynote speeches, workshops, lectures, posters and papers.

We invite you to submit your program ideas for consideration. Please provide all information requested below, using this form and a copy of your information cover sheet.

Presentations of new ideas will be given priority.

Proposals must be received by (Date and year).

Please note that for each presentation, a separate proposal submission is required.

## 6. SAMPLE: Information Cover Sheet

**Title of Presentation:**

---

**Name and Academic Credentials, ITAA/ other Certification:** If none, please include an endorsement from a Certified Member (by email or hard copy).

\_\_\_\_\_ **Training under** \_\_\_\_\_

---

**Address:**

**Telephone:**

**Email:**

**Co- Presenter/author(s) Name and Credentials:**

All correspondence will be addressed to the primary author/presenter. The primary author/presenter is responsible to inform the co-authors/presenters.

---

**What do you hope to accomplish during your presentation?**

**Please include a maximum of 3 specific objectives**

Include a 100 word note on your presentation.

Include a 50-word profile of all presenters.

Include a picture of the presenter/s (jpeg format)

**Please indicate format of your presentation with duration, level, and group limit by ticking below:**

**Format:**  Lecture  Workshop  Paper  Poster

**Duration:**  45 min (paper only)  1.50 hour  2.00 hour  3.00 hour

**Level:**  Beginner  Intermediate  Advanced

**Guidelines for Paper Submission:**

All submitted papers must:

- Be in English
- Contain authors' names, affiliations and email addresses
- Be formatted according to online template in Times Roman 10- point font, double space
- Be in PDF file that can be viewed on any platform

- Be of no more than ten pages, including the abstract and appendices, but excluding references.

**Guidelines for Poster:**

Poster must:

- Be in English
- Size 3'x2'
- Choose 2 or 3 primary colors
- Handout
- Submission that does not comply with the above guidelines may be forsaken for publication without review.

Research submissions must represent new and original work. Concurrent submission is not allowed.

*The review process is single-blind peer review. The Conference organisers reserves the right to publish the accepted papers in its publications at a later period.*

Authors of accepted papers will retain intellectual property rights to their work, but will be required to sign a copyright release form to (Organising body). After publication by (Organising body), extended version of papers can be submitted to referred journals in accordance with the policies of those journals.

Accepted refereed papers, posters, etc., must be presented at the conference by an author registered to attend. We strongly encourage at least one author of every paper to register by the early-bird deadline so that session chairs can make plans for its presentation.

For any other queries, please email:xxxxxxxxxxxxxxxxxxxx

***All presenters are required to register for the conference. They will be responsible for the costs of their travel and stay.***

## 7. SAMPLE: Appendices Checklist for Organizing a Conference

S.no	Description	Status Completed / Pending	Comments
<b>Scientific Program</b>			
1	A list of substitute presenters, in case of cancellations		
2	ITAA Program structure		
3	Program schedule to be completed and and posted on the website.		
4	Assign Halls for each workshop		
5	Review audiovisual needs, include hall-wise		
6	Obtain bids for audiovisuals from suppliers.		
7	Plan for recognition ceremonies		
8	Order mementoes		
9	Confirm special events.		
10	For sessions, confirm length of presentations		
11	Final foreign language interpretation arrangements		
12	Assign a reporter to write for <i>The Script</i> , and a photographer to take pictures for publications		
13	Inaugural Speaker, confirm timings, schedule		
14	Arrange for people to introduce keynote speakers.		
15	Morning Plenary checklists		
16	EBMA requirements		
17	Morning Kids programs Survey participants to determine interest, if kids' program is being offered.		
<b>Publicity</b>			
18	Public service announcements to be prepared to send to local radio, TV and newspapers.		

19	Continue to coordinate with ITAA editors ( <i>Script</i> ). Date:		
20	Develop 3-4 ads for publication, to be published 4 and 2 weeks ahead of the conference.		
21	Arrange interviews on local TV and radio stations for the keynote speakers or local ITAA members.		
22	Update all publicity with local media.		
23	Do final mailings and local publicity with schools and institutions.		
<b>Venue</b>			
24	Maintain frequent contact with venue representative.		
25	Review all aspects of the agreement.		
26	1 <sup>st</sup> installment to be paid by (date)		
27	Obtain ITAA Board and Committee meeting requirements from BOT Secretary; make arrangements with the venue.		
28	Select menu for banquet		
29	Prepare signs.		
30	Finalize food and beverage requirement.		
31	Registration Desk		
32	Notice Board near Registration Desk		
33	Evening Tours		
<b>Registration</b>			
34	Keep track of all pending registrations		
35	Send confirming email to registrants		
36	Work closely to ensure coverage of registration desk.		
37	Order printed materials: bags, notebooks, pens, nametags, ribbons, etc.		
38	Review registration numbers.		



<b>Social Program:</b>			
39	Make all arrangements, solicit local talent and obtain signed contracts.		
40	Select music for the gala dinner		
41	Quote for stage/ backdrop/ sound system etc.		
42	Check regarding dance program		
<b>Volunteers</b>			
43	Continue to recruit local volunteers to help in the conference. Volunteers should be meeting regularly.		
<b>Budget / Treasurer</b>			
44	Review and refine budget.		
45	Revise projections as appropriate.		
46	Report to the ITAA Board, explore alternate ways to increase revenue at conference (exhibits, recordings, proceedings, booklets, advt, photo sales, outside events)		
47	Corporate registrations quotes, invoices etc. to be promptly sent out / follow up		
48	Advertising / sponsorship appeals		
49			
50			

## 8. SAMPLE: Budget Outline

### INCOME

Registration fees Guest packages Pre-Conf. Institutes TA 101 Ads in program booklet Sales (audio, synopses, t-shirts, etc) Banquet (50% attend at \$5 per person profit)

**TOTAL** \_\_\_\_\_

**EXPENSES** \_\_\_\_\_

Payroll – Staff (25%) Payroll – Admin.(5%)  
Payroll – Taxes Staff Benefits Advert. &  
Promotion (1) Equipment Rental (no video)  
President Expense Secretarial Support  
Insurance Mailing Labels/Service Hotel  
Expense (2) Honoraria (3) Social Program  
Contingency/Miscellaneous Supplies  
Postage Printing/Copying (4) Travel Fare  
Speakers Telephone/Fax  
Translation/Interpretations (95) Scholarships-  
Registration Fee Reduction

**TOTAL** \_\_\_\_\_

**TOTAL INCOME** \_\_\_\_\_

## 9. SAMPLE: Presenter' Agreement / Contract

<conference logo>

### Presenter's Contract

*Please read all aspects of the contract carefully before submitting your responses.*

Presenter's name:

Title of presentation:

**Telephone:**

Email ID:

### TA Affiliation:

- ITAA
- EATA
- SAATA
- ITA
- UKATA
- IDTA
- SATAA
- USATAA
- OTHER

MENTION

### Highest Academic Degree:

#### ITAA/EATA credential:

- CTA
- CTA TRAINER
- PTSTA
- TSTA

### FIELD:

- COUNSELLING
- EDUCATIONAL
- ORGANISATIONAL
- PSYCHOTHERAPY

### Co-presenter (if any):

#### Day Scheduled:

- Friday, August 17, 2018
- Saturday, August 18, 2018
- Sunday, August 19, 2018

### Time Scheduled: (papers will have 30-45 minutes within the allotted time slot)

- 11 AM-1.00 PM
- 2.00 – 3.30 PM
- 4.00-5.30 PM
- 2.00 – 5.30 PM

### Room Arrangement:

**Equipment:** Workshop rooms will be equipped with white board/flip chart and markers. A few halls will have LCD projectors. So please indicate if it is absolutely necessary for your presentation. Please check:

- I choose to use an LCD projector during my presentation
- I do not choose to use an LCD projector during my presentation.

**Audio/Video recording** (please check):

- I give permission for my presentation to be audio/video recorded.
- I do not give permission for my presentation to be audio/video recorded.

**Conference Papers:** (indicate your choice)

- I agree to submit a paper related to the theoretical content or background of my workshop for inclusion in the Conference Papers, which may be produced digitally and/or in paper for sale at the conference. I agree to send the material via e-mail. I heretofore give SAATA permission to use and disclose this material and agree not to receive any payment in return.
- I will not submit a paper for publication.

**Contract to Present (check all the items indicating your consent)**

- I agree to attend the conference and make the presentation hereby proposed.
- I understand that to break these commitments will disrupt the conference programme.
- I understand that I am responsible for my conference fee and all travel and attendance related expenses.

**Liability Disclaimer: (check all the items indicating your consent)**

- I hereby declare myself completely responsible for my travel and stay at the conference, and disclaim and free ITAA/SAATA from any liability related to these matters.
- I understand that I am fully responsible for the safety and protection of the participants of my presentation and that the organisers/SAATA/ITAA is not liable in this matter.

## Confidentiality of Ground Rules

**PRESENTER'S GROUND RULES****FOR PROVIDING CONFIDENTIALITY AND PROTECTION TO PARTICIPANTS WHO ARE WORKING IN GROUP EXPERIMENTAL SETTINGS**

In order to avoid any violations of the protection that we strive to live and teach by, the ITAA Program Committee drafted the following list of rules for each presenter to review with participants.

All presenters are asked to begin with a brief coverage of the following ground rules:

1. Confidentiality
2. The right to pass
3. All opinions honored
4. Personal responsibility
5. Assertive communication

## 10. SAMPLE: Acceptance Letter to Presenter

From:

Date:

Subject:

Congratulations! We are pleased to confirm that your presentation(s) have been accepted!

Your participation is important to the success of the conference. Please reply to this letter before April 10, 2019 as your agreement to present, and register for the whole conference. If anything should compromise your ability to attend and present as planned, notify program chairs, XXXXXX and XXXXXX, at xxxxxx@xxxxx.xxx, immediately.

If you have a co-presenter, he or she will NOT receive a separate notification. Please be sure that your co-presenter(s) see all program-related communications, and will abide by the agreement above. All presenters and co-presenters have agreed to register for the conference. Register before (DATE) to secure the early registration fee.

**Continuing Education** Your proposal will be reviewed for content and to determine whether it would qualify for Continuing Education credits. We are editing objectives so that they will qualify as appropriate. If we need more information for this or for completing the program book, you will receive a request by email.

**Equipment** We will have a limited number of power point projectors available. If you have requested one in your proposal (and will not bring it with you), we will endeavour to place your presentation in a room with one of the limited number of projectors. If you have requested a projector but do not need one, please reply to this email and notify us that you will not need a projector.

**Spread the Word that You Are Presenting!** Get the message out to your colleagues and sphere of influence.

You have two opportunities to reach a wider audience at the conference: **Conference bookstore:** you may bring books to be sold at the conference bookstore. Please let the conference co-chairs know how many titles and copies you expect to bring, You can place an advertisement in the program book. Contact the conference co-chairs for details. This supports the conference and lets people know about your products, programs, or institute. The conference committee and sponsoring associations appreciate the energy and talent you will bring to this conference. Remember to register and get your hotel reservations right away!

Congratulations again! We look forward to seeing you in (PLACE)!

XXXXXXXXXXXXXXXXX Program Co-Chairs

## 11. SAMPLE: “Wait List” Proposal Acceptance

### “WAIT LIST” PROPOSAL ACCEPTANCE

January 8<sup>th</sup>, 2021

Dear xxxxx,

Thank you so much for your proposal for the XXX Conference. It was well received by the Program Committee.

However, due to the number of excellent proposals submitted, we are unable to include your proposal at this time. We are placing it on “hold” should a slot become available.

When we undertook this task, we had little idea of the quality and range of presentations submitted. It has taken a long time to arrive at this decision with other colleagues reading all proposals and sending their comments on to us.

We look forward to seeing you at the conference and thank you for your time in submitting your proposal.

With best wishes,

Xxxxxx name

Role xxx

## 12. SAMPLE: Conference Proposal Rejection Letter

### LETTER OF REJECTION OF A CONFERENCE PROPOSAL

Dear colleague,

Thank you so much for your proposal for the XXX Conference. It has been the most interesting and difficult task to provide a balance of nationalities, topics, levels, and special areas. For this reason, we have had to put aside excellent proposals, which would have been a pleasure to include.

We hope that you will understand us not including you this time. When we undertook this task, we had little idea of the quality and range of the presentations submitted, and it has taken a long time to arrive at this decision with other colleagues reading all proposals and sending their comments on to us.

We look forward to seeing you at the Conference and thank you for your time in submitting your proposal.

With best wishes,

Xxxxxx name

Role xxx

### 13. SAMPLE: Response to Submitted Proposal

#### RESPONSE TO SUBMITTED PROPOSAL

Dear xxxx,

We received your program proposals on xxx and will make final decisions about which proposals are included by xxx.

We appreciate your interest in the coming conference and your willingness to support it with your presentation. The primary factor in deciding which proposals will be used is the relevance to the conference theme. The second factor is having a wide spread of ideas, regions and application areas.

Your proposal is:

- Complete
- Inaccurate/Incomplete
- 100 word summaries are too long for program book
- 100 word summaries are missing
- 20 word biographical sketch is too long for program book
- 20 word biographical sketches are missing
- Information sheet is missing
- Information sheet is missing. Items missing: \_\_\_\_\_
- Proposal outline is missing. Items missing: \_\_\_\_\_

Thank you for your time!

Sincerely,

Xxxxxx name

Role xxx



## 14. SAMPLE: Invitation to Participate in an Institute

Conference Co-Chairs <b>XXXXXXX</b> <b>XXXXXXXXXXXX</b>	Program Co-Chairs <b>XXXXXXX</b> <b>XXXXXXXXXXXX</b> <b>XXXXXXXX@XXXXX.XXX</b>
Conference Committee <b>XXXXXXX</b> <b>XXXXXXXXXXXX</b>	<b>Business Office</b> XXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX, XX 95020 Phone:

Dear

We are very happy that you have agreed to offer a Post-Conference Institute at ..... Conference, "*Conference Title*."

The Institute will be held on *Date*, at the *Place*, from *time*

The Conference Committee will promote the Institute on our website and co-sponsors' publications, and will provide whatever support you need to make the event a success for all.

We will cover two nights' lodging. After expenses are covered, including administration and hospitality, we will divide the balance equally with you in recognition of the value of your time and expertise.

Our expectation is that your institute will fill easily. If for some reason that doesn't happen by the advance registration deadline of July 1, we will consult with you regarding whether or not to conduct it, keeping in mind that some people will join at the last minute.

Please send us your intended institute title, your name as you want it to appear, your organization / position or title, your headshot, and a short biography. These will go on the website and into the Script. Please also confirm your email address and telephone so we can be in touch as needed.

You do not need to fill in a proposal form. We will ask for learning objectives, a CV, and research references to support your presentation, so that attendance will qualify for continuing education credit, before January 31.

You were invited because we believe you will add significantly to the learning and experience available for participants in this conference.

Closer to the event, we will coordinate room set-up and any other details with you.

Thank you again for agreeing to make your unique and highly valued contribution.

Warmly  
**Signature**  
 XXXXXXXXXXX on behalf of the 2019 Conference Committee

## 15. SAMPLE: Invitation to Participate on Conference Panel

PANEL: Date

Dear ( \_\_\_\_\_ )

The ..... conference committee is planning a final theme panel for Sunday morning, *date and time*. We have in mind a rather informal and open format, in which panel members from differing regions and cultures will speak briefly on the current manifestations (positive and negative) of anger and aggression within their own countries. This may include aspects of anger within the society, within the family, in the media and communications, between the sexes, as a catalyst in mobilizing group actions, etc. Whatever idiosyncrasies you find cogent on this topic that offers a perspective from your region of the world.

The timing will consist of an hour of 4-6 panelists' presentations in five minute segments, allowing added time whenever appropriate for translations from Spanish/English or vice versa. This will be followed by an hour of audience participation with "open mike" questions and discussion as well as input from those folks from areas we were unable to include on the panel.

With this final segment of the conference, we hope to provide both an expansion of the conference theme to social issues worldwide and a synthesis and summary commentary to wrap up the ideas brought out during the week.

In selecting panelists, we felt that you would be a particularly apt choice as a representative from your country. Invited panelists include: (Names Here) I will act as moderator.

Please let me know as quickly as possible your willingness (or not, alas!) to participate. Preferably we're hoping you will reply by fax or phone to the ITAA office within the next few days. I'm looking forward to hearing from you, even more, to seeing you there.

Sincerely,

xxxxxxxxxxxxxxxxxx

Conference Chair

## 16. SAMPLE: Invitation to Participate as Keynote Speaker

Date

Name and Address

Dear XXXXXX;

Thank you for your willingness to participate in the (Conference Name) to be held in *place and date*. The theme of the conference is "xxxxxxxxxxxxxxxxxxxxx." As I described on the phone, your written ideas are a major contribution to TA and we would like to feature your work as part of this major conference.

We are interested in having you make a presentation about what you originally learned from Eric Berne, how you uniquely put those ideas together in your article, "xxxxxxxxxxxxxxxxxxxxx", and then, what changes and new developments you would introduce into that article if you were writing it today. We are particularly interested in how your ideas have changed and how you have developed professionally in the intervening period of time. I envision this to be a formal presentation of about 45 minutes. This ideally would then be followed with a group of three or four discussants that would each have 7-10 minutes to present their ideas to the audience. The total time will be about 2 hours.

We are expecting a large number of participants from outside the *place name*, many of whom want to hear your ideas, know where they came from, and where you are with those ideas today. It is also important that the discussants come from a wide geographic area, if possible: ideally one from Asia, one from South America, one from Europe, and perhaps one American or Canadian. We would like your suggestions for discussants whom you think would provide some challenging insights into your work. It would be most efficient if you would make the initial contact with your discussants, but if that is not possible, give me a call and let's see if I can make the arrangements.

As you probably know, International Transactional Analysis members are not paid an honorarium for their participation in conferences and are required to register and pay all conference fees. Because of this personal invitation, though, it is not necessary for you to provide the elaborate outline requested on the program proposal form. I do need, however, a title, a 100-word description of your presentation, a biographical sketch, and the names of your proposed discussants by the end of August 1994. For your convenience I have enclosed a proposal form. I would also appreciate it if you would send me phone numbers where I can reach you so that we can arrange the final program.

Thank you once again for your willingness to be involved in this conference. I am looking forward with excitement to the ideas you will be presenting.

Sincerely,

Name

## 17. SAMPLE: ITAA Exhibit Rules and Regulations

**Location:** The exhibit area will be located in the

**Cost of Display Space:** Exhibit rental fee is %200 for each table and \$000 for each half table which includes: tablecloth and two chairs. Electricity is not provided but may be available at extra charge.

**Assignment of Exhibit Space:** Space assignments are based on the order in which reservations are received. ITAA reserves the right to adjust space assignment when necessary.

**Use of Exhibit Space:** Exhibitors must confine all demonstrations or promotional activities to the limits of the exhibit booth. Sufficient space must be provided within the booth to contain persons watching demonstrations and other activities. Exhibitors are responsible for keeping the aisle or aisles near their booth free of congestion due to demonstrations or other promotions. No exhibitors shall assign, sublet, or share space without the knowledge and consent of ITAA. Organizations or firms not assigned exhibit space will not be permitted to solicit business within the exhibit hall. Exhibitors are urged to report any violation of this rule to ITAA. Interference with the light and space of other exhibitors is prohibited. All sound equipment and other noises must be kept at a low enough level that it will not disturb other exhibitors. Public address systems, radio broadcasts, or any other devices used only to attract attention by sound are prohibited.

ITAA reserves the right to restrict or evict exhibits that become objectionable because of noise, method of operation, materials, or any other reason the ITAA may have an opinion on. This reservation includes persons, things, conduct, printed matter, or anything of a character that ITAA determines is objectionable. In the event of any restriction or eviction, ITAA is not liable for any refunds or other expenses.



## 19. SAMPLE: Format and Response to Call for Proposals

ANNOUNCING: ITAA/MICTAA JOINT CONFERENCE CALL FOR PROPOSAL

**Theme:** XXXXXXXXXXXXXXXXXXXXXXX

**PLACE** You are cordially invited to submit program ideas for consideration. Please include in your proposal submission; 1) an information cover sheet (below), 2) an abstract of up to 50 words, 3) a short biographical sketch, and 4) an outline for your presentation. Deadline for returning this cover sheet is December 1, 1991 Information Cover Sheet

**Title of Presentation:**

**Example:** Conflict Management: Creative use of Attachment Theory

**Name:** Include academic credentials and ITAA certification:

**Example:** George A. Kohlriss, Ph.D., CTM

**Address:** Street, City, State/Postal code, Country

**Example:** 345 Shiloh Springs Rd. Payton, Ohio 45414, USA

**Format:** Most workshops will be 1.5 hours didactic presentations; there will be limited options for 1 hour and 3 hour presentation. Specify: Lecture, Discussion, Panel, Paper, Experimental, etc.

**Example:**

**Duration:** \_\_\_ 1.5 hours \_\_\_X 3 hours \_\_\_paper (+50 minutes) **Area:** \_X\_ Clinical \_\_\_ Organizational \_\_\_ Educational Other \_\_\_\_\_ **Track:** \_\_\_ Theory \_\_\_ Treatment \_\_\_ Social Issues

\_\_\_ Comparative **Modalities:** \_\_\_ Marriage & Family \_X\_ Special Applications Other \_\_\_\_\_

**Level:** \_\_\_ Beginner \_\_\_ Interim \_\_\_ Advanced \_X\_ Practicing Psychotherapist **Size Limit of**

**Group:** \_\_\_ 20 \_\_\_ 30 \_\_\_ 40 \_X\_ No Limit **Language of the Presentation:** \_X\_ English other \_\_\_\_\_

**Co-Presenter(s):**

\_\_\_\_\_ Name and  
Highest Academic Degree

You are responsible for contacting co-presenter and for ensuring their attendance/replacement.

**\*Note:** Equipment needed: (chalkboard, flipchart, moveable chairs, etc.) It will be difficult to obtain audiovisuals equipment. If you need any, please describe how you will supply it. Example: Flipchart, Moveable chairs, Overhead Projector

## 20. SAMPLE: Conference Feedback

### **Volunteers**

The Committee met XX times in 2020: January 22, April 8, May 19, June 11, and July 9. The meetings were mainly on weekends and held at ITAA office. An average number of participants at each meeting were XX. Discussions pertaining to everything from opening night, to translation systems, to the budget were discussed. The popular “walk about party” idea was conceived in one of these meetings. XX newsletters produced “in house”, entitled “XXXXXX” went out to the committee and the local membership. The letter included the latest conference updates and asked for assistance, i.e., asking for volunteers, asking for donated raffle prizes for the banquet, and informing people of future meetings.

### **On-Site**

There were approximately XX volunteers who helped out. Since the two designed second languages of the conference were Spanish and Japanese, it was important to try and have someone fluent in each language at the desk during peak times. [Peak times are early morning when the desk opens, coffee break, lunch and when evening workshops break]. A short-detailed information sheet was prepared for all volunteers to read. It explained the checking in process, the details of the program and vital “need to know” information. Tasks that the volunteers assisted with were: Packet stuffing, making custom TA fortune cookies, registration desk, ticket takers at pay only events, social events chaperons, passing out awards, and posting signs. At the banquet each volunteer was recognized with a cloisonné pin. Special recognition letters were also mailed post conference.

### **Paid Staff**

Honorarium of \$XXXX to XXXX for XX hours of work on-site.

### **Registration Desk**

Things at the desk were busy! Refunds for breakfast talks, CEU questions, people coming back continually for badges that had to be typed at the office, people needing copies, people leaving parcels at desk, not to mention the questions. The questions were endless and kept the desk bustling.

### **Supplies**

We ordered XX plastic name tags, and XX custom-made paper badges (high number to account for mistakes on the computer). We seemed to be a little short on the plastics, another XXX should have been ordered to be safe. We were down to the last one by the end of the conference. None went without a name tag though. All plastics were used.

### **Portfolios**

We ordered XX customized portfolios for the participants of the conference. Only full registrants of the conference received portfolios (not the one-day registrants or the institute participants).

**“Non-Payers”**

There was XXX of folks who wanted to go to one workshop, a social event or the connections area but didn't want to pay registration fee.

**Support Groups**

Number of groups, approximately XX

Number of participants, approximately XX

Organization for these groups need to be undertaken much sooner than two weeks out. Even if there is no coordinator, a potential facilitator, needs to be contacted. This made for a time-consuming task and a sticky situation because of the last-minute nature of things. The evening time slot was not at all welcomed.

**Program**

Number of Presenters: XX

Countries of Presenters: XX

Number of Keynote Speakers: XX

Number of Breakfast Talks: XX

Cancellations: XX

**Publicity**

There was a very early publicity campaign lodged over one year out. For this publicity, an artist was hired (\$XXX), a logo developed, conference “colors” selected. The first publicity brochure was a three-color design, included an “early bird” registration form and promoted the destination. The next promotion was a small three-color insert (derived from the first brochure) placed in the 94 billing of the membership dies which went out in late December of 1994. In January 1995 the one-page Script publicity was designed. In March the Program Booklet was designed. Shortly after this a publicity poster was created to promote the conference. The poster centered around the conference logo, “New Wine from Old Roots” and included the names of the founding members of ITAA, the Board and all presenters, as well other prominent members. Upon reflection it is wondered how effective the poster was, there were hurt feelings regarding missed names. It is mutually agreed that hiring a professional image of the conference was tough.

**Opening Event**

The opening slated to be an event to shape the whole conference was well attended. All three ballrooms were opened up to accommodate 400 + people.



The Four Corners of the room concept was designed to get away from a one main speaker or leader concept. The concept of equality was to be a theme here. It actually turned out that three corners were used, not four. Even though Jack Dusay was urged to make his speech audience participatory, he did not, thus it was a bit dry for such a festive setting.

Translation for this event was handled by having a “Japanese language section” which is a small PA system. There were also 5 Spanish Speaking tables utilizing the whisper technique.

There was an exorbitant amount of food leftover. In the future a homeless shelter should be notified to pick up the leftovers so as to not waste food. Why was there so much food left? Was this because we emphasized that it was not a dinner and encouraged people to get their won dinner? The décor was classic, and tables looked excellent.

### **Banquet**

We gave an accurate count to the hotel and increased it by 5% and sold that number of tickets. The Hotel was adamant about us not increasing our numbers after that 5% as food had been ordered. The band was excellent.

### **Security**

Many people were victims of theft. People were leaving personal items unattended and thefts occurred. The Hotel was very responsive and sent in undercover people to patrol, regularly.

### **Translation**

Two languages besides English were offered at this conference, Spanish and Japanese. In some cases, there was both Spanish and Japanese interpretation of a workshop. This was too much. In the future, there should be planning so as to not have two language translations, only one. Spanish translation team used the whisper technique. The Japanese team used a small public address system. It has been proposed that ITAA take into consideration purchasing an interpretation system. To take translation out of the conference budget, it is a big financial burden. Since ITAA is an international organization, translation is going to be a future issue. Possibly, if a system is purchased ITAA can contract the system out to other conferences.

### **Evaluations**

Copy here the form’s main points.

### **Verbal Feedback**

Write here a summary of what you heard from the participants at the end of the conference.

### **Suggestions for the next conference**

Write down your suggestions for a better conference next time.

## 21. SAMPLE: Sponsorship Letters – Delegate Appeal

Warm Greetings from (Organisers)!

We are happy to inform you that (Regional Organisation) in association with the ITAA (International Transactional Analysis Association) will bring the **International Transactional Analysis Conference (year)** to (Location) from (Date & year), the theme being, **xxxxxxx**. This conference will bring together, both national and international experts, sharing the latest developments in the fields of counselling, education, organizational development and psychotherapy.

Such a conference will be a gateway for students, teachers, academicians, counselors, trainers, therapists, entrepreneurs and corporate professionals to meet with peers in the industry and to gain expertise from an array of renowned professionals. Delegates will not only find the event a stimulating opportunity to broaden their horizons but also to establish new contacts and renew old ones.

You can benefit from this international event by sending delegates. To avail of our early bird discount of 10% you need to send in your registrations before (Date).

(Details of the offers)

Details of the Conference are available at **(Conference website)** and in the attached brochure. Should you have any questions or require additional information, please do contact our **Treasurer (name) on (contact number)** or send us an email at (email id). We expect to have over 300 participants attending this conference. Your involvement is highly appreciated.

Thank You! Warm regards

(Name) – Conference Convenor

Conference Secretariat: (address and email address)

## 22. SAMPLE: Emails/Promos/Invitations

### Sample: Bidding Documents

Please rate the bid for the World Conference on a scale of 1 – 5 with one being low and 5 being high.

#### 1. Originality of Conference Theme

1	2	3	4	5
---	---	---	---	---

Comments

#### 2. National Association's local resources

1	2	3	4	5
---	---	---	---	---

Comments

#### 3. Costs/budget proposal

1	2	3	4	5
---	---	---	---	---

Comments

#### 4. Location (including ease of travel, likely popularity)

1	2	3	4	5
---	---	---	---	---

Comments

#### 5. Venue (suitability of proposed venue)

1	2	3	4	5
---	---	---	---	---

Comments

Please specify your preferred bid and give comments to help colleagues understand decision

From:

Date:

## 23. SAMPLE: Visa Invitation Letter



Vision

SAATA is the nodal body of South Asia for networking and developing professional competencies in Transactional Analysis

January 1, 2018

TO WHOM IT MAY CONCERN

**Invitation letter for the  
International Conference on Transactional Analysis, Kochi 2018**

**Michelle Thomé**, who lives in **Avenida Jornalista Tim Lopes, 255, apt 105, Rio de Janeiro, Brazil, passport number FM716043**, will be attending the **International Transactional Analysis Conference** to be held at **Hotel Abad Plaza in Kochi, Kerala, India**. The conference is being jointly hosted by the International Transactional Analysis Association (ITAA) and the South Asian Association of Transactional Analysts (SAATA).

The theme of the conference is 'The Dance of Culture'. Keynotes, institutes, workshops, papers and posters on the theme will be presented during the conference.

The Board of Trustees (BOT) meeting of the ITAA, and the trainers meeting and exams of the International Board of Certification (IBOC) will be held prior to the conference as per the following schedule.

Wednesday	August 15	Trainers Meet
Thursday	August 16	IBOC Exams, preconference institutes and Conference Inauguration
Friday - Sunday	August 17-19	Conference
Monday – Tuesday	August 20 - 21	TEW

Details of the conference are available at [www.saata.org/conference2018/](http://www.saata.org/conference2018/)

Yours sincerely

**Conference Convener**

Conference Secretariat: 91, Krishna Colony, Singanallur, Coimbatore 641005 INDIA.



**Conference Co-Chairs**

Vann Joines  
Lucy Freedman

**Program Co-Chairs**

Janice Dowson  
Janet Lee O'Connor  
[proposals@usataa.org](mailto:proposals@usataa.org)

**Conference Committee**

Emily Keller  
Dianne Maki  
Chellie Joines

[TAConference2019.com](http://TAConference2019.com)

**Business Office**

USATAA  
c/o Datamate Bookkeeping 7881  
Church Street  
Suite F  
Gilroy, CA 95020  
+1 408 848 2293

Chitra Ravi  
Passport: (number)  
Visa: H4147565  
Control #: 201415301700001  
(Full Address)  
[chitra.seed@gmail.com](mailto:chitra.seed@gmail.com)

To the American Consul in Chennai, India U.S. Consulate General  
Gemini Circle  
No. 220 Anna Salai  
Chennai, Tamil Nadu, 600 006. India  
[chennaics@state.gov](mailto:chennaics@state.gov)

Dear Consul,

I write on behalf of the 2019 Transactional Analysis Conference Committee stating that we enthusiastically invite Chitra Ravi, Vice President – Operations for ITAA, who will attend the ITAA Board of Trustees meeting July 28 & 29 . She will also be running the International Board of Certification Exams from July 30 – 31, as well as participating in the conference from July 31 through August 2. As the Vice-President of Operations to the ITAA Board, she is a valued member of this community. She has attended several other ITAA Conferences: Sydney 2015, India 2016, Berlin 2017, and Kochi 2018.

This conference is being co-sponsored by International Transactional Analysis Association (ITAA), the United States of America Transactional Analysis Association (USATAA), and the Southeast Institute of Chapel Hill, North Carolina to celebrate the founding of the Southeast Institute, a leader in training Transactional Analysis (TA) practitioners in the US.

Ms. Ravi's purpose for attending in the conference would be to carry out her obligations to the ITAA and IBOC; her own professional development; and network within the international TA community.

We would be greatly appreciate your support, so that she can travel to arrive in Raleigh, NC prior to the Board of Trustees' meeting and exams. Thank you for your assistance in this matter. Please let me know if any further questions.

With kind regards,  
Yours sincerely,

Dianne Maki-Sethi  
TA Conference'19 Registrar, [register@usataa.org](mailto:register@usataa.org)

## 24. Sample: Program Booklet Cover Sample

