



# International Federation of Aromatherapists

## SPEAKER APPLICATION FORM

We are delighted in your interest to be a speaker at an IFA event please complete this form to apply.

PERSONAL DETAILS	
<b>SPEAKER NAME</b>	
<b>CREDENTIALS</b> (Please provide in bullet point format) Alternatively please attach a curriculum vitae	
<b>PREVIOUS EXPERIENCE OF DELIVERING LECTURES/WORKSHOPS</b> (Please provide in bullet point format, if you have any material published on youtube please provide link)	
<b>ABOUT THE SPEAKER</b> (Approximately 150 words to be used as your introduction)	
<b>ADDRESS:</b>	
<b>ATTACH A PHOTOGRAPH:</b> (Head shot picture with white background is preferred)	
<b>CONTACT NUMBER:</b>	
<b>CONTACT EMAIL:</b>	



# *International Federation of Aromatherapists*

<b>PRESENTATION INFORMATION</b>	
<b>TITLE OF PRESENTATION</b>	
<b>SUMMARY OF PRESENTATION</b> (Approximately 150 words to be used as an abstract)	
<b>STYLE OF DELIVERY</b> (Talk, demonstration, interactive etc)	
<b>PRESENTATION LEARNING OUTCOMES FOR AROMATHERAPISTS</b> (Include if it is suitable for students, postgraduates etc)	
<b>LENGTH OF PRESENTATION</b>	
<b>REFERENCE MATERIALS</b> (What material will be handed out? Research you will be drawing upon)	
<b>AUDIO/VISUAL NEEDS</b> (e.g. overhead projector, or other electrical equipment, flip chart, paper and pens, etc.):	
<b>DO YOU REQUIRE ANYONE TO ATTEND WITH YOU?</b>	
<b>SPECIAL REQUESTS</b>	



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## TERMS & CONDITIONS OF APPOINTMENT

### MISSION STATEMENT

The IFA endeavours to provide an educational environment which promotes both excellence in the practice of Aromatherapy and further progression of the art of aromatherapy as a separate distinct healing approach. The IFA emphasises preventative management and maintenance of good health and respects the use of a multi-discipline approach to maximise its potential. We have earned an international reputation for maintaining high educational standards and our UK and International conferences are aimed at bringing together lead specialist in their field to provide our members, and those interested in complementary health, with the latest in international research.

It is the expectation that the approved lecturer’s presentation will comply the following conditions:

- Your talk will be educational not commercial and will not promote products, companies or courses within the delivery of the lecture (there are separate opportunities for speakers to do this). If this is unavoidable for a specific reason please state on the application under ‘special requests’.
- The lecturer applying holds the necessary qualifications in the discipline they are delivering a talk
- The lecturers work is original
- Your lecture will not contain any information regarding the internal intake of essential oils
- Your website, social media, articles, press releases and publications do not contain any information regarding the internal intake of essential oils or promote the unsafe or contraindicated use of essential oils
- Be prepared to receive questions and provide answers to the floor (in the event questions are posed)

It is the expectation once the guest lecturer is appointed they will agree to the following terms:

- As a general rule the IFA do not pay a fee to speakers to talk at one of our events as we view it as a mutually beneficial promotional collaboration. If a speaker does require a fee this must be requested on the application under ‘special requests’. Speakers cannot request a fee in hindsight after they have accepted the appointment or request to change the terms of appointment stated herein.
- Remuneration for travel expenses will be provided and an invitation extended to the speaker and trustee board dinner
- PowerPoints must be received 3 months before the date of the event to allow ample time for translation
- Once the subject of your talk is confirmed this cannot be changed.
- If for any reason you are unable to attend the event once marketed, then you must inform the IFA immediately and find a suitable replacement with ‘of-equal’ credentials who will be able to deliver a lecture on the same subject.

**I understand and agree to the terms and conditions of appointment and objectives of the IFA, and I agree my presentation will in no way compromise the mission statement and objectives of the IFA.**

.....

Signature

...../...../.....

Date



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## **WHAT HAPPENS NEXT?**

- Your application will be circulated to the board of trustees
- The trustees will endeavour to confirm suitability of appointment within 90 days
- The trustees may request an alteration to presentation titles to fit in with a given theme, in which case the applicant will be written to and asked to confirm their agreement to suggested changes.
- All those who are selected will be informed of the date of the next conference and held on a register for 2 years.

Thank you for your interest in speaking at an IFA event