

Event Registration Form

Register your interest in attending or contributing to an IAF event.

Complete in English. Save a copy before entering information, then save, close and reopen to check your entries. Use linked continuation sheets for longer answers and identify each attachment. Fields marked * apply only to the relevant route.

01 Event and participation

Event title *

Event reference / edition

Event date(s) *

Venue / city or online platform

Event time zone

Requested participation format *

- ☐ In person ☐ Online ☐ Hybrid - specify sessions

Primary participant role *

- ☐ Delegate ☐ Speaker / panellist ☐ Exhibitor / demonstrator
☐ Media ☐ Volunteer ☐ Other - specify

02 Participant details

Participant full name *

Preferred badge name

Job title / professional role

Organisation / institution

Email *

Phone with country code

Country / region

IAF membership ID, if any

Registering coordinator / authority, if someone else

Complete one form per participant. Group coordinators should submit a separate participant record for each person with appropriate permission. Registration does not create IAF membership, a speaking slot or a confirmed place.

Programme & practical arrangements

Identify your programme choices and the support needed for participation.

03 Sessions and contributions

Requested sessions / workshops / activity IDs and dates *

Speaker / exhibitor / media proposal - title, topic and role requested

Biography, abstract, exhibit or media credential reference

Presentation / exhibit equipment, connectivity or demonstration requirements

04 Access and attendance support

Access, communication or dietary arrangements requested - no diagnosis needed

Preferred private contact route for sensitive arrangements

Attendance support letter requested, if available

☐ Yes ☐ No ☐ Please discuss

Arrival / departure dates or travel support request, if relevant

A support letter, if issued, confirms only the recorded event arrangements. Entry permission, travel and accommodation remain subject to the relevant providers and requirements. Send any later identity details only through a verified secure route.

Optional emergency contact - full name

Emergency contact phone

Tell the emergency contact before providing their details. Use this field only where relevant to attendance and emergency assistance.

Participation terms & signature

Confirm the event terms supplied and keep optional publicity choices separate.

05 Event terms and privacy

Event terms / conduct rules - reference and edition *

Event privacy notice - reference and edition *

IAF uses these details to manage registration, event access, programme communications and requested practical arrangements. Access is limited to authorised personnel and necessary providers or reviewers under the applicable privacy notice.

Provide only relevant information. Obtain the notice stating the responsible entity, privacy contact, uses, recipients, transfers, retention and rights. Send sensitive records securely. Optional publicity is separate from required processing.

- ☐ I confirm the participant information is accurate and that I am the participant or have authority to submit these details. *
- ☐ I have received and accept the identified event terms and conduct rules, including applicable safety, access and recording requirements. I will notify the event team of material changes. *
- ☐ Where I supply a presentation, exhibit or other material, I have the necessary rights and will identify restrictions. Any recording, publication or reuse beyond the event terms requires separately agreed permission. *

06 Optional choices

- ☐ OPTIONAL: Include my approved name, organisation and role in the participant networking directory.
- ☐ OPTIONAL: Contact me with IAF news and future event invitations. I may withdraw this choice separately from essential event communications.

Identifiable promotional photography / video preference

- ☐ I agree ☐ Please exclude me ☐ Discuss first

The organiser will explain practical media arrangements. Declining optional publicity does not affect the registration decision. Any necessary event recording must be separately identified in the supplied terms and notice.

Signatory full name *

Signature date (YYYY-MM-DD) *

Signature - digital certificate or handwritten

Select this signature field in a compatible PDF reader, or print and sign.

Sign by hand or with an accepted verifiable electronic signature. A typed name or checkmark alone does not verify a signature. Retain the signed copy and any linked signature evidence.

Submit through the official event registration route published through iaf.com or verified with the IAF Secretariat. Retain the submitted form, attachments and acknowledgement. Do not send passwords, full identity documents or sensitive technical files through an unverified address.

IAF registration & attendance record

IAF USE ONLY | Applicants leave this page blank. Record actual dates and authorised decisions.

Case / application reference

Received date (YYYY-MM-DD)

Case owner - full name / role

Acknowledged (YYYY-MM-DD)

07 Registration decision

Confirmed event / edition reference

Participant registration ID

Registration state

- ☐ Confirmed ☐ Waitlist
- ☐ More information ☐ Declined

Confirmed role, format, sessions and access permissions

Decision authority / record

Decision date (YYYY-MM-DD)

08 Delivery and support

Verify before confirmation or attendance

- ☐ Participant details / authority ☐ Terms and notice supplied
- ☐ Optional choices recorded ☐ Access needs privately assigned
- ☐ Programme role approved ☐ Essential instructions sent

Support owner / action reference - avoid sensitive detail on general records

Badge / access issued reference

Joining instructions sent date

Attendance, changes or waitlist follow-up - action and record reference

Decision notice / record reference

Notified (YYYY-MM-DD)

Retain the application and decision evidence with controlled access. After an application is digitally signed, record later office entries in a separate linked record to preserve the signature. Retain any applicable review or appeal information with the notice.