

# Membership Application



The International Association of Speakers Bureaus (IASB) is a United States 501(c)6 tax-exempt, non-profit trade association.

## MEMBERSHIP QUALIFICATIONS

Any company or individual (entity) whose primary business is booking, representing and/or managing speakers or presenters. The entity must have annual revenue that is a minimum of 51% from the afore referenced activities—*OR if entity is a division of another company, the division must produce a minimum annually of \$1,000,000 (USD or equivalent) from the afore referenced activities.*

## MEMBER DUES & FEES

All amounts are in US Dollars. Fees and Dues are non-refundable and non-transferrable.

- Processing Fee ..... \$200 USD  
*Due and payable at time of application.  
Former Members that are reinstating and  
retaining Original Join Date have this fee waived.*
- Annual Dues ..... \$800 USD  
*Due and payable at time of approval.  
Auto-payment Plans are available.*

**\*\*Retention of Original Join Date:** Please check the box located in the upper right hand corner of the form and you will receive an invoice for your past dues.

## PROCESS & TIMELINE

Estimated Time for Approval is 30-60 days. Complete applications are reviewed by the IASB Membership Committee on a monthly basis. Applicants that receive a preliminary approval from the Committee are submitted to the full Membership for comments before Final Approval.

Tax ID: 36-4493025 :: Dues are not tax deductible as US charitable contributions, please consult a tax advisor. 0% of dues are used for lobbying expenses.

INTERNATIONAL ASSOCIATION OF  
SPEAKERS BUREAUS

+1 (480) 839-1423 :: www.iasbweb.org

Type:  New Application  Reinstatement (Retain Original Join Date  Yes\*\*) )

## Member Name:

\_\_\_\_\_

If above is a division, indicate the parent company: \_\_\_\_\_

If above is a DBA, indicate the registered name: \_\_\_\_\_

## CONTACT INFORMATION

The following information is included in the Member Directories (print and online).

You may Opt-Out of being listed online in the publicly-accessible online Member Directory by checking this box .

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

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

This may be a company email (e.g. info@).

The following information is not included in Member Directories but is accessible to IASB Staff and Volunteers (Board/Committee) as appropriate.

**Primary Contact:** This Person that will represent the entity in official membership business - they will be the only recipient of official member notices and will have the ability to update the entity's record in the online directory. *Once the Membership is approved, additional individuals that are employed by the Entity may be added as Company Contacts so they may access the member benefits, including updates and program registration.*

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Ownership Information:** Date Company/Entity was Formed/Incorporated: Mth \_\_\_/Year \_\_\_\_\_

Name(s) of Current Owners of above Entity: \_\_\_\_\_

Were any of the individuals above *previously* involved with a current or former IASB Member?

No  Yes - please send an email with the member name and approximate dates to info@iasbweb.org.

## MEMBER PROFILE

Please complete the following demographic information:

Primary Model (check one):  Non-exclusive  Exclusive  Speaker Management

Services Provided in addition to booking speakers (check all that apply):  Brand Consulting

Marketing Consulting  Speaker Coaching/Training  Speaker Marketing/PR  Speaker

Product Development  Live Event Production  Video Production

Other (please describe): \_\_\_\_\_

Number of Employees: \_\_\_\_\_

If the entity represents speakers *through an exclusive relationship or management agreement*,

please indicate the average number of speakers represented on an annual basis: \_\_\_\_\_

If the entity works with clients outside of the country indicated above, please indicate the

additional countries: \_\_\_\_\_

## DOCUMENTATION

Please attach copies (PDF preferred) of the following and submit along with this form via email.

Proof of Existence (e.g. copy of incorporation papers, business license).

If a division or DBA, please provide related documents showing relationship.

Payment Authorization (Page 2) and Signed Membership Affidavit (Page 3).

References from 3 Speakers the entity has booked/worked with in the last year.

References from 3 Clients (Buyers or Bureaus) the entity has worked with in the last year.

Note: references may be in the form of an email provided contact information is provided.

**MEMBER NAME:** \_\_\_\_\_

### MEMBER DUES & FEES

The following fees/dues are required in connection with this application. All payments must be in US funds.

- **Processing Fee** .....\$200 USD  
Due and payable at application. Non-refundable and non-transferrable.  
Former Members that are reinstating and retaining their Original Join Date have this fee waived.
- **Annual Dues** .....\$800 USD  
Due and payable at acceptance/approval. Non-refundable and non-transferrable.

### DUES PAYMENT PLANS (CHECK A BOX BELOW)

For convenience, IASB offers a variety of payment plans for the Dues once the application is approved. Please select a plan below for the dues:

- Pay in Full:** \$800 Upon Acceptance.  
The card provided below will be charged \$800 or if paying by check, IASB will invoice for the amount due - payment must be received prior to membership activation.
- Auto-pay\* Quarterly Plan:** \$200 Upon Acceptance.  
The card provided will be charged \$200 every 3 months and the membership will auto-renew on the 1st of the month following the anniversary date.
- Auto-pay\* Annual Plan:** \$800 Upon Acceptance.  
The card provided will be charged \$800 for the first year's dues; thereafter the membership will auto-renew on the 1st of the month following the anniversary date. Members selecting this option will be eligible upon Renewal for the Paying Early Discount as indicated on the Dues Renewal Notice.

**Note: Reinstating Members** - if you checked the box on Page 1 indicating you wish to retain your original join date, your past dues will be calculated and you will be invoiced for the total amount owed - you do not need to check one of the above boxes unless you would like to choose one of the Auto-Pay plans for the following year's dues.

\*Auto-pay Plans require a Credit Card with an expiry date that is at least one year away.  
Auto-pay Plans may be cancelled by notifying IASB at least 30 days prior to the anniversary date - payment of any outstanding balance must be made at that time.

### METHOD OF PAYMENT (CHECK A BOX BELOW)

**IASB will send a link to view/download/pay the invoice online.**

- Paying by Check:** Mail check for the Processing Fee (if applicable) to the address on the invoice. Make Check payable to IASB and ensure check is drawn on US Funds (US-based Bank). Processing of the application will begin upon receipt of the check. After approval an invoice will be sent for the dues.
- Paying by Credit Card/ACH (US Banks Only):** IASB accepts American Express, Discover, MasterCard and Visa or ACH (US Banks Only).
- Paying by Wire:** IASB will send the banking details to the person indicated below. A \$25USD Wire Fee must be added to the wire amount (this is in addition to any charges assessed by your bank).

### PAYMENT CONTACT PERSON

Please indicate the person that is authorized to make payment arrangements in connection with this application. The invoice for the processing fee and/or dues will be emailed to this person.

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

INTERNATIONAL ASSOCIATION OF SPEAKERS BUREAUS  
+1 (480) 839-1423 :: www.iasbweb.org

**IASB USE ONLY:** M#: \_\_\_\_\_ S#: \_\_\_\_\_ D#: \_\_\_\_\_  
Autopay Plan:  Annual  Quarterly

Tax ID: 36-4493025 :: Dues are not tax deductible as US charitable contributions, please consult a tax advisor. 0% of dues are used for lobbying expenses.

**MEMBER NAME:** \_\_\_\_\_

## QUALIFICATIONS FOR MEMBERSHIP

Membership is open to a company or individual whose primary business is booking, representing and/or managing speakers or presenters. The entity must have annual revenue that is a minimum of 51% from the afore referenced activities *or if entity is a division of another company, the division must produce a minimum annually of \$1,000,000 (USD or equivalent) from the afore referenced activities.*

If any of the qualifications for membership are not met, or have been misrepresented, the entity's membership to IASB may be suspended or revoked. Applying member agrees to provide verification of these qualifications upon request by IASB Staff, the Membership Committee or Board of Governors.

## STANDARDS FOR PROFESSIONAL CONDUCT Revised 1/1/2013

Article 1. The IASB member shall comply with the terms of all contracts.

Article 2. The IASB member shall accurately, truthfully, and appropriately represent its relationships with speakers, speakers bureaus, and others and shall not use names of people or entities in a way that might mislead or be misleading.

Article 3. The IASB member shall communicate effectively and truthfully with customers, speakers, and other speakers bureaus.

Article 4. The IASB member shall act with diligence in a professional, competent, and timely manner.

Article 5. The IASB member shall comply with all international, federal, state, and any other applicable laws and regulations.

Explanation: The maintenance of the marketplace's confidence and the professionalism, honesty, ability and integrity of the lecture bureau industry is primary to the success of the International Association of Speakers Bureaus (IASB). IASB and its members have adopted these Standards of Professional Conduct ("Standards") that each member subscribes to as a condition of membership. Violations of these Standards shall be determined in accordance to the Bylaws, policies, and procedures of the International Association of Speakers Bureaus, including the IASB Standards and Disciplinary Procedures. Any such disciplinary action shall be final and binding upon the IASB member or members and without recourse to the Association, its Officers, members, or staff. This recognized, the Board and members of the IASB will from time to time reconsider and revise the Standards and the processes around it. Changes will be made in accordance with the processes and procedures set out by the By-laws of the association.

## ACKNOWLEDGEMENT & SIGNATURE

The information and answers contained on the accompanying Membership Application are correct to the best of my knowledge and belief. On behalf of my entity I agree that this application will be the basis for and part of the membership that may be issued, and that my entity shall hold IASB, and its officers, directors, employees, agents, and each of them, harmless and indemnify and release IASB, its Officers, Directors, employees, agents and others acting on behalf of IASB from any and all liability arising out of the acceptance or rejection of this application and the suspension or termination of membership for any reason.

**By signing below, I acknowledge that I am an authorized representative of the entity listed above (Member Name) and I pledge my commitment and my entity's commitment to the association's purposes, goals, rules, regulations and Standards of Professional Conduct and submit that we meet the qualifications for membership, have read the Standards, agree to abide by the Standards and are not knowingly in current violation of the Standards.** I understand that my entity's membership is not in effect until this application is accepted by IASB and payment of the dues has been processed. I give permission for IASB to communicate with me, the individual listed as the Primary Contact and the Payment Contact regarding this application and our membership once approved.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

**Please complete and sign this affidavit and send along with your completed membership application and payment to IASB.**  
**If you have questions or need assistance, please contact the IASB office at +1 (480) 839-1423.**