

## Complimentary Institutional Membership to ICA: Guidance for Applicants

The Complimentary Institutional Membership was created in 2004 by ICA to further promote the development of the relationship between ICA and universities around the world. Successful applicant departments will enjoy the following benefits:

- a) the Designated Representative (full-time faculty member) who leads the successful application will be awarded a 'free' membership to ICA for three years;
- b) the successful department will be able to send up to three faculty to the ICA annual conference at the 'membership' rate.

Membership benefits are expected to be shared amongst faculty in successful departments.

When the complimentary membership period ends, the award-holders will be asked to write a short report on the impact that the membership has had on the research culture of their department and any collaborative developments which have emerged as a result of their relationship with ICA and its members.

### *Eligibility:*

- Universities worldwide are eligible, although those located in B or C countries, as identified by the United Nations, will be given priority. The specific university department applying for the complimentary membership should be a media or communication department or have a strong focus on these areas.
- The lead applicant must be a full-time faculty member of the applicant university department.
- Successful universities can re-apply to the scheme at the end of their complimentary membership period, although new applicants will be given priority.
- Students are ineligible to receive this membership type

### *Application Process:*

- Complete the form attached with the following inclusions:
  - The form should identify a full time faculty member as the Designated Representative who will take on an active liaison role between ICA and the university.
  - A cover letter indicating the benefits which will be gained by the university if the application is successful. The letter should be no longer than 2 pages (or around 750 words) and should include no other attachments.

### *Submission and Deadline:*

- Application Letters should be addressed to:  
Laura Sawyer, Executive Director  
International Communication Association  
1500 21<sup>st</sup> Street NW  
Washington, DC 20036 USA
- The deadline to apply is 30 June each year. Applicants will be notified of a decision by 1 September. Upon approval, the complimentary membership will commence 1 October, the start of a new membership term.
- Submit applications via email to: [membership@icahdq.org](mailto:membership@icahdq.org)

If there are more than three applications per year, ICA will consider all applications and select up to three university departments to be awarded the complimentary membership.

Note: no more than three complimentary memberships will be awarded in any one year.

**International Communication Association  
Complimentary Three Year  
Institutional Membership Application**

1500 21<sup>st</sup> Street NW Phone: 202-955-1444  
 Washington, DC 20036 Fax: 202-955-1448  
 Email: [membership@icahdq.org](mailto:membership@icahdq.org) Website: [www.icahdq.org](http://www.icahdq.org)

**Institution Name & Department** \_\_\_\_\_

**Designated Representative\*** \_\_\_\_\_  
 (\*MIST BE FULL TIME FACULTY MEMBER) First Middle Last

**Email address** (required – one only, please) \_\_\_\_\_

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

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Division/Interest Group Affiliation/s (A minimum of 1 selection is required)**

Activism, Communication & Social Justice	Intercultural Communication
Children, Adolescents and the Media	Intergroup Communication
Communication & Technology	Interpersonal Communication
Communication History	Journalism Studies
Communication Law and Policy	Language & Social Interaction
Communication Science & Biology	Mass Communication
Computational Methods	Media Industry Studies
Environmental Communication	Mobile Communication
Ethnicity & Race in Communication	Organizational Communication
Feminist Scholarship	Philosophy of Communication
Game Studies	Political Communication
Gay, Lesbian, Bisexual & Transgender Studies	Popular Communication
Global Communication & Social Change	Public Diplomacy
Health Communication	Public Relations
Information Systems	Sports Communication
Instructional/Developmental Communication	Visual Communication Studies

Please list up to three additional institutional members along with their email addresses to be included in this membership. They will be able to update other contact information upon enrollment. All associates receive full ICA membership benefits.

Name \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

*Submit this form, along with your cover letter, via email to: [membership@icahdq.org](mailto:membership@icahdq.org)*