



INTERNATIONAL  
ECONOMIC DEVELOPMENT  
COUNCIL

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# Event Recognition of Economic Development Programs

To be filled out by organizations that wish for IEDC to recognize their programs as creditable towards Certified Economic Developer (CECd) recertification.

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## **RECOGNITION OF ECONOMIC DEVELOPMENT PROGRAMS**

### **What Recognition Means**

An important goal of the International Economic Development Council (IEDC) is to partner with other existing membership organizations, which provide forums for economic developers to learn, share, network and give back to the profession. As economic development varies from region to region and state to state, IEDC recognizes the importance of state and regional offerings of events to the practitioner. IEDC encourages members of the economic development community to participate in national, regional and state events in order to increase their knowledge, enhance the profession and participate with peers within the field.

In order to bring the economic development community together, IEDC recognizes events of other organizations that support the networking and development of practitioners. IEDC recognizes events that are associated with membership economic development associations, designed for economic developers, encourages attendee participation, and is a means for practitioners to give something back to the profession.

IEDC is interested in partnering with other associations outside of IEDC whose events:

- Provide economic developers the opportunity to learn from one another.
- Contribute to growing the body of knowledge, which defines the profession.
- Disseminate practical information amongst practitioners.
- Encourage the practitioner to contribute and learn from other practitioners.

### **ELIGIBILITY FOR RECOGNITION**

**Events to be recognized should meet the following three eligibility requirements:**

- Be sponsored by a state or regional association of economic development practitioners, an economic development agency or an institution of higher education or be sponsored by a national membership organization whose members are made up of more than 50% by economic developers.
- The content of the event deals solely with the professional development of the economic development practitioner.
- Program content includes practical “how-tos” of successful economic development programs, the examination of particular trends, techniques, tools or programs, and best practices.

## OPTIONS TO PARTNER WITH IEDC

Regional or state economic development associations, as well as national organizations which are membership based, that deal with, or discuss, economic development issues, may partner with IEDC for recognition of their annual events in one of two ways.

### Option One

- Join the group of other associations partnering on the Economic Development Legislative Summit, held every year in Washington, D.C. This includes:
  - Contributing the organization's logo for the brochure
  - Helping to promote the Summit locally
  - Provide a copy of the association's mailing list (to promote the Summit)
- Provide IEDC with one additional copy of the association's mailing list (e-mailed or in labels).
- Provide a copy of the membership directory.
- Provide an e-mail list of their membership.
- Make available IEDC information at the organization's annual conference.

### Option Two

If an organization would like to have its event recognized, but is not interested in partnering in the Legislative Summit, it will be charged a \$500 recognition fee each calendar year for their event to be recognized through IEDC and count toward CEcD recertification.

Such a partnership would entitle the sponsoring organization to include a logo of IEDC on their draft brochure, and include the statement:

**“This event is recognized by the International Economic Development Council (IEDC) as a professional development event that counts toward the recertification of Certified Economic Developers (CEcD).”**

**[IEDC Logo]**

## RECOGNITION OF ADDITIONAL EVENTS

### Option Three

If an organization would like more than one annual conference to be recognized by IEDC per year, the organization may opt for Option Three. This would require that the sponsoring organization pay an additional \$100 for recognition. IEDC would require the dates and location of the additional event, the purpose of the event, and the anticipated number of attendees.

## **RESPONSIBILITIES OF SPONSORING ORGANIZATION**

Applications must be submitted 90 days in advance of the event(s) to be held. Approval is granted each calendar year. Recognition must be renewed each subsequent year upon the timely receipt of the required documents, unless there is written notification from or to IEDC that recognition is no longer desired.

Programs receiving approval will acknowledge the relationship with IEDC on any marketing materials produced by the organization. This will include the IEDC logo, a brief statement on the relationship between IEDC and the sponsoring organization, a description of IEDC and upcoming IEDC events.

As a condition of recognition, the sponsor agrees to submit a list of participants who receive a certificate of completion, an electronic attendance list, and evaluation summaries at the completion of each recognized event.

IEDC recognition will qualify the event as a means of professional development that may be applied towards CECD recertification.

## **ITEMS TO BE SUBMITTED**

- One page form indicating which event(s) being held that year should be recognized under the recognition system.
- Potential dates, locations, subject areas and agendas for all recognized events. This is to ensure no conflict between the recognized event and IEDC events. This also facilitates the potential for cross marketing.
- Check for \$500 (Option Two) or signed letter of intent to partner in the Legislative Summit and other required documents indicated under Option One.
- If Option Three is elected, include documents that correspond with the additional event.

## **Questions?**

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## Application for Program Recognition

Applications must be received at IEDC 90 days in advance of the event to be recognized.

<b>Person in Charge of Program:</b>	<b>Phone:</b>
<b>Application Date:</b>	<b>Year for which recognition is requested:</b>

**Event Details:**

<b>Title of Program:</b>	
<b>Date(s) of Program:</b>	
<b>Location (Site name, city, state):</b>	
<b>Anticipated Attendance Total:</b>	
<b>Percentage of Economic Developers:</b>	<b>Percentage of Others:</b>
<b>Who else will be in attendance?</b>	
<b>Focus of Event:</b>	
<b>Target Geographic Area:</b>	

**Organization Details:**

<b>Name of Sponsoring Organization:</b>
<b>President/CEO:</b>
<b>Mailing Address:</b>
<b>City/State/Zip:</b>
<b>If a membership organization, indicate number of members:</b>

**If Choosing Option Three:**

<b>Date of Additional Program:</b>	
<b>Location(s) of Program:</b>	
<b>Title(s) of Program:</b>	
<b>Anticipated Attendance Total:</b>	
<b>Percentage of Economic Developers:</b>	<b>Percentage of Others:</b>
<b>Who else will be in attendance?</b>	
<b>Focus of Event:</b>	
<b>Target Geographic Area:</b>	

**Address to which IEDC Should Send Information for Distribution at Event:**

<b>Organization:</b>
<b>Attention To:</b>
<b>Mailing Address:</b>
<b>City/State/Zip:</b>

## Application for Program Recognition (Continued)

1. Enclose two copies of preliminary program or brochure of event or conference.
2. Please indicate whether the organization will be participating using Option One or Option Two. Each item listed should be included and checked off as part of completing this application.
3. Per the MOU Agreement, IEDC's state, regional, and provincial partners receive one free event recognition per year for their annual conference. Please check Option One to receive complimentary recognition as a partner.

### Option One

- Letter of intent to join the group of other associations partnering on the Economic Development Legislative Summit
- Electronic copy of the association's current mailing list
- Copy of association's membership directory
- Email list of membership
- Address to which IEDC information may be sent for distribution at the designated events

### Option Two

- Our organization would like to have its event recognized, but we are not interested in partnering in the Legislative Summit. **We are enclosing a \$500.00 recognition fee in order for our event to be recognized toward CEcD recertification.**

### Option Three

- In addition to Option One or Option Two, we would like an additional event to be recognized as professional development credit toward recertification and agree to pay a \$100.00 fee for each additional event, submitted at least three months prior to the event.

*We acknowledge that the above program will be conducted and presented in a manner which will further the aims and goals of the economic development profession. It is understood that this recognition of the annual conference as well as any other event listed under Option Three will be recognized only for the calendar year of  and a new applications must be filed for future programs.*

*We understand that such a partnership would entitle the sponsoring organization to include a logo of IEDC on their draft brochure indicating the event is recognized by IEDC for recertification, and that IEDC will recognize that anyone who attends our annual event will receive professional development credit for recertification.*

<b>Signature:</b>	<b>Title:</b>
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4. Please send completed application with a copy of your preliminary program and materials indicated under Option One/Three, or a \$500.00 fee to the IEDC office.