

## IGS & IGS CHAPTER RESPONSIBILITIES

A well run ETE program requires a coordinated effort among the IGS, the IGS Regional Activities Committee (RAC), and the IGS Chapter hosting the event. These three groups work together to plan all aspects of an ETE program making it an enjoyable and educational experience for all attendees.

The IGS is responsible for sponsoring the educational portion of all ETE events, including a call for speakers, the vetting of all speakers, and the airfare of the chosen speakers.

The IGS Chapter hosting the workshop, with support from the RAC, is responsible for managing the event, selecting the attendees, and all other event logistics. The hosting chapter is responsible for covering all ETE event location expenses for attendees and speakers, including the cost of accommodations, meals, and travel within the city where the event is being held.

To help cover these expenses, the IGS Chapter is tasked with contacting geosynthetics businesses and organizations with the goal of obtaining corporate sponsorship. The corporate sponsorship allows workshop attendees to take part in the event at no cost to them, other than arranging for their own travel to and from the host city.

The ETE program is designed with the expectation that the support provided by the IGS, along with the economic support of the event's sponsors, will make participation affordable for all attendees.

All IGS Chapters are eligible to submit a proposal for an *Educate the Educators on Geosynthetics* Workshop. Professors, with the support of an IGS Chapter, are also invited to submit a request for an ETE Workshop. The size of each ETE event is capped to around 40 attendees.

All proposals need to include a summary of the proposed workshop, including:

- Organizer (IGS chapter)
- Location (country, state/province, city)
- Proposed dates for the event
- Venue (conference center, hotel, etc.)
- List of proposed sponsors (See "IGS and IGS Chapter Responsibilities" below)
- Approximate number of expected attendees

Questions or comments about the ETE program can be directed to the IGS Secretariat: [IGSsec@GeosyntheticsSociety.org](mailto:IGSsec@GeosyntheticsSociety.org).