



## CALL FOR PRE-CONFERENCE TRAINING COURSE PROPOSALS

### IAIAsa 2019

#### THE ROLE OF INTEGRATED ENVIRONMENTAL MANAGEMENT IN THE ECONOMIC REVIVAL OF SOUTH AFRICA

The IAIAsa 23rd Annual National Conference will be held at ATKV Klein Kariba, Bela-Bela, Limpopo from 21 -23 August 2019. The theme of this year's conference is The Role of Integrated Environmental Management in the Economic Revival of South Africa.

In conjunction with the conference, IAIAsa would like to offer a maximum of **three, one-day training courses**. The courses can be offered as pre-conference training on Tuesday 20<sup>th</sup> August 2019 or as post- conference training on Saturday 24 August 2019. See below for details:

- Training courses may cover any aspect of Integrated Environmental Management
- Proposals *must be in English* in order to be considered for review by the Committee.
- Any change in instructor requires approval by the NEC and if the replacement trainer's credentials do not meet the NEC's approval this may result in the need to cancel the course. In the case of an instructor change, IAIAsa's policy is to contact all registered participants for that course, inform them of the change (including a bio for the new instructor) and give them the option to withdraw or switch to a different course, without penalty.
- Key selection criteria:
  - Priority will be given to proposals that are aligned with the theme, address current issues in the marketplace and gear practitioners towards improved practice;
  - Sectoral specialities will be considered, specifically where they up-skill practitioners towards best practice in Impact Assessment.
  - The credentials of the proposed trainers must be appropriate and applicable to the training offered;
  - Demonstration of commitment to deliver the course at the IAIAsa 2019 Conference.
- Training courses will only be run if sufficient participants have registered, and the training course is financially viable

# STRUCTURE AND CONTENT REQUIREMENTS FOR PROPOSALS

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## Section 1 – Basic information

- (a) Course title.
- (b) Level: foundation, intermediate or advanced.
- (c) Prerequisites for participants (all proposals for courses at the intermediate and advanced courses must list necessary prerequisites)
- (d) Language of delivery.
- (e) Duration (1 day courses only, please).
- (f) Minimum and maximum number of participants.
- (g) Name and contact details of each trainer.

## Section 2 – Course description

- (a) Summary of the purpose(s), content, and anticipated learning outcomes of the course (maximum 300 words). Please include within the text the level of the course and its prerequisites. **An edited version of this text will be used in the online registration portal preliminary program, and on the conference website.**
- (b) Detailed description of the course structure and content (2 – 5 pages), including an outline of participatory and/or case-study based exercises. Interactive approaches to courses are strongly encouraged.
- (c) Description of the materials participants will receive during the course.
- (d) Provisions for pre-conference / post-conference communication with participants. Trainers are encouraged to register for and attend the full conference to allow for maximum face-to-face communication following course delivery.

## Section 3 – Qualifications of the trainer(s)

- (a) An abridged curriculum vitae (maximum 1 page) for each trainer.
- (b) History of the course: title(s), number of times, where and to whom it has previously been delivered and evidence of its success, number of attendees / feedback from attendees.
- (c) If the course is new, a motivation supporting the course development indicating how it will contribute to good practice in South African Integrated Environmental Management.

## Section 4 - Budget

- (a) Include a budget for the delivery of the training course outlining costs, including direct costs associated with delivery of the course such as travel and accommodation, and course material.
- (b) Indicate what course training fee is expected by trainers.

## EVALUATION OF PROPOSALS

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Proposals will be reviewed by the IAIAasa Conference Committee and NEC to ensure they meet the organisation's standards. They are evaluated against the following main criteria (listing order is not necessarily related with weight given to each criterion):

- (a) Content and quality of the course as provided in Section 2 of proposal; interactive and practical character of the courses are encouraged.
- (b) Credentials of the trainer(s) as provided in Section 3 of the proposal.
- (c) Topic of the course and whether it aligns with the theme of the conference, addresses current issues in the consulting marketplace and gears practitioners towards improved practice related with IAIAasa's priorities for training courses as listed above.

Each criterion is scored on a scale of 0 (unsatisfactory) to 5 (excellent). Only courses achieving a total score of 14 or above will be considered for inclusion in the conference program.

## FEES AND REVENUE DISTRIBUTION

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The anticipated training course fees for one day courses offered at IAIAAs 2019 Conference are between **ZAR 2 000.00 and 5 000.00 +VAT** per participant (*subject to discussion and dependent on course offered*).

IAIAAs will retain an administration fee for each course participants for one-day programmes. The administration fee covers the costs associated with:

- The training space,
- Catered coffee breaks and lunches,
- Registration and processing of course participants,
- Marketing, and
- Basic audio-visual equipment (projector and microphones). Charges for any additional equipment are not included in the administration fee and will be deducted from the course revenue.

The trainer will be responsible for:

- Trainer travel and accommodation associated with the course; and
- Relevant training materials.

Revenue from the course will be shared with the trainer(s), with IAIAAs retaining 30% of the net profit of the course.

Pre/post conference training is offered primarily as an opportunity for trainers in the field to engage with practitioners at a national level, during the period at which members gather for the annual conference and as a service to the delegates. The financial benefit model is structured such that once a course is accepted to the programme it is in the trainers best interest to maximise course attendance to maximise their profit. IAIAAs will market the pre/post conference training as part of the conference offering but encourages trainers to take full advantage of the opportunity by running courses at maximum capacity.

## SUBMISSIONS

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Proposals must be submitted by **15 February 2019** and should comply with the complete structure and content requirements as set out above. Failure to provide adequate documentation will result in the rejection of a proposal

Proposals must be submitted in *Pdf or MS Word format* via email to: **IAIAAs Conference Committee**  
**Email: [operations@iaiasa.co.za](mailto:operations@iaiasa.co.za)**

## FURTHER INFORMATION

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If you require any further information, please contact:

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