



bob dallmeyer  
education fund

## 2017 GRANT APPLICATION

The mission of the **Bob Dallmeyer Education Fund (BDEF)** is to support exhibition and event industry education and professional development by providing a challenging and engaging educational experience. The fund is designed for professionals new to the exhibitions and events industry, those that are intellectually curious about trends and opportunities, and those that are interested in learning about the global marketplace.

We will accomplish this by:

- ⇒ Engaging industry organizations, regardless of geographic location
- ⇒ Informing the global exhibition industry of the education fund and eligibility criteria

We are committed to recognizing deserving individuals by providing funding for them to further their professional growth in the exhibitions and events industry.

## HOW GRANTS ARE AWARDED

Grant award amounts are determined upon consideration of a variety of factors as determined by the IAEE Bob Dallmeyer Education Task Force. The intent of the fund is to reimburse those individuals whose organization will not, or is unable to, reimburse for continuing education. Reimbursement may be considered for an amount above what the employer will pay. The award may be subject to confirmation with the employer. Annually, the fund will disburse no more than \$7,500 in total.

## APPLICATION DEADLINE

All applications, including required attachments, must be received **no later than 17 June** for grants to be awarded for the following calendar year. Recipients will be notified by 31 October. Funds awarded must be used in the year following the award, with the exception of the CEM program (see below).

Please note that incomplete applications or applications received after the stated deadline will not be considered. If the grant request meets the stated criteria, the application is submitted to the Bob Dallmeyer Education Fund Task Force for consideration. The Task Force forwards its recommendations to the IAEE Board of Directors, which makes final award decisions.

- Applicants must be actively employed full-time in the exhibitions and events industry.
- Applicants must have a minimum of two years' experience in the exhibitions and events industry.
- Applicants need to have expressed intent of continuing their career in the exhibitions and events industry.
- Funds may be awarded for the following:
  - *CEM Learning Program*: Candidates enrolled in the CEM program (must have a minimum of three years' experience).
  - *Education sessions* at industry events, to include funding for speakers, that are consistent with the mission of the Bob Dallmeyer Education Fund.
  - *Global exchange experiences*: Funding for attending an industry program outside of their home country.
  - *Supporting activities* that are consistent with the mission of the Bob Dallmeyer Education Fund.
- Intent of the fund is to reimburse those individuals whose organization will not or is unable to reimburse for continuing education. The awards may be subject to confirmation with the employer.
- Reimbursement will be made upon receipt of the following:
  - Detailed receipts (including title, date and location of the course(s)).
  - Applicants must write a 500 word article for publication at the end of the educational program on the experience and the impact the funding will have on their career. Funds will not be paid until the article is received.
  - CEM Program Funding
    - i. For those enrolled in the CEM program, the article must be submitted by the third class.
  - Unused funds (for CEM only) at the end of 36 months will be forfeited.
- All documents must be submitted in English.

## CRITERIA FOR SELECTION

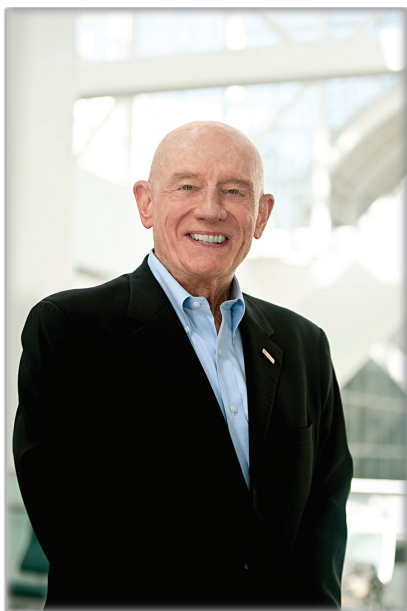
**IAEE will base its decision for awarding funding on the following:**

- Quality of applicant's presentation
- Participation in an exhibitions and events industry organization
- Proof of employment (may be a letter from supervisor on company letterhead)
- One page bio/C.V. reflecting applicant's work experience and leadership activities
- No more than two pages on:
  - Cover letter detailing the applicant's reasons for applying
  - Applicant's reasons he/she deserves the award
  - Specific contributions to the exhibitions and events industry
- Strength of recommendations: Acceptable references include current/past employers and industry colleagues who can confirm the candidate's commitment to the exhibitions and events industry, intellectual curiosity on the global exhibitions and events industry, and can speak to their leadership skills.

## CHECKLIST FOR SUCCESSFUL APPLICATION SUBMISSION

- ☑ **DO** always type your grant proposal
- ☑ **DO** provide a cover letter outlining your reasons for applying for this grant
- ☑ **DO** provide proof of employment
- ☑ **DO** state why you want and deserve this grant
- ☑ **DO** request funding for a specific program
- ☑ **DO** carefully read your proposal and check for any errors or omissions
- ☑ **DO** include at least three letters of recommendation
- ☑ **DO** consider submitting photographs or videos with your grant application
- ☑ **DO** outline your contributions to the exhibitions and events industry, including the industry organization to whom you belong
- ☑ **DO** submit your bio / C.V.

*"Being in India and working for an exhibition centre I always wondered if I would be able to make my mark in the exhibition industry. The Bob Dallmeyer grant is a liberation from all the doubts I had. I am sure I will be a better show manager after being provided a grant to attend Expo! Expo! Thanks IAEE for approving my grant request. I cannot ask for anything more than this and I look forward to meeting and learning from the gurus of the industry." – Sai Chand, Project Incharge, Hyderabad International Trade Exhibition Centre (HITEX), Hyderabad, India*



Bob Dallmeyer was President of RD International, a global exhibition management company, for 30 years. Throughout his 51-year career in the trade show industry, he organized some of the most prestigious trade exhibitions in the world and became a beloved mentor and icon. His professional life culminated with his induction into the Convention Industry Council's Hall of Leaders, the International Association of Exhibitions and Events' (IAEE) Pinnacle Award, and *Trade Show Executive's* Legend and Leader Award.

Bob was energized by every moment of life, every person he met, and lived life to the fullest. In turn, those who knew Bob were energized by his enthusiasm and passion for life. He was a true inspiration to all who came in contact with him. He was a poet, mentor, teacher, speaker, world traveler, radio show host, published author, activist and friend. The Bob Dallmeyer Education Fund

was created as a memorial to Bob and to furthering opportunities for education and mentoring, without regard to geographical boundaries.



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**DIRECT ALL QUESTIONS OR COMPLETED APPLICATIONS TO:**

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