



Division Leader Guidelines for WCPP Division Fund

To better assist you with the onsite planning of your Division session during WCPP, please review the Division Fund guidelines below. These guidelines pertain to all of your division activities at the 6th World Congress on Positive Psychology, including your approved program session, business meeting and social hour. **Questions? Submit to info@ippanetwork.org**

What IPPA will provide to enhance delivery of your Division session at WCPP

- Standard AV to include: Data projection, screen, lectern with built in microphone, roving handheld microphone for Q&A, laser pointer with slide advancer. All PowerPoint presentations can be loaded directly to the speaker preparation room (Room 215) which will display on the screen within the room.
- Video recording of your Congress session.
- Signage: Electronic door signage will display the session details with WCPP19 branding on the digital screen outside the room.
- Buffet lunch that can be obtained from the Exhibit Hall each day.
- Morning and afternoon tea service to include snack, tea and coffee.
- Cash value award prize of up to \$300, per Division.
- Qty (1) Certificate for your Award Winner.
- Division specific badge ribbons for your members.
- IPPA Engage community to promote and publicize your WCPP programming.
- IPPA all-division marketing brochure that highlights year-round division programming.
- Access to IPPA exhibition booth for onsite promotion of your Division (staffing required).
- Conference App for ease of attendees to identify division programming and events.
- Social media promotion.* Submit requests to info@ippanetwork.org
** Submissions due 10 days in advance for review and approval by communications team.*
- Division award winner recognition during WCPP.
- Division Networking Continental Breakfast to be held Saturday morning in the Exhibit Hall (time TBD).
 - Includes AV, podium, stage and required security.
- Division Fund of up to \$1,400.00 (USD) for development and delivery of your onsite session.*
**The development and use of your Division Fund is at your discretion and requires your formal Division Program Proposal be approved in advance by the Division Committee.*

Please consider the following while planning your WCPP Division session:

- Individual airfare, room and board is not inclusive of the Division funding program, though you may elect to apportion this from your Division Fund.
- Speaker fees for your onsite programming should be allotted from your Division Fund.
- Congress registration fees for your speakers, guests or others can be funded from your Division Fund.
- Additional AV needs beyond those provided may be obtained by use of your Division Fund.*
**For AV beyond that provided by IPPA submit a detailed request outlining AV needs and intended use to info@ippanetwork.org. Your request will be submitted to the Event Planner for quoting.*
- Cash, prizes and awards beyond those outlined can be coordinated with the use of your Division Fund.
- A completed expense report for reimbursement of your Division Fund is due on or before August 31, 2019. Receipts must be included. Submit to info@ippanetwork.org.
- Pre-advanced, approved funding from your Division Fund is available upon request. Submit requests to info@ippanetwork.org. Include all applicable receipts and estimates.