



# APPLICATION – GLOBAL CITIZENS TRAVEL SEMINAR: International Harkin Disability Employment Summit

Join Iowa International Center(IIC) Global Citizens Travel Seminar on a trip to Belfast, Ireland! During this program participants will have an opportunity to get to know Belfast and its inhabitants before attending the International Harkin Disability Employment Summit. Participants will have a chance to participate in value-added meetings to network, build relationships, and explore Belfast.

Total cost: \$3,200 (includes 6 nights hotel, cultural tours, some meals, in host country transportation, logistical arrangements)

\*\*\*Not included: Cost of Flight and all travel pre & post program

## Personal Information

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Accessibility Needs: \_\_\_\_\_

## Additional Information:

Please describe your goals/expectations as a participant of this program:

- 1.
- 2.
- 3.

Why are you interested in participating in this program/the International Harkin Summit?

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How did you learn about this program?

- Iowa International Center(IIC) Website
- IIC Social Media
- IIC Newsletter
- From The Harkin Institute

Any additional information you'd like to share:

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**Please initial each box to acknowledge agreement:**

- I agree to abide by the Iowa International Center (IIC) Code of Conduct (found at the end of this packet) during the program.
- I understand the \$500 deposit holds my position in the program.
- I agree to make full payment in order to secure my position in the program by the predetermined date given by IIC.
- I have read and signed all of the attached forms.
- I agree to share proof of insurance and passport with IIC before the program begins.

Choose one:

- I will be purchasing additional traveler's insurance
- I will not be purchasing additional traveler's insurance

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Signature

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Date



## IOWA INTERNATIONAL CENTER – LIABILITY WAIVER

I understand and agree that Iowa International Center (IIC) is not responsible for any injury or property damage arising out of participating in this IIC Program, even if caused by ordinary negligence or otherwise. I hereby assume all of the risks of participating in this activity that may arise from my participation. I understand and acknowledge that this releases Iowa International Center's staff, directors, volunteers, and interns, as well as (the "Sponsor"), and its employees, officers, directors, shareholders, affiliates, agents, representatives, successors and assigns (collectively the "Releasees") from any liability or claim that I may have against the nonprofit with respect to bodily injury, personal injury, illness, death, property damage, demands, damages, costs, expenses, and/or actions that may result from my involvement as a participant in the Nonprofit's activities.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the state in which the participant activities take place and agree that if any portion of this Agreement is invalid, the remainder will continue in full legal force and effect.

Signature of Participant

Date

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## HEALTH INSURANCE/EMERGENCY CONTACT

**\*\*please attach copy of front and back insurance card**

Name (full)\_\_\_\_\_

Any Allergies: \_\_\_\_\_

Current Mailing Address\_\_\_\_\_

\_\_\_\_\_

Home Phone\_\_\_\_\_

Cell Phone\_\_\_\_\_

Main Contact in Case of Emergency

Name\_\_\_\_\_

Relation\_\_\_\_\_

Phone\_\_\_\_\_

Secondary Contact in Case of Emergency

Name\_\_\_\_\_

Relation\_\_\_\_\_

Phone\_\_\_\_\_

Health Insurance Information:



Company: \_\_\_\_\_

Member ID: \_\_\_\_\_

Group: \_\_\_\_\_

Policy Holder Name: \_\_\_\_\_

Policy Holder DOB: \_\_\_\_\_

Policy Holder Relation to Participant: \_\_\_\_\_

## MEDIA CONSENT & RELEASE FORM

I authorize Iowa International Center and its partners the right to use my image, words, voice, and name in all forms and media, including composite or modified representations. With respect to this material, I grant Iowa International Center and its partners a royalty-free, perpetual, non-exclusive license to display, distribute, reproduce, and create derivative works, in whole or in part, for any educational, promotional, publicity, exhibition, archival, scholarly, and all other standard purposes. Additionally, I agree that Iowa International Center and those authorized by Iowa International Center will not be required to seek any additional approval in connection with such uses. By signing, I agree that have read the above terms and conditions and authorize Iowa International Center and its implementing partners the right to use the content I have provided.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Please direct application and inquiries to:**

Kassi Bailey, International Programs Director  
Iowa International Center  
Merle Hay Rd., Suite 259, Des Moines, IA 50310  
Phone: 515-282-8269, ext. 15 | Fax: 515-282-0454  
E-mail: [kbailey@iowainternationalcenter.org](mailto:kbailey@iowainternationalcenter.org)

## Iowa International Center (IIC) Code of Conduct:

### Basic Standard of Conduct

Participants in Iowa International Center(IIC) programs should observe standards of ethical conduct. During an IIC program, IIC Participants are diplomats of not only the US, Iowa, their organization, but also an extension of IIC. Participants are expected to carry out the goals of the program to the best of their ability and judgment and maintain standards of integrity. During the program participants should:

- Strive to promote mutual respect and understanding between Iowans and people from all cultures and countries
- Act openly, honestly, and in good faith
- Comply with all policies set out by Iowa International Center and follow the laws and customs of the host country.

Participants are expected to demonstrate professional behavior and exercise good judgment in their activities with the organization.

### Prohibited Conduct

Serious misconduct by participants does not occur often, but all participants should be aware that disruptive behavior and dishonesty will not be tolerated.

The following list describes behavior that may subject participants to no longer be welcomed as part of the program:

- Dishonest, illegal or indecent conduct.
- Theft of organization property and/or property of others.
- Unauthorized possession, sale or use of alcoholic beverages or illegal drugs during the IIC Program.
- Possessing firearms or dangerous weapons during the IIC Program
- Working or operating vehicles under the influence of alcohol or illegal drugs during



the IIC Program.

- Harassing, cursing, threatening, assaulting, intimidating, or deliberately abusing hosts or fellow participants. Making offensive sexual, racial, ethnic, or religious slurs or insults. Use of profane or abusive language to embarrass, ridicule, or degrade another participant.
- Provoking or making a challenge into a fight, or engaging in a fight

The examples listed above are meant to illustrate various kinds of serious misconduct that will lead to disciplinary action. The list is not intended to be all inclusive. Iowa International Center reserves the right to dismiss participants if deemed the spirit of the “code of conduct” has not been followed.