

# INSTITUTIONAL MEMBER APPLICATION FORM



**International  
Association of  
Designers**



### **Application Form**

Thank you for applying to **IAD**, please kindly fill all questions in this application form and send back to **secretariat@iaod.net** . Please kindly note that the application form below is for associate, promotional, corporate or institutional membership since individual or professional membership is only via invitation. When filling the form, please remember to include as much information as possible, for phone numbers and fax numbers, include country codes and extensions if any.

### **Organization Details**

Name of Organization	
Official Abbreviation	
Street Address	
City	
State and Province	
Postal Code	
Country	
Website	

### **Official IAD Contact on Behalf of Your Institution**

Title	
First Name	
Last Name	
Work Phone	
Work Fax	
E-mail	

PLEASE SEND FILLED FORMS TO **SECRETARIAT@IAOD.NET**



**Liaison Contact on Behalf of Your Institution**

Title	
First Name	
Last Name	
Work Phone	
Work Fax	
E-mail	

**Information Regarding Your Institution**

Foundation Year		
Board or Governing Body		
Annual Budget or Turnover		EURO

**Further Details and Questions**

Please provide a brief history of your institution:
Please provide a brief history of design within your institution:

PLEASE SEND FILLED FORMS TO [SECRETARIAT@IAOD.NET](mailto:SECRETARIAT@IAOD.NET)



Please describe the structure and position of design within your institution:

Please provide your institutional mission statement:

Please provide a list of your institutional achievements:

What are your institution's future goals and objectives?

Please list major design events, such as fairs, conferences and competitions your institution is involved, together with its role:

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Please describe the cooperation of your institution with design schools or involvement in other philanthropic or social-responsibility projects:

What are your expectations from your IAD membership?

Would you or members of your organisation be willing to take part in IAD events such as regional meetings, workshops, competitions? If yes, please explain how you wish to collaborate for example as a jury, organizer, promoter, participant or speaker.

Please explain how your institution will contribute to IAD and the design community? If you have a special sponsorship budget for IAD operations, please let us know about it.

#### Notes

**For this step, please be sure to provide: 1) Your institution logo (high-res, EPS format preferred) to the IAD Secretariat for promotional purposes together with 2) A 500 word document that explains your institution (an overall presentation and information about the institution) so that we could create a member profile page on behalf of your institution. 3) You will receive access credentials to enter any further**



**Application Fees**

There is a one-time application fee to join the IAD based on institutional budget or turnover. IAD Application fee is slightly higher than other associations’ regular fees since there are no annual fees; you will not be required to pay yearly fees. You will receive an invoice for the application fee. Once your payment is received we will activate the membership page if your application is accepted. *Special Categories:* The application fees are waived for two type of institutions: Design Associations or Government Bodies representing Science, Design, Education, Technology, Economics or Architecture. If you fit one of these special categories, you do not need to make a payment for application fees.

**Application Fee Breakdown**

Application Fee	Budget or Turnover
20.000 EURO	50,000,000 Euro or more
18.000 EURO	25,000,000 to 49,999,999 Euro
16.000 EURO	10,000,000 to 25,999,999 Euro
14.000 EURO	5,000,000 to 9,999,999 Euro
12.000 EURO	2.500,000 to 4,999,999 Euro
10.000 EURO	1,000,000 to 2,499,999 Euro
8.000 EURO	500,000 to 999,999 Euro
6.000 EURO	250,000 to 499,999 Euro
4.000 EURO	100,000 to 249,999 Euro
2.000 EURO	0 to 99,999 Euro
0 – Waived.	Special Categories

**Application Terms**

By filling this application form, you also accept the terms and conditions of the membership application which are written on pages 6 to 11. Please print all pages, sign this page and other pages.

**Agreed & Signed**

Name Surname

Signature & Stamp

Date

Location



## **Terms and Conditions**

By filling this application form, you declare that all the information you present is correct, and you permit IAD to use your contact information and information provided for our membership pages as well as any other eventual publications. Plus you agree to pay any eventual application fees within 30 working days after process of your application. You also understand that a member could have its membership status cancelled due to misconducts, closure of business, or extended periods of inactivity. The detailed Application Terms are as attached.

### **ABOUT THIS AGREEMENT**

This Agreement governs your use of the IAD web site and all of its affiliated web sites and the services they provide (collectively, the "Platform") as well as your rights as a potential member, if and only if your membership status would be accepted. By paying the application fee, you do not have a guarantee of application acceptance: We will evaluate all entries to ensure they fit our mission and vision established for IAD. If your membership application is rejected, there will be no refunds.

### **REFUND POLICY**

1. We would like to clearly and explicitly state that, we will absolutely not refund any fees and payments. We do not issue refunds regarding membership application fees especially after announcement of membership application status. All payments are final and there are no refunds.

### **DISCLAIMER AND CLARIFICATIONS**

2. We would like to state it very clearly that you are not applying for a membership to a non-profit association. Unlike most non-profit associations there are no membership fees or yearly fee requirements involving your membership application and eventual membership. This club is not a non-profit association: rather it has been perceived as an international, non-governmental, non-partisan, independent club by A' Design Award which could potentially provide benefits / externalities to its members through networking, dialogue and partnerships, through the club forums, club listings and meetings. This club is owned and operated by A' Design Award and Competitions (ADA), owned and

operated by OMC Design Studios SRL. ADA disclaims any and all responsibility or liability for the accuracy, content, completeness, legality, reliability, or operability or availability of information or material contained on the web site. ADA disclaims any responsibility for the deletion, failure to store, misdelivery, or untimely delivery of any information or material in respect to the web site and the club. "The Organization" disclaims any responsibility for any harm resulting from downloading or accessing any information or material on or thorough the web site. ADA does not warrant or represent the information on its pages or documentation is in compliance with governmental laws or regulations. Please be reminded that the Content you share could be used by ADA. Please do not skim this agreement. Please once again be reminded that you are applying for a "Club" of ADA, which has been founded by the OMC Design Studios SRL, Via Manara 9, 22100, Como / Italy.

### **DEFINITIONS**

3. In this Agreement, "you" and "your" refer to the member or prospective member applying for the club. The words "we," "our" and "us" refer to A' Design Award & Competition, and its owner and operator, OMC Design Studios SRL. "Agreement" refers to the terms and conditions stated below, or as amended by us from time to time.

### **GENERAL**

4. The members forum, the club website, and the digital guides includes a wealth of design and business related information, including comments, opinions, articles, advertisements, graphics,



photographs, videos, forms and forums (collectively "Content"). ADA provides such Content as a service to members; however, these Content are not intended to serve as a substitute for any professional advice, such as legal advice. We urge you to seek advice from a competent professional before taking any action based on the Content contained on the Platform. ADA strives to provide you quality Content; however, we make no representation as to the accuracy, completeness, timeliness or suitability of such information. It is your responsibility to evaluate the information contained on this site. ADA will not be liable for any damages resulting from your use of the information on our Web Site.

#### CHAT, BULLETIN AND MESSAGE BOARDS

5. The club features a Forum i.e. message board service which enables you to participate in chat forums on various design and business related topics. You acknowledge and agree that if you submit any Content to forums, you will be solely responsible for such Content. ADA will not be liable in any way for any such Content submitted. You further agree that you will not:

- 5.1. Submit any Content, which is harassing, abusive, threatening, harmful, libelous or defamatory, encourages conduct that could constitute a criminal offense or give rise to civil liabilities, or is unlawful in any other way;
- 5.2. Submit any Content protected by intellectual property laws or by rights of privacy, unless you own the rights thereto or have received all necessary consents. You shall be solely liable for any damage resulting from any infringement of copyright, trademark or other proprietary rights;
- 5.3. Submit any Content which contains a virus or other harmful components;
- 5.4. Engage in activity that interferes with or disrupts the use of the Web Site by other users;
- 5.5. Submit any Content that encourages any illegal activities, or provides guidance or instructional activities about such illegal activities;
- 5.6. Make any false representation, including impersonation of any person or entity or misrepresentation of your affiliation with any person or entity;
- 5.7. Make use of Forum for commercial purposes, such as advertising

any products or services, reselling or publishing the information posted or transmitted.

#### BOARDS & DIALOGUE PLATFORM UTILIZATION

6. In addition to agreeing this terms and agreements, please remember that you are also expected to follow the general code of conduct; i.e. etiquette of the Platform such as being polite to other members etc. Please refer to Code of Conduct and Etiquette Section as well.

- 6.1. ADA does not pre-screen, monitor or edit the Content posted or submitted to Forums. However, ADA reserves the right to edit, limit or remove any such Content in its sole discretion. Notwithstanding, you shall remain solely responsible for any Content you submit or post.
- 6.3. ADA may establish procedures and practices relating to the use of and participation in Forums. Such procedures and practices may include limitations on the number of entries and the size of files that may be submitted, limitations on the number of participants in any chat room at any given time and the number of days messages on the bulletin board will be saved before deletion. ADA will not be responsible for any Content deleted by ADA or otherwise, or for your inability to submit any Content.
- 6.4. By submitting Content, via chat or any other means, to the Web Site, you grant ADA a perpetual, royalty-free, irrevocable, non-exclusive worldwide right and license to use, disclose, display, exhibit, perform, reproduce, modify, adapt, publish, translate, and distribute such Content or incorporate such Content into any form, medium, or technology now known or hereafter developed. Further, ADA shall be free to use any ideas, concepts, know-how, or techniques contained in such information for any purposes whatsoever including but not limited to research, development, manufacturing, and marketing of products and other items incorporating such ideas. If you are not the owner of the Content submitted, you warrant that you have received all necessary consents from the owner of such rights. You will hold ADA harmless if any such Content submitted is in violation of any such rights.
- 6.5. When participating in any bulletin board, forum or chat room, you may be exposed to Content that is





inaccurate, incomplete or unsuitable. You should use extra caution with respect to any Content posted or transmitted on a ADA bulletin board or chat room. ADA urges you not to take any action based on any such Content. ADA will not be responsible for the Content or accuracy of any information, and shall not be responsible for any acts taken or decisions made based on such information. 6.6. In consideration of ADA's continuing efforts to enhance and improve the Platform and its associated products and services and to respond to feedback from members and entrants, you agree to transfer such ideas, concepts, know-how, or techniques to ADA without any compensation in return. You also agree to execute any and all documents that ADA may reasonably request in connection with confirming ADA's ownership of and unlimited right to use such ideas, concepts, know-how, and techniques. 6.7. When submitting any comments in any form to the Platform, whether it be via chat services, bulletin board services, customer feedback email, or forum, you, are solely responsible for the content of any comments you make. You agree that no comments submitted by you to the Web Site will:

6.7.1 Violate any right of any third party, including but not limited to copyright, trademark, privacy, or other personal or proprietary rights; 6.7.2 Be libelous or contain libelous or other otherwise unlawful, abusive, or obscene material, or constitute the misappropriation of trade secrets of any third party; 6.7.3 Disparage the products or services of any third party; or 6.7.4 Contain any personal information (including your email address, user name and login).

#### TERMINATION

7. ADA, may suspend or terminate your use of the Platform at any time, without notice for any reason and accordingly deny your access to the Platform. ADA has sole discretion in determining whether to terminate your access to the Platform. You may also terminate your own use of the Platform by refraining from using the Platform. 7.1 Upon the termination of your use of this Platform, whether termination is by ADA or according to your own discretion, you must

promptly remove, delete, or destroy all materials downloaded or otherwise obtained from the Platform, as well as all copies of such materials, whether made under the terms of the Agreement or otherwise.

#### ASSIGNMENT

8. You may not assign the Agreement to any other party. ADA may assign the Agreement to any current or future, directly or indirectly, affiliated company and to any successor of ADA. ADA also may delegate certain rights and responsibilities under the Agreement to independent contractors or other third parties.

#### GOVERNING LAW

9. This Agreement shall be governed by the laws of the Italian Republic. All Parties expressly and irrevocably submit to the exclusive jurisdiction of the Supreme Court of Italy and the Subordinate Courts of Italy over any claim or matter arising under or in connection with this Agreement or the legal relationships established by this Agreement.

#### SEVERABILITY AND WAIVER

10.1. If any provision of this Agreement should be held to be invalid or unenforceable, then such invalidity or unenforceability shall not affect the other provisions of this Agreement which shall remain in full force and effect and shall not be in any way affected or impaired. The parties agree to attempt to substitute for any invalid or unenforceable provision a valid or enforceable provision which achieves to the greatest extent possible the same effect as would have been achieved by the invalid or unenforceable provision.

10.2. The failure of either Party to enforce or to exercise at any time or for any period any term of or any right pursuant to this Agreement shall not be construed as a waiver of any such term or right and shall in no way affect that of the Party's right later to enforce or exercise it.



#### LIMITATION OF LIABILITY

11. IN NO EVENT WILL ADA, OR ANY OF ITS AFFILIATES OR SUBSIDIARIES, BE LIABLE FOR ANY DAMAGES, INCLUDING WITHOUT LIMITATION, DIRECT OR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, LOSSES OR EXPENSES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, DISCLOSURE OF CONFIDENTIAL INFORMATION, LOSS OF PRIVACY AND LOSS OF USE, ARISING IN CONNECTION WITH THIS SITE, THE PLATFORM OR USE THEREOF OR INABILITY TO USE BY ANY PARTY, OR DISCONNECTION WITH ANY FAILURE OF PERFORMANCE, ERROR, OMISSION, INTERRUPTION, DEFECT, DELAY IN OPERATION OR TRANSMISSION, COMPUTER VIRUS OR SYSTEM FAILURE, EVEN IF ADA, OR AFFILIATES THEREOF, ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, LOSSES OR EXPENSES. IN ADDITION, IN NO EVENT WILL ADA BE LIABLE FOR ANY ACT OR OMISSION OF ANY THIRD PARTY INCLUDING, BUT NOT LIMITED TO, ANY PROVIDER OF TELECOMMUNICATIONS SERVICES, INTERNET ACCESS OR COMPUTER EQUIPMENT OR SOFTWARE OR FOR ANY CIRCUMSTANCES BEYOND ITS CONTROL INCLUDING, BUT NOT LIMITED TO, FIRE, FLOOD OR OTHER NATURAL DISASTER, WAR, RIOT, STRIKE, ACT OF CIVIL OR MILITARY AUTHORITY, EQUIPMENT FAILURE, COMPUTER VIRUS, OR FAILURE OR INTERRUPTION OF ELECTRICAL, TELECOMMUNICATIONS OR OTHER UTILITY SERVICES.

#### INDEMNIFICATION

12. You agree to indemnify and hold harmless ADA and its affiliates and subsidiaries from and against any claims arising out of or relating to: 12.1 Content you submit, post to or transmit through the Web Site; 12.2 Your connection to the Web Site; 12.3 Your violation of this Agreement; 12.4 Your violation of any rights of any person in connection with the Platform.

#### RESTRICTIONS

13.1. You cannot use this website if you are not of "legal" age or if you need to obtain permission of your parent(s) or legal guardian to use similar

platforms. 13.2. This club membership requires that you fulfil the eligibility criteria written in the application page. Please kindly be reminded that your membership application could be rejected if you do not fulfil the criteria.

#### PLATFORM SUPPORT

14.1. ADA reserves the right to modify or discontinue, temporarily or permanently, the Platform, websites (or any part thereof) from time to time, for any or no reason and without notice. You agree that ADA shall not be liable to you or to any third party for any modification, suspension or discontinuance of the Web Site. The information and materials contained on the Web Site are subject to change. 14.2. The Platform contains links to web sites created and maintained by third parties. ADA does not endorse or recommend the content, products or services provided by any such third party web sites. You understand that ADA has no control over such third-party sites, and therefore is not responsible for the content of any such third-party sites or the content of any site linked to such third party sites. ADA shall not be liable for any damage or loss caused by or in connection with the use of or reliance on any such content, products or services available on or through such third party web sites. 14.3. You must have an active ADA account to post on Club forums and to join Club activities or to become a member of the club.

#### ENDORSEMENTS

15. ADA could provide endorsement or patronage of some events and initiatives, including its own through the Club, however neither ADA nor the Club is not a government agency or accreditation service, and therefore the endorsements does not warrant any guarantees nor create a liability for ADA or the Club. 15.1. In case, an ADA or Club endorsed event creates issues or damages to others, the sole responsibility of ADA and the Club would be to remove the endorsement from ADA Platform. 15.2. ADA and Club Board could choose which events to endorse or not.



15.3. Initiatives that are provided patronage and endorsement are given the ability to use the endorsement and patronage logos, and could further be granted public communication services. To apply for patronage or endorsement, interested parties could pay the "patronage application fees" to the Club to start the formal approval process. The application fee will not be refunded if the event is rejected, however guidelines could potentially be provided to help the applicants to reach the endorsement criteria for international standards and a new review will be held within 6 weeks. The review process could take from 2 to 6 weeks (8-12 weeks if application is initially rejected). Events that have been priorly endorsed by the Club could apply for "endorsement renewal" instead. 15.4 Endorsement for philanthropic events: Non-profit events and incentives organized by non-profit or private associations (that do not require membership fees, and that organize events that are free of charge to participate and open for public) could request to have the endorsement fees waived or significantly reduced. In this case, a "philanthropic event endorsement application form" should be paid. The fee for this form is written at website in EUROS, and will be sent to you upon request. 15.5 Members are granted sixty percent reduction on endorsement application fees. For endorsed parties, upon request and prior agreement, the Club could also provide conference speakers, award jurors, mediators or independent observers or support the endorsed parties for finding partners.

#### EXECUTIVE BRANCH ROLES

16. Executive Branch Members have the following authorities and roles assigned to them: 16.1. To hold events for the Club. 16.2. To provide non-financial patronage or endorsements on behalf of the Club. 16.3. Moderate and organize networking events, meetings, and conferences of the Club. 16.4. Moderate Club forums. 16.5. Access contact information of Club members. 16.6. Reach Club members through public communication or request news release and newsletter services. 16.7. Vote for Club president and vice-president.

16.8. Designate issues as confidential or sensitive during Club meetings. 16.9. Reduce fees for Club patronage and Club membership.

#### MEMBER BRANCH ROLES

17. Members are expected to obey the following rules: 17.1. Club members need to be respectful of other club members. Flaming or abusing users in any way will not be tolerated and will lead to a warning. 17.2. Members are asked to not disclose the private contact information to any 3rd party, board, or list any private contact information of other members, under any condition. If you feel the need to share contact information of a Club member with a non-member, you should have explicit written permission of the member before you could share any information. 17.3. Members are asked to "follow" Executives and support their events and initiatives when possible. 17.4. Members are not asked to act as "Executives". If members note an issue which contravenes something in the Club or Club members they are welcome to bring it to the attention of a member of the Executive Board. Please do not contact other members yourself or act as "Executives". Members who constantly "act" as "Executives" may be warned. 17.5. The Club follows a three strike policy. Members will be warned a maximum of three times for any and all offences in a three month period. If the need arises for a fourth warning a temporary restriction will be put in place of between 1 to 7 days. If warnings continue, the member could be forcefully retired. Arguing with "Executives" after having received a warning will lead to an immediate additional warning. Members who feel they have been unfairly warned are welcome to contact the "Coordinator". 17.6. Members are not to represent the Club to the public, press or other entities unless clearly given such authority by the Executive Board. 17.7. Members must be philanthropic in their nature.

#### RULES OF CONDUCT

18. Both executives and members agree that the following are not permitted in the Club or the Platform or the Forums and therefore should be



avoided. 18.1 1. Strictly Forbidden and will result in limitation of your Platform access: Ranting (angry and counterproductive comments), Trolling (angering and insulting other members in an attempt to incite retaliation or an emotional response), Racism, gender stereotyping and hate speech, Personal Attacks, Use of Profanity, Posting Personal Information, Posting Private Communications between others, Spamming, Posting about Bugs (Bugs and exploits should be reported through the email to ensure that no-one uses from them). Impersonation of another party, Bashing New Members, Abuse of ADA employees, the Club Board and other Members, Voting on supported items or initiatives via multiple or alternate accounts etc.

18.2. Suggested: Please use the correct language and grammar when posting on the forums i.e. use English for posts, Please try to share information that is relevant to the Club scope, please share information in a constructive educative manner, Apply for being an "Executive" if you feel you are capable of creating social influence in which you could enlist the aid and support of other club members in the accomplishment of the club missions.

#### INVOICING

You will receive an invoice from ADA for the membership application.

#### CLARIFICATIONS

Design Associations and select government institutions are waived from membership application fees.

#### SERVICES

By becoming a member, you will have your profile listed at IAD, you will have an IAD membership certificate (which you can print and frame) and you will gain eventual access to IAD board, you will get ability to connect with other IAD members and you will have the potential to use the IAD Member logo in your communications.