

Please read this carefully, before applying for **Professional Membership** with the IOPO.

The application process is segmented into four different parts.

Part one - Application

Collects information that helps us manage our members and communicate with you. Some of this information will form your business listing on the [find an organiser page](#).

Part two - Payment

Is through our secure payment gateway using Paypal or Credit card. A tax deductible receipt will be sent out via email.

Part three - The IOPO Questionnaire

The IOPO prides itself in bringing together the best in the Organising industry. That's why we will be asking a couple of questions, to help create a basic standard on how to conduct business, fairly, professionally and safely - for yourself and your clients. We also want to make sure everyone has a good understanding on what the role of an Organiser entails. See this as a job interview and try to impress us!

You will be sent an email with a link to our questionnaire.

Answers to these questions will be assessed by a team of two members of the IOPO board - one always being the Membership Board Member to ensure continuity.

Your answers are safe with us, read our Privacy Policy [here](#) .

Applications will not progress if the questionnaire is not completed. Once submitted, you will get an answer within 3 days of us receiving your completed questionnaire. If, for some reason, your application is not satisfactory we will discuss any amendments to assist your application.

IOPO application Questionnaire

1. What methods do you use to give full disclosure of fees and service description?
2. What methods do you use to give full disclosure of fees and service description?
3. How and when do you communicate with your client to inform them of any reasonable foreseeable risks to their own psychological wellbeing while working together?
4. What measures and safeguards do you use for your own physical safety while working?
5. What measures and safeguards do you use for your own psychological wellbeing while working?
6. Did you register your business name with the relevant authorities in your country/state? Please specify.
7. When you look at how you and your business represent the Organising Industry as a whole, what role do you see yourself taking?

Part four - The IOPO Survey

After around two weeks, you will get an email with a link to a survey we would love you to fill in. This way we can learn what you want from the IOPO, and what services you think we should offer. This survey also gives us industry data for our research and development team.

If you still have questions, please don't hesitate to ask info@iopo.com.au