

## 2019 IFI Professional Membership Application

*“As design professionals, our knowledge enables us to form spaces that respond to human needs.”*

*“We practice our profession with the highest regard for engaging the world’s economic and natural resources in a sustainable manner.”*

*“We design for health, safety, well-being and the needs of all.”*

*“It is, after all, for Humanity, our ultimate client, that we design. We shape the spaces that shape the human experience. It is how we earn our place at the human table. It is why our work is important to our clients, to our societies and to ourselves. It is the difference we make and why we choose this noble profession.”*

*Excerpts from the IFI Interiors Declaration, 2011*

## The International Federation of Interior Architects/Designers (IFI)

The International Federation of Interior Architects/Designers (IFI) is the global voice and authority for professional Interior Architects/Designers. As the singular Federation of Associations, IFI acts as a global forum for the exchange and development of professional practice, knowledge and experience, along with education, research and design advocacy worldwide. IFI connects the international community to further the impact, influence and application of the design of interiors, promote social responsibility, and raise the global status of the profession. A not-for-profit, founded in 1963, IFI expands the international network of professional Interior Architects/Designers.

### IFI Executive Board 2017-2019

*Your 2017-2019 Executive Committee is:*

- **Steve Leung**, Founder & Director, Steve Leung Architects Ltd./Steve Leung Designers Ltd., China/Hong Kong – IFI President
- **Titi Ogufere**, Founder and Editor, Essential Interiors Magazine, Nigeria – IFI President-Elect
- **Sebastiano Raneri**, Founder and Principle of Nuccio Raneri Design Studio, Italy – IFI Past President
- **Shashi Caan**, Principal and Founder of The Collective – IFI CEO

*Your 2017-2019 Executive Board is:*

- **Roberto Lucena**, President and Founder of Roberto Lucena Interiors – Board Member
- **María Elena Salinas Ledesma**, Owner of Estudio Salinas – Board Member
- **Kay Sargent**, Senior Principal/Director of WorkPlace, HOK – Board Member
- **Urmo Vaikla**, Founder/Partner and Interior Architect/Designer, Vaikla Studio – Board Member

*Your 2017-2019 Co-opted Experts are:*

- **Mike Lim**, Director of DP Design – Co-opted Expert
- **Dorothy Van’t Riet**, Founder/Principal Designer van’t Riet Design and Décor Consultants, Founder, DVR Design Academy – Co-opted Expert
- **Carlos Eduardo Scheliga (Cadu)**, Founder & Director, QuesttoNó – Co-opted Expert

## **IFI Membership Benefits**

### **Value**

Becoming a member ensures that your association is part of the only global voice and authority that strengthens the role of our profession at a worldwide level. IFI membership implies alignment to IFI and its mission, gaining global professional recognition and use of the IFI appellation for your organization. Belonging to the highest authority and federating body of Interior Architecture/Design is the ultimate recognition of your association's legitimacy and commitment to further and improve the profession.

### **Relevance & Responsibility**

Membership with IFI demonstrates your understanding about the critical relevance and responsibility of the Interior Architect/Designer and the fundamental role they have in universal human experience and well-being. As the only global forum of its kind, your membership with IFI allows you to make an immediate and historic impact on our profession.

### **Showcase your Association through Innovative Programs**

Members receive preferential support to participate in our worldwide programs, getting involved in a range of regular and cutting-edge events, including:

- IFI Global Awards Program (IFI GAP): Recognizes and awards design excellence at the world level. Working closely with IFI member and expert networks, IFI identifies the profession's individual luminaries and the best-of-the-best of built environments.
- IFI@Salone: An annual educational and networking event coinciding with Salone Del Mobile in Milan, Italy each year. This event brings together international Interiors industry representatives for cross-border networking and knowledge sharing in the context of this world-famous design festival.
- IFI World Interiors Day (IFI WID): The only annual celebration of Interior Architecture/Design at a global level, it provides your association with the opportunity to share the unique talents, understandings, creativity and design innovation of your members and to gather support from the public at large.
- IFI World Interiors for the Next Generation (IFI WING) Competition: These worldwide Young Designer/Student Design awards are juried by Design icons of the industry from around the world and help develop the necessary content, thinking and talent for the profession's future.
- IFI Interiors Declaration Adoptions (IFI IDA): Raise awareness and acknowledgement of the Interiors in your city/country through this exclusive IFI advocacy program, supporting legislation of the profession at a local level.

### **Connect with the Worldwide Community**

Join our international network of Interiors and build strategic partnerships and connections. As a part of IFI, you will have the opportunity to participate in all IFI annual and biennial events held around the world, offering the chance to not only engage with fellow members in meetings, workshops and symposiums, but to also network in a social capacity.

The IFI General Assembly, held biennially, is attended by IFI's Executive Board, members and external stakeholders that come together, network and discuss the profession and its status as well as outline and plan for initiatives to be undertaken around the world over the coming new term.

### **International Visibility**

IFI helps its members promote their work and accomplishments by featuring them regularly on the IFI website and including them in the exclusive IFI Member Directory, both online and in print in the IFI Board Report. Members are also highlighted through social media and newsletters.

### **Dedicated Information & Communications**

Members receive regular communications, keeping up-to-date with all the latest news and events relevant to the IFI international community of Interiors. These include updates directly from the IFI President, opportunities to get involved with IFI activities and programs, as well as spotlights on individual member associations and partners from around the world. Members also gain access to the IFI online portal where they can connect with other members internationally, manage their membership, and submit materials for sharing on the IFI website.

## **Professional Member Category**

### **Definition**

This category of IFI membership represents the professional body of IFI. This category supports the actions undertaken by IFI through their voting status. Professional Members are recognized, national professional associations of Interior Architects/Designers representing their country.

### **Admission Criteria**

To apply for Professional Membership, applicants must be:

1. National professional associations of Interior Architects/Interior Designers, or
2. National professional associations of Architects and/or Designers, comprising a section of Interior Architects/Interior Designers
3. Meet the criteria 1 or 2 (listed above), and have been in existence for at least three (3) years, and meet IFI's requirements of representativeness and professional standards

Regional associations are not allowed to become members in this category.

### **Process**

The application must be made in writing, on the appropriate form, accompanied by the Articles/Constitution of the applicant and sent to the IFI Secretariat.

### **Admission Timeline**

We anticipate the membership application process and review to take approximately 4 months from receipt, conditional that all required material has been received and no additional information has been requested. This is not inclusive of an electronic vote of 2 months by IFI members.

### **Admissions Committee**

Applications for IFI Professional Membership are considered by the IFI Admissions Committee:

- a) The Admissions Committee consists of three members of the Executive Board, appointed by the Board.
- b) The Admissions Committee is responsible for the interpretation and application of the membership criteria, for verifying that the assessment process is being respected, working closely with the IFI Secretariat, and for preparing recommendations to the members.
- c) The Admissions Committee is entitled to ask for further information deemed necessary for the formation of its judgment, and for the translation of the submitted documents in a language of its choice.

- d) The Admissions Committee has the right to redirect the applicant to the appropriate membership category.
- e) If the Admissions Committee is of the opinion that an application for membership is compliant to the criteria, then the member is admitted. If the application concerns a Professional Member, the Admissions Committee will send its recommendation to the voting Members. If there is no opposition, within a maximum period of two months the Member's application is ratified. In case of opposition, the Admissions Committee may submit a revised recommendation to be ratified by the opposing Members.
- f) Alternatively, the proposal can be put forward at the first possible General Assembly. The proposal will be accepted where there is a two-thirds majority of the professional membership attending the General Assembly in favor of the application or, alternatively, the proposal can be submitted to all electronic vote as per 40 b).
- g) All other Membership applications will be ratified by the Executive Board.

## Professional Membership Application

<b>General Information</b>	
Institution Name	
Year Founded	
Organization initials <i>(official abbreviation or acronyms)</i>	
Street Address	
City, State/ Province, Zip Code, Country	
Phone number (Country Code+#)	
Fax number (Country Code+#)	
Email address	
Official Website Address	
Social Media Pages	
Website Address of Interiors Department	
Language of operations	
Other Language	
<b>President/CEO/Executive Director</b>	
Salutation (Mr. Mrs. Ms. Dr. etc.)	
First Name	
Last Name	
Position/Title	
Street Address	
City, State/ Province, Zip Code, Country	
Phone number (Country Code+#)	
Email address	

<b>Primary Administrative Contact</b>	
Salutation (Mr. Mrs. Ms. Dr. etc.)	
First Name	
Last Name	
Position/Title	
Street Address	
City, State/ Province, Zip Code, Country	
Phone number (Country Code+#)	
Email address	
<b>Billing/Invoicing additional contact</b>	
Salutation (Mr. Mrs. Ms. Dr. etc.)	
First Name	
Last Name	
Position/Title	
Street Address	
City, State/ Province, Zip Code, Country	
Phone number (Country Code+#)	
Email address	

## Members Questionnaire

### A. Your Association/Society/Institute:

- Provide a written profile for your organization for inclusion in the IFI member handbook and website (500 words max).
  - *Please also attach a copy of your association's logo and a representative image, to appear alongside your written profile.*
  
- What year was your association founded?
  
- What are the principal aims of your association?  
*E.g.: The professional interests of Interior Designers/Architects, the interests of industry/commerce, government or public concerns regarding Interior Design/Architecture, etc.*
  
- Definitions:
  - What is your organization's definition of Interior Design?
  
  
  - What is your organization's definition of Interior Architecture?
  
- Why are you interested in joining IFI?
  
  
- What is the structure of your association:
  - Nation-wide organization
  - Regional (local) sections
  - National organisation is federation of regional associations
  
- Is the organization an association of Interior Architects/Interior Designers only?
  - a. If no, is it a larger association in which the Interior Architects/Interior Designers form a section?

- b. If so, who forms the main body of members?
  - architects in general
  - designers in general
  - artists in general
  - decorators/craftspeople in general
  
- In the case that the Interior Architects/Designers form a section in a larger group, what is their position:
  - a. Can they make their own decisions with regard to matters concerning their professional activity?
  
  - b. Can they make their own decisions, for example with regard to membership of IFI?
  
  - c. What is the number of members in the section?
  
- How is your organization governed?
  - *Please detail how governing members are elected, the process of member election, and the official period and terms of elected office. If available, provide explanatory diagrams or other relevant documents.*
  - *Please attach a copy of your Articles of Association (or official document of a different name, that defines the organization's purpose, specifies the association's regulations for operation and process of official governance).*
  
- Who governs your organization?
  - *List the names, titles and contact information of all persons responsible for the direction of your organization. This should include all elected (e.g. President, Council Members, etc.) and non-elected (e.g. CEO) individuals who oversee the overall strategic direction of your association.*
  - *Please attach a sample of official minutes from a minimum of nine (9) regular and formal meetings held over the past three (3) years, at which listed governing representatives attended to discuss the direction of your organization.*

## **B. Your Members**

- What is your current total number of members?
  - *Please indicate estimated percentage growth of membership over the past three (3) years.*
  
- What categories of membership do you offer, and how many current members are included in each category?
  - *Please refer to corresponding paragraphs in your Articles of Association/Constitution.*
  
- Is Membership of your association compulsory for all professionals in the field?
  - *If your answer is no, please provide an estimate % of the membership as compared to the total profession in the country.*

- Are there other associations of Interior Architects/Interior Designers in the country?
  - *If yes, please mention their name and address and estimated number of members.*
  
- What is the annual budget of the association in local currency/equivalent in USD?
  - *Please attach copies of your financial reporting documents, as shared with your association's members and/or Board Members. These reports should cover three (3) years of finances and start with your most recent report first.*
  
- How is your organization financed?
  - *Please provide a general description, listing what percentage of your budget comes from various sources. E.g.: solely or a mixture of members' fees, subscriptions, donations, grants by industry, by government, etc.*
  
- Does your association produce a regular publication/s? E.g. printed reports, magazines; electronic newsletters, etc.
  - *If yes, please provide details of each publication such as format, regularity, readership, etc.*

### **C. Information on Interior Architect/Designer Professionalization**

- What are the entrance requirements to your association for (the different categories of) membership?
  - *Please explain, if applicable, and enclose any relevant official documents.*
  
  - Do entrance requirements include:
    - a. professional training at a certain level?
    - b. presentation of a portfolio?
    - c. underwriting of a code of professional conduct?
    - d. restrictions with regard to the mode of exercising the profession?
  
- Are there any other specific obligations for your members with regard to their professional practice?
  - *If so, please explain.*
  
- What are the most common ways in which the profession is locally practised?
  - professional consultancy and design
  - professional consultancy and design with supply of goods and/or materials
  - employment with (Interior) Architects
  - employment with local/governmental authorities
  - other types of practice or employment, please explain:

- Fees for Service:
  - a. Is there a compulsory scale of professional fees for services?
    - *If so, please enclose a copy of same.*
  
  - b. Is there a recommended scale of professional fees for services?
    - *If so, please enclose a copy of same.*
  
- Professional Licensing:
  - a. Is the title Interior Architect, or Interior Design legally protected, licensed, or in any other way restricted?
  
  - b. If you answered yes, please provide the relevant information/documentation.
  
  - c. If you answered no, is your association engaged in obtaining such a protection or licensing? Or does your association sponsor a registration or accreditation of Interior Architects/Interior Designers?
    - *If so, please provide information.*
  
- What kind of educational institutes provide a professional training of Interior Architects/Designers locally?
  - *Please enclose a list of institutes providing an accepted professional training in Interior Architecture/Design.*
  
  - a. What is the duration of the studies?
  
  - b. Is the training terminated by the granting of a diploma or study certificate?
  
  - c. Is the training terminated by the granting of a degree or title?
  
  - d. Are some of the courses specially recognised by your association?
  
- Please list and describe any other organizations in your country which are concerned with Interior Design/Architecture.
  - *Where relevant, please detail the principal publications and documents published or sponsored by these organizations.*

**D. Any other business**

- Please mention hereafter any information, not covered by the above questions/answers, which you consider of special importance.

**\*Applying as Professional Member with Financial Hardship:** (Please explain applicability in question 29, below.)

Yes       No

**Professional Member with Financial Hardship Description**

Representatives of a country in financial hardship, this category consists of the professional associations of Interior Architects/Designers. Due to this hardship, Professional Members in this category are evaluated and given general consideration and leniency for their economic standing.

Applicant must provide a detailed description of your current situation that requires you to request this waiver followed by documents that can prove the current situation (those can be tax transcripts for most recent year; copy of latest checking account statement; income and expense worksheet, etc.).

In case of humanitarian/natural disaster hardship, the applicant can submit a letter of corroboration and other supporting documentation.

Financial hardship requests must be applied for and reviewed on an annual basis. All requests are handled on a case-by-case basis and with complete confidentiality.

As Professional Members with Financial Hardship, the IFI Executive Board does not expect participation with the General Assembly, resulting in forgone voting rights. If able to participate in the General Assembly, Professional Members with Financial Hardship are welcomed to participate as observers only.

- Please explain how you are applicable as a Member with Financial Hardship.

## **Fees and payment**

Membership fees are established at the IFI General Assembly held every two years as voted by IFI Members.

For the 2017-2019 term, Professional Membership Fees are annually:

- US \$1,000 (+ an annual processing fee + a one-time initiation fee of US \$1,000 applicable for new members)

For the 2017-2019 term, Professional Membership with Financial Hardship Fees are annually:

- US \$250 (with duration of membership at this price point evaluated annually by the IFI Membership Committee)

Your membership is activated annually upon receipt of your fees in full. Upon receipt, you will receive your Annual Membership Certificate and an IFI Member logo for the year.

It is your responsibility to your organization and the profession to ensure that your membership fees are paid on-time.

**Declaration**

*//We declare that our organisation is ready to identify itself with IFI and to take on the consequent duties and responsibilities.*

**Authorized individual's name:** \_\_\_\_\_

**Official position/Title:** \_\_\_\_\_

**Electronic Signature:** \_\_\_\_\_

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

Please return this application form and questionnaire with a copy of the required documents to the IFI Secretariat.

**Applications must be made electronically and sent to: [staff@ifiworld.org](mailto:staff@ifiworld.org)**