



## CALL FOR WORKSHOP PROPOSALS: **DUE 12/01/17**

Request forms are now being accepted for committees and working groups, universities, organizations, agencies, and others interested in holding a workshop in association with the 74<sup>th</sup> Annual Northeast Fish & Wildlife Conference. Workshops are typically scheduled for Sunday of the conference (April 15), so as not to conflict with the concurrent technical sessions.

Please use this form and provide all of the requested information to ensure that the program committee receives the details necessary to consider your proposal. Meeting room space is limited; *requests will be handled in the order they are received and will be evaluated for conference relevance.* **Workshop Organizers** are responsible for coordinating with the Program Committee, planning their workshop agenda, selecting instructors/presenters, moderating their session, and are responsible for all expenses related to the workshop.

### 1. CONTACT INFORMATION:

Contact Person: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Name and email of person in charge of the details for meeting or function: *(if different than contact person above)*  
\_\_\_\_\_

### 2. WORKSHOP INFORMATION:

**Title of Workshop:** \_\_\_\_\_  
**Workshop Abstract:** Brief overview describing the workshop and topics covered. {include abstract text in email when you submit the request form} \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Intended Audience:** For example, students/professionals, beginner/intermediate/advanced \_\_\_\_\_  
**Presenters:** Provide names and affiliations of any and all presenters \_\_\_\_\_  
**Duration & Preferred Time (start/end):** \_\_\_\_\_  
**Maximum capacity:** Do you want to set a limit on number of people who can participate in this workshop? If so, please provide a maximum capacity, or indicate N/A \_\_\_\_\_

### 3. SET UP INFORMATION:

**Preferred Seating:** Note: Group size is limited with some seating arrangements.  
 theater (rows of chairs only)  classroom style (chairs and tables)  conference table/hollow square  
 banquet (round tables and chairs)  head table for: \_\_\_\_\_  
**Audio-Visual Requirements/ Set Up** – Indicate any special set up or a/v needs (e.g., projector and screen, wi-fi, podium)  
\_\_\_\_\_  
**Food or beverage?** Please indicate whether or not you want to include any refreshments during the workshop *(Instructions for ordering will be sent with your confirmation.)*  Yes  No

**Note:** Workshop fees may be set in order to cover all expenses for all audio-visual and food or beverage costs. See Registration & Fees section for more details.

#### 4. REGISTRATION & FEES:

Attendees will register in advance for individual workshops through the conference registration online form. A separate workshop fee may be charged to attendees in order to cover expenses associated with audio-visual equipment costs, and any food & beverage or other facility fees. Conference management will track registrations, process the workshop admission fees, and provide workshop organizers with a list of attendees periodically, as well as onsite at the event. We will also coordinate the details of your AV needs with the hotel. A nominal fee will be charged (to be included in workshop fee) to cover the cost of this service.

**Please indicate your preferred workshop registration fee:** \_\_\_\_\_

{we will follow up to make sure that all expenses will be covered and help determine the final workshop pricing}

**SUBMIT WORKSHOP REQUESTS by December 1, 2017 via email to Kimberly Caron at [kcaron@delaneymeetingevent.com](mailto:kcaron@delaneymeetingevent.com)**

#### QUESTIONS?

If you have questions regarding the registration process, workshop logistics or fees, please contact conference management at [info@delaneymeetingevent.com](mailto:info@delaneymeetingevent.com).

**[www.neafwa.org](http://www.neafwa.org)**