



75TH ANNUAL NORTHEAST FISH & WILDLIFE CONFERENCE

GROTON, CT | APRIL 14-16, 2019



CALL FOR WORKSHOP PROPOSALS: **DUE 12/01/18**

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 75th Annual Northeast Fish & Wildlife Conference.

Workshops, if approved, will be scheduled for Sunday of the conference (April 14, 2019) so as not to conflict with the technical sessions and other primary program elements. 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.**

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.

Intended Audience: (who would benefit most from attending this workshop: students or professionals? What level is the content: beginner, intermediate or advanced?) _____

Presenters: Provide names and affiliations of any and all presenters _____

Duration: Indicate the anticipated time needed or requested (__Half-Day, __Full-Day, or __# of hours needed)

Minimum/Maximum capacity: Do you want to set a limit on number of people who can participate in this workshop? Please indicate a maximum as well as a minimum number of participants deemed ideal for this workshop.

__ Min # __ Max # ___ No preference

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

NEAFWA will provide a screen, cart, LCD projector and podium in each room, **but only if needed**. Please let us know if you'd like this as part of your set up.

No thanks, workshop does **NOT** require any audiovisual equipment.

Yes, please include the standard equipment as noted above for the workshop set up at no charge

Any additional A/V (example: internet access, flip chart/markers, conference phone etc.) will incur additional charges. *(Instructions for ordering will be sent with your confirmation.)*

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 extra audio-visual equipment costs, and any food & beverage or other facility fees.

_____ **Yes, please charge a fee for attendees to participate in this workshop**

_____ **No fee is required**

Responsibility of Workshop Organizers:

- select and finalize all instructors/presenters for workshop
- provide final, detailed workshop agenda to Conference Program Committee for review and posting to conference website
- serve as moderator/session host for the workshop
- provide any applicable handouts or materials to participants
- responsible for all expenses related to the workshop based on food & beverage and audio-visual equipment

Responsibility of Conference Management:

- if applicable, help determine workshop admission fees and process through the online conference registration system; fees may be set in order to cover expenses and end up with a zero balance
- track registrations; provide workshop organizers with a list of attendees periodically, as well as onsite at the event
- coordinate the details of your AV needs with the hotel and ensure that meeting room is set-up according to your specifications. Onsite a/v tech support will be provided

SUBMIT WORKSHOP REQUESTS by December 1, 2018 via email to Kimberly Caron at info@delaneymeetingevent.com

QUESTIONS?

If you have questions regarding the registration process, workshop logistics or fees, please contact conference management at info@delaneymeetingevent.com.