

MEETING PROPOSAL FORM – CONTINUING EDUCATION

Please e-mail this form to Lisa Johnson, Manager of Continuing Education, ljohnson@scisoc.org

*Required Fields

*Society/Association name AACCI APS ASBC MBAA CRS SSP

*Are you a member of this society/association? Yes No

*Your name _____

*Organization _____

*Email _____ *Phone _____

Type of Event (short course, workshop, small meeting) _____

*Proposed meeting title _____

*Brief description of the meeting and program content (attach additional page if necessary) _____

Who is the meeting audience? _____

*Is there a program chair/team in place for this meeting? Yes No If yes, please list names, roles, and affiliations

List any members, committees, officers, or staff members that are familiar with this meeting request _____

*Proposed dates (include month(s) and year) _____

Proposed location(s) _____

*Anticipated attendance _____

Length of meeting One day One and one half day Two day Three day Other/Don't Know

Anticipated food/beverage functions _____

Origin of Attendees (with percentages) U.S.A. _____% International _____%

*Has this meeting been held before? Yes No If yes, list dates, location, attendance _____

*Do you anticipate any sponsorship/grant money for the meeting? Yes No If yes, anticipated amount and names of potential sponsors and contacts _____

Anticipated registration fees (list amounts) _____

Type of assistance needed from staff in preparing for this meeting.

Check all that apply

- | | |
|--|---|
| <input type="checkbox"/> City selection | <input type="checkbox"/> Abstract submissions website |
| <input type="checkbox"/> Hotel selection and contract negotiations | <input type="checkbox"/> Posters |
| <input type="checkbox"/> Website | <input type="checkbox"/> Printed program |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Onsite registration |
| <input type="checkbox"/> Pre – meeting planning | <input type="checkbox"/> Onsite meeting planning |
| <input type="checkbox"/> Online registration | <input type="checkbox"/> Evaluation survey |