

**2017 AAEA Annual Meeting  
Chicago, July 30- August 1  
Pre- and Post-Conference Workshop  
Submission Form**



**Workshop Information**

Title of Workshop: \_\_\_\_\_

Sponsoring AAEA Section or Organization: \_\_\_\_\_

Proposed Date of Workshop:     Saturday, July 29, 2017     Wednesday, August 2, 2017

Proposed Hours of Workshop: \_\_\_\_\_

Expected Attendance (number of people): \_\_\_\_\_

Will the Workshop be receiving any sponsorship or other outside financial support?

No     Yes If yes, list organization and amount of support

Organization: \_\_\_\_\_ Sponsorship: \$ \_\_\_\_\_

Organization: \_\_\_\_\_ Sponsorship: \$ \_\_\_\_\_

Organization: \_\_\_\_\_ Sponsorship: \$ \_\_\_\_\_

**Workshop Organizers**

*(Please include information about each organizer)*

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

**Workshop Objectives**

Brief Description of Topic:

Relevance to AAEA Members/Meeting Attendees:

Intended Audience:

Format of Presentations (panel discussion, etc.): \_\_\_\_\_

*Please attach a tentative outline of the Workshop if one is available.*

## Participants

Will You Be Requesting a Registration/Membership Waiver for Any Participants in Your Workshop?

No  Yes (Please list name, email and affiliations):

## Speakers

Speakers Name and email (with institutions):

Name:                      Email:                      Institution:

Name:                      Email:                      Institution:

Name:                      Email:                      Institution:

Will any of the speakers be reimbursed for expenses?

No  Yes If yes, list amount allowed for expenses

Name:                                      Expenses \$

Name:                                      Expenses \$

Name:                                      Expenses \$

Will any of the speakers receive an honorarium for the workshop?

No  Yes If yes, list amount of honorarium

Name:                                      Honorarium \$

Name:                                      Honorarium \$

Name:                                      Honorarium \$

## Food and Beverage Requests (see sample catering form)

Please check the boxes below for each of the items you would like your workshop to include. When applicable, please provide more information on your selection.

*NOTE: The cost to provide these items will be directly reflected in the registration fee for this workshop. The options are listed in order from least expensive to most expensive.*

Contact Mary Annen [mannen@aaea.org](mailto:mannen@aaea.org) with any questions or assistance in planning your food and beverage within your budget.

### Breakfast (see sample catering form)

- Coffee and Tea Station
- Assortment of Pastries or Bagels (Muffins, Danishes), with a Coffee and Tea Station
- Breakfast Buffet, Including a Hot Meal Selection, with a Coffee and Tea Station
- Other: \_\_\_\_\_

### Morning/Afternoon Break: (see sample catering form)

- Morning    Afternoon    Both

- Coffee and Tea Station
- Assorted Soda and Bottle Water, with a Coffee and Tea Station
- Light snack with a Coffee and Tea Station
- Other: \_\_\_\_\_

### Lunch

- Boxed Lunch for Each Attendee
- Working Lunch Option or Buffet
- Formal Plated Lunch
- Other: \_\_\_\_\_

## Audio/Visual Requests

Please check the boxes below for each of the items you would like your workshop to include. When applicable, please provide more information on your selection.

*NOTE: The cost to provide these items will be directly reflected in the registration fee for this workshop.*

- Standard A/V Set (Screen, Projector, Podium, Microphone)
- Laptops (please indicate how many are needed): \_\_\_\_\_
- Additional Computer Equipment: \_\_\_\_\_

- Attendees Will Be Required to Bring Their Own Laptops
- Flip Charts
- Internet Access  *For all attendees*  *For organizers only*
- Other: \_\_\_\_\_

*AAEA is committed to the “true cost pledge,” meaning that all registration fees reflect the actual cost to host that event. Staff will work with you to develop a budget for your workshop, and will do their best to have it meet that budget. Any changes to the workshop after the fee has been published may not be granted due to budgetary restraints.*

*AAEA will handle the promotion for this workshop. If you would like to promote beyond AAEA’s membership, please contact AAEA staff.*

*Please return this form to the AAEA Business Office at [mannen@aaea.org](mailto:mannen@aaea.org). You may also fax the form at (414) 276-3349. If you have any questions, please contact Mary Annen, [mannen@aaea.org](mailto:mannen@aaea.org).*