



2018 AAEA Annual Meeting
Washington, DC, August 5- 7
Washington Marriott Wardman Park
Pre- and Post-Conference Workshop Submission Form
Proposals due November 30, 2017

Workshop Information

Title of Workshop: _____

Sponsoring AAEA Section or Organization: _____

Proposed Date of Workshop: Saturday, August 4, 2018 Wednesday, August 8, 2018

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 (catering form will be emailed once proposal is received)

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.

Contact Mary Annen mannen@aaea.org with any questions or assistance in planning your food and beverage within your budget; or with any questions on planning your workshop.

Breakfast:

- 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:

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

- On your own
- 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)
- Attendees Will Be Required to Bring Their Own Laptops
- Flip Charts (*extra fee applies*)
- Internet Access *For all attendees* *For organizers only*
- Additional Computer Equipment: _____
- 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, please list **2018 Workshop Proposal** in the Subject Line. You may also fax the form at (414) 276-3349 to the attention of Mary Annen. If you have any questions, please contact Mary Annen, mannen@aaea.org.*