



## 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.*

## Speaker Waiver

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

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

Name:  Workshop Registration     Membership

Name:  Workshop Registration     Membership

Name:  Workshop Registration     Membership

Name:  Workshop Registration     Membership

Name:  Workshop Registration     Membership

Name:  Workshop Registration     Membership

## Speakers

Speakers Name and email (with institutions):

Name:                      Email:                      Institution:

Name:                      Email:                      Institution:

Name:                      Email:                      Institution:

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 (W-9 from speaker required)

Name: Honorarium \$

Name: Honorarium \$

Name: Honorarium \$

## Participant Waiver or Reimbursement

Will anyone other than speaker receive waiver, expense reimbursement or honorarium for the workshop?

No  Yes If yes, list amount the waiver, reimbursement amount or honorarium amount

Name: Email:

Registration  Expense Reimbursement Amount up to \$  Honorarium Amount \$

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Name: Email:

Registration  Expense Reimbursement Amount up to \$  Honorarium Amount \$

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Name: Email:

Registration  Expense Reimbursement Amount up to \$  Honorarium Amount \$

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## Travel Grant

Do you plan to offer sponsorship or travel grants?

No  Yes If yes, list amount and details below

Sponsorship Amount per person \$  Travel Grant Amount per person \$

Total Amount of Sponsorship or Travel Grant funds \$

## Registration Rate

Will there be a reduced rate for any member type? i.e. Students

No  Yes If yes, list amount and details below

## 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](mailto: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: \_\_\_\_\_

### Dinner

- Formal Plated Dinner
- Buffet Style Dinner
- Outside venue other than New Orleans Marriott
- Other: \_\_\_\_\_

### Post Workshop Reception

- Cocktails and appetizers at New Orleans Marriott
- Outside venue other than New Orleans Marriott
- 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) (additional fee may apply)
- 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 (extra fee applies: \_\_\_\_\_)
- 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. **Please note: any workshop with a registration fee cannot have attendees attend “for free” if they do not eat.** All attendees are required to register in advance and pay the registration fee or have a waiver pre-arranged with the AAEA Business Office.*

AAEA will place the workshop on the conference website. We rely upon you to provide the details and agenda for the workshop webpage. As you receive additional details or updates for the website please email them to Mary Annen [mannen@aaea.org](mailto:mannen@aaea.org). After each of the first two registration deadlines, you will receive a report of people registered for your workshop, so you can assist in the promotion of your workshop in advance of the last cut-off.

*Please return this form to the AAEA Business Office at [mannen@aaea.org](mailto:mannen@aaea.org), please list **2024 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](mailto:mannen@aaea.org).*