



**CALL FOR WORKSHOP PROPOSALS**  
**DEADLINE: OCTOBER 1, 2018**

Request forms are now being considered from committees and working groups, universities, organizations, agencies, and others interested in holding a workshop in conjunction with the 79<sup>th</sup> Midwest Fish & Wildlife Conference to be held January 27 – 30, 2019 in Cleveland, Ohio.

**Workshops, if approved, will be scheduled for Sunday of the conference (January 27)** 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.**

**PLEASE NOTE: workshop acceptance is at the sole discretion of the host team and is not guaranteed.**

**1. CONTACT INFORMATION:**

Contact Person: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Name & email of person in charge of the details for meeting/function: *(if different than person above)* \_\_\_\_\_

**2. WORKSHOP INFORMATION:** *{Please include all the requested information to ensure that the program committee receives the details necessary to review your proposal.}*

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

**Workshop Abstract:** Brief overview describing the workshop and topics covered. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**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,  Flexible )

**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 #

### 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:** Indicate all a/v needs (e.g., projector and screen, wi-fi, podium, flip chart, power strips – if it's a bring your own device type workshop, etc.) \_\_\_\_\_

**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 need to cover all expenses for 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 will be charged to attendees in order to cover expenses associated with audio-visual equipment costs, and any food & beverage or other facility fees.

Please indicate a suggested workshop registration fee; including whether there should be different pricing for student/professional or member/nonmember, if applicable: \_\_\_\_\_

{we will follow up to make sure that all expenses will be covered and help determine the final workshop pricing}

#### 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 – an invoice will be paid from the registration fees collected in advance. Please note: honoraria is not covered for workshop presenters

#### Responsibility of Conference Management:

- help determine workshop admission fees and process through the online conference registration system; fees will 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 VIA EMAIL TO: [Janice.Kerns@dnr.state.oh.us](mailto:Janice.Kerns@dnr.state.oh.us)**

#### QUESTIONS?

Please direct any questions related to proposal preparation or submission to Workshop Chair listed above.

If you have questions regarding the registration process, workshop logistics or fees, please contact conference management at [meg@delaneymeetingevent.com](mailto:meg@delaneymeetingevent.com).

## 2019 Conference Host



[www.midwestfw.org](http://www.midwestfw.org)