



Strengthening Natural Resources through Collaboration

CALL FOR WORKSHOP PROPOSALS 78th Midwest Fish and Wildlife Conference

Request forms are now being accepted for committees and working groups, universities, organizations, agencies, and others interested in holding a workshop in association with the 78th Midwest Fish & Wildlife Conference to be held January 28 – 31, 2018 at the Hilton Milwaukee City Center in Wisconsin.

Workshops will be scheduled for Sunday of the conference (January 28) so as not to conflict with the technical sessions and other 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.**

1. CONTACT INFORMATION:

Contact Person: _____
Organization: _____
Phone #: _____ E-mail address: _____
Name and email of person in charge of the details for meeting or function: *(if different than contact person above)*

2. WORKSHOP INFORMATION:

Title of Workshop: _____

Workshop Abstract: Brief overview describing the workshop and topics covered. {please include abstract text in email when you submit this request form} _____

Intended Audience: For example, students/professionals, beginner/intermediate/advanced _____

Presenters: Provide names and affiliations of any and all presenters _____

Duration & Preferred Time (start/end): _____

Maximum capacity: Do you want to set a limit on number of people who can participate in this workshop? If so, please provide a maximum capacity. _____

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/ Set Up – Indicate any special set up or a/v needs (e.g., projector and screen, wi-fi, podium)

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 will be set in order to cover all expenses for all audio-visual and food or beverage costs. See Registration & Fees section for more details.

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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 your preferred workshop registration fee as well as if 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 and process the workshop admission fees; 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
- provide a detailed accounting of workshop income and expense after the conference, and will reimburse the workshop organizing entity for any proceeds (if requested, otherwise any proceeds will put towards the overall conference).

SUBMIT WORKSHOP REQUESTS VIA EMAIL TO:

Jamie L. Nack, Extension Senior Wildlife Outreach Specialist, University of Wisconsin – Madison

E-mail: jlneck@wisc.edu

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 info@delaneymeetingevent.com.

2018 Conference Hosts



www.midwestfw.org