



CONFERENCE WORKSHOP WORKSHEET



PLEASE TYPE OR PRINT ALL INFORMATION

All workshops are Tuesday, October 25th, 7PM – 9PM, and Wednesday, October 26th 9AM – 5PM.

Workshop Title: _____

Primary Contact: _____

Address: _____

Daytime Telephone: (____) _____ Fax: (____) _____

E-mail Address: _____

Number of participants: Min ____ Max: ____

COORDINATORS - Must register for workshop (workshop fee waived) and pay applicable main conference registration fees to assure accurate counts for meals and transportation.

NAMES OF ALL additional coordinators:

- 1
- 2
- 3
- 4

ROOM SET-UP/CONFIGURATION REQUESTED:

- Round tables (8-10 seated, circular table)
- Theater style (chairs in rows)
- Classroom (narrow tables, chairs forward)
- Other requests - please specify:
(i.e. additional tables for materials, etc.)

TRANSPORTATION NEEDED:
(NAAEE must make all arrangements)

Depart time from Doubletree Hotel:

Return time at Doubletree Hotel:

Destination (include round trip mileage, address):

COFFEE BREAKS: \$3.50 per person per break
(anticipated) (Wednesday morning 10:00-10:15 AM
break mandatory if onsite)

- Tuesday evening
- Wednesday afternoon

MEALS:
(prices are estimated, to be confirmed)
 Wednesday continental breakfast (\$12.00 pp)
 Wednesday boxed lunch (\$13.00 pp)

AV EQUIPMENT NEEDED: (Costs for rental will be included in workshop fees. NAAEE will make all arrangements). Please check applicable day(s).

Equipment	TUE	WED
Overhead Projector		
Slide Projector		
Flip Chart		
VCR/TV 25" Package		
LCD Projector Panel for Computer (Wednesday only)	NA	
Phone Line / Internet Access		

ADDITIONAL DIRECT COSTS: (List all other costs that NAAEE will be expected to pay. **Please note either per person or total cost of each item listed.** If costs are not included here, they cannot be charged to NAAEE at a later date and will be the responsibility of the workshop coordinators).

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

Cost breakdown (For Office Use ONLY)

\$50.00 per person for NAAEE Administrative Fee

\$ _____ per person for Sunday AM Coffee Break

\$ _____ per person for Transportation

\$ _____ per person for Coffee Breaks

\$ _____ per person for Meals

\$ _____ per person for AV Equipment

\$ _____ per person for Direct Costs, above

\$ _____ per person for Coordinators' Coffee, Meals and Transportation

\$ _____ per person Total Cost of Workshop