

Application for Pre/Post-Conference

SPSP 2011 Annual Convention January 27, 2011 | San Antonio, Texas

This application must be submitted by **August 1, 2010** in order to be considered for the 2011 Meeting. The SPSP 2011 Annual Convention will take place at the San Antonio Convention Center in San Antonio, Texas. **Please e-mail the completed form as an attachment to renee@taramillerevents.com** or fax it to 805-695-8104.

RULES & REGULATIONS

In addition to the rules & regulations set forth by the Convention Center, you agree to the following provisions identified by the SPSP Event Organizers and Program Committee:

1. Your program will end by 4:30 PM on January 27, 2011.
2. You will provide for a minimum 30 minute break in your afternoon schedule (between 1 – 4 pm) to allow your attendees the opportunity to pick up their badge for the main SPSP Conference. *(If approved, you will be assigned a pre-registration check-in time with your space assignment.)*
3. An initial agenda and/or outline for your program must accompany the application.
4. Meeting Space is provided free of charge based upon your application estimate for total number of attendees; all rooms are set theatre style. Be advised that you are responsible for additional room set-up fees, all audio visual, food, beverage and registration costs, if any.
5. Only one person within your group will be responsible for coordinating logistics with the convention center and event organizers.

Proposed title of pre-conference: _____

Name of sponsoring organization (if any): _____

Please list the primary contact for logistics:

Name	Email	Phone

URL of the pre-conference is: _____
(we will post a link from our website)

Does your group offer another pre-conference during the year (e.g., at SESP)? no yes

If yes, name of conference: _____

Has your organization or group staged a pre-conference at prior SPSP meetings? no yes

If yes, please indicate the approximate number of attendees at each of the prior meetings:

2010 (Las Vegas) _____ attendees
2009 (Tampa) _____ attendees
2008 (Albuquerque) _____ attendees

How many people do you anticipate will attend your pre-conference in 2011? _____

Which of the following options would you consider? (*check one*)

- Wednesday Evening Reception
- All day Thursday (8:30-4:30), lunch included in meeting room.
- All day Thursday (8:30-4:30), lunch included in a separate room from meeting.
- All day Thursday, lunch not included.
- Thursday morning only (8:30-12:00)
- Thursday afternoon only (1:00-4:30)

Do you intend to host a poster session? no yes

If yes, how many posters do you expect? _____

Please keep in mind that we will do our best to accommodate your space requirements. We book with the assumption of Theater Style when contracting with the convention center. What type of layout would you prefer for your meeting?

- Theater Style
- Schoolroom Style
- Banquet Rounds
- Crescent rounds
- Hollow Square (small meetings only)

What are your anticipated needs for Audio Visual?

- Podium, Mic, single screen
- Podium, Mic, double-screens
- Laptop, projector, DVD or other onsite rentals
- Stereo Sound
- Other: _____

Are there any other special considerations that might affect the type of space your pre-conference would require? If so, please list them here.

Prepared by:

Signature

Date

Print Name

Thank you! Please return application with initial program of pre-con no later than **August 1, 2010** to renee@taramillerevents.com or fax (805) 695-8104 including your initial agenda/program outline. Final approvals, space assignments and contacts and more information will be emailed in August 2010. I look forward to working with you this year.

Renée Smith
Pre-con & Registration Manager
TM Events, Inc.