



APPLICATION FOR HOSTING ANNUAL SECTION MEETING

Date of application:

1. Institution information:

Name of institution:

Department:

Address:

Phone:

2. Has an Annual Meeting been held previously at this institution? If yes, when?

3. Year of requested meeting

4. Briefly state any special reasons for requesting meeting during this particular year.

5. Overnight facilities (Please provide such details as names of hotels, the number of units which each would commit for an Annual Meeting, quality of facilities, rates, etc. Include hotels, on-campus housing, and/or other lodging options):

6. List the Tentative Host Committee

Local Host Committee Chair:

Address:

Phone:

Email:

Other members of the Local Host Committee:

7. Indicate administrative support. Attach a letter of invitation and commitment from either the president, vice-president, or dean from your institution.

8. Provide some statement of the extent of the financial commitment of your institution.

9. Meeting facilities – briefly describe (Attach a map of the area or city and a map of your campus.)

10. Banquet facilities – briefly describe

11. Parking facilities. (Provide a descriptive comment relative to your campus map.)

12. Travel accommodations. (Judge whether most members could reasonably arrive by car. Describe the closest airports.)

13. Other comments/information