

Due to multiple venues expressing interest in hosting the KATS November Symposium the KATS Executive Board and Symposium Committee felt it necessary to create an application process to assist in choosing the sites best fit for the Symposium. Sites will be evaluated based on the amount of support provided by the host site to find speakers, volunteers, as well as affordability and quality of the facilities.

Being the site host for a KATS Symposium does not mean you plan the conference by yourself. Each site host is a valuable member of the Symposium Committee. You will provide local knowledge, such as: no or low cost venues for the symposium, housing options if necessary, possible sponsorship options, local talent for speakers, and catering options. The Symposium Committee collaborates with you, plans the meeting with you, and then takes care of all the details.

Please fill out the below information for your venue to be considered:

First and Last name of primary contact person \_\_\_\_\_

Associated Facility or Organization \_\_\_\_\_

City \_\_\_\_\_

Please identify other athletic trainers or organizations that would be able to volunteer to assist on the day of or leading up to the symposium (please make sure you verify their willingness).

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The symposium needs a meeting space that fits around 250 people. Please describe the location and set up of this meeting space (pictures are welcome):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The symposium also needs extra rooms for additional speakers or breakout sessions that would fit 75-100 people. Please describe the location and set up of these possible spaces (pictures are welcome) and location in relation to the main meeting area. Please include if you have access to a lab space that would be adequate for hands-on educational activities.

\_\_\_\_\_  
\_\_\_\_\_  
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Please identify what audio/visual equipment and technology would be provided at this site, include if it is free or has additional costs associated with it.

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The Symposium typically provides a light breakfast/coffee option and a lunch for attendees. Please provide possible catering businesses that you have a relationship with and an educated guess on price per meal for lunch for 200 people.

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Please identify local healthcare providers that you believe would be willing and qualified to speak as part of the educational program. Please identify their name, profession and some general topic ideas.

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Please identify if you believe there are any potential sponsors in your geographical area that may be willing to provide financial, food or supply support for the symposium.

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