

## Criteria for hosting PATS Student Symposium

The schools/institutions interested in hosting the event should submit a detailed proposal to the Chair of the Continuing Education Committee by December 1<sup>st</sup> of the previous year with the components listed below. This event can be hosted by either an educational program or athletic training educational program.

1. Contact person(s) responsible for the event
  2. A letter of institutional approval that they are willing to accept this responsibility
  3. A budget including:
    - a. Detailed list of expenses
    - b. Anticipated conference fee for students – we would like to see this fee set at \$10.00 per student
  4. Detailed agenda of the 2 day event
  5. Meal plan
    - a. Dinner the night before
    - b. Breakfast in the morning
    - c. Lunch the day of the conference
  6. Lodging plan
    - a. Demonstrate affordable lodging availability, whether on-campus or at local hotels that are a reasonable distance from the school
  7. Transportation plan (if necessary to get students from lodging to conference location(s) and back)
    - a. Have ample on-campus parking near the conference location or provide transportation to and from off-campus hotels
- 
- The committee will review all proposals submitted in a timely fashion and notify the host institution by January 1<sup>st</sup>.
  - Host institutions are strongly encouraged to attend the previous year's student meeting in order to ensure continuity from year to year.
  - It should also be understood that the February PATS Board of Director's meeting would coincide with the student meeting. The contact person should work with the PATS secretary to work out the details of this meeting.
  - Regular communication with the chair of the Continuing Education Committee is essential to ensure continuity from year to year.

Minimum Guidelines/Time Table

Agenda and confirmed speakers by October 1

Facilities confirmation by November 1

Hotels room blocks reserved by November 1

Meals by December 1

Total program presented to Continuing Education Chair by December 1, so he/she can share with entire BOD at the December meeting.