

PATS Student Symposium – Proposal Criteria

Purpose: The purpose of the PATS Student Symposium is to provide educational and networking opportunities for professional athletic training students across the Commonwealth.

Eligibility: Any athletic training education program or clinical organization is eligible to submit a proposal.

Deadline: May 1

Proposal Criteria:

1. Contact person(s) responsible for the event.
2. Event date(s): Symposium can be 1-2 days
3. A letter of institutional approval that they are willing to accept this responsibility
4. An itemized budget that includes:
 - a. Detailed list of expenses
 - Some items to consider are facility rental, transportation for students to/from hotel, IT support, custodial, catering (meals and snacks), speaker gifts, signage, attendee packets, etc.
 - b. Anticipated conference fee for students - \$20.00 per student prior to the registration deadline (one week prior to the symposium), and \$30.00 for on-site registration.
 - c. PATS will contribute up to \$3500 to the event
5. Preliminary agenda of the event (See timeline below for final agenda)
6. Social Event/Ice Breaker
7. Meal plan
 - a. Dinner Friday night
 - b. Breakfast Saturday morning
 - c. Lunch Saturday
8. Lodging plan
 - a. Demonstrate affordable lodging availability, whether on-campus or at local hotels that are a reasonable distance from the symposium location. Consider 15-20 room blocks.
9. Transportation plan
 - a. If necessary, provide transportation to and from hotels
 - b. Ample parking near the symposium location

Submission: Merge all documents into one PDF file and email to Educatorspats@gmail.com by May 1.

Timeline:

May 1 – Submission deadline

June 1 – Host institution selected and notified

Oct. 1 – Agenda and speakers confirmed

Nov. 1 – Facilities confirmed; hotel room blocks reserved; meals confirmed

Dec. 1 – Final program submitted to Chair of Educators committee (Educatorspats@gmail.com) in time for the December PATS Executive Board Meeting

March (typically but not required) – Student symposium conducted

Notes:

1. Host institutions are strongly encouraged to attend the previous year's student symposium to ensure continuity.
2. PATS Executive Board meeting will coincide with the student symposium at the host site. The contact person should work with the PATS secretary to work out the details of this meeting.
3. Regular communication with the Chair of the Educators' Committee is essential to ensure continuity from year to year.

Revised: Jan. 2023