

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 site is eligible to submit a proposal

Deadline: February 1

Proposal Criteria:

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 that includes:
 - a. Detailed list of expenses
 - 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
4. Detailed agenda of the 2-day event
5. Social Event/Ice Breaker for Friday night
6. Meal plan
 - a. Dinner Friday night
 - b. Breakfast Saturday morning
 - c. Lunch Saturday
7. Lodging plan
 - a. Demonstrate affordable lodging availability, whether on-campus or at local hotels that are a reasonable distance from the symposium location
8. 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 Feb. 1

Timeline:

Feb. 1 – Submission deadline

March 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 from year to year.
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.