

**Missouri Athletic
Trainers' Association
Annual Symposium**

**HOST
APPLICATION
GUIDE**

Please submit the following:

1) A cover page including the following:

- The title “Proposal To Host (*year*) MoATA Annual Meeting
- The name and location of the applying institution or business
- The name of the host school representative

2) A brief description of the proposed institution

- Contact information
- Why an ideal location?

3) Athletic Training Department Support

- Number of students and staff available to volunteer?

4) Conference and event management

- Facilities (include floor plans/room layouts if possible)
 - Ability to provide for 100-150 participants
 - Educational session space
 - Dining space for buffet and sit down meals
 - Space to host a social event
 - Space for snack and display tables in close proximity to lecture area
- Institution Conference Services
 - Contact name and info
 - Cost for space?

- A/V available?; Additional cost?
- Parking in close proximity to area?
 - Free?; Cost?

Conference and event management (continued)

- Institution Food Services
 - Contact name and info
 - Is alcohol able to be served on-site?
 - Is outside food/drink allowed to be brought in? Outside catering?
 - Dining menu's if available

5) Accommodations

- Proximity of hotels to conference area
- List of hotels
 - Amount of rooms available
 - Availability of complimentary breakfasts
 - Include web links, if possible

6) Recreation

- Availability and proximity of area golf courses or other recreational activities

7) Financial Support

- Possibility of local financial support
 - Host institution
 - Area physicians

- Area businesses
- Etc

**UPON COMPLETION, PLEASE SUBMIT TO MoATA PROGRAM
CHAIR, SCOTT WINSLOW AT winslowatc@gmail.com**