**49th IAAAM WORKSHOP REQUEST FORM**

If you would like to plan or offer a pre-conference workshop prior to the 2018 IAAAM Conference in Long Beach, California, please return this form via email to Cindy Sherwood (sherwood@delaneymeetingevent.com) **no later than Tuesday, January 2, 2018.** Returning this form does not guarantee that we will be able to accommodate your request. You will be notified of a decision by Friday, January 19th. Please note that all workshops will be held on **Saturday May 19th**,and will need to end no later than 5:00pm so attendees can get to the Icebreaker Reception starting at 6:00pm.

**Name of workshop:**

**Name of person running workshop:**

**Contact information (phone and email):**

**Brief description of workshop content (for Registration website);**

**Preferred Time**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of room (classroom or wetlab):**

**Number of participants that can be accommodated (Minimum \_\_\_\_\_\_/ Maximum\_\_\_\_\_\_)**

**Equipment needs:**

**Preferred location (conference hotel or offsite). If offsite, where? how will participants get there?)**

**Is this an IAAAM workshop or sponsored/run by an outside group?**