**Sample Page**

Top of Form

Fields marked with an \* are required

**Please provide as much information as you can in order for us to start preparing for your event.  
Note: All events providing CEs will require attendee pre-registration through NYSSSWA.**

**Location:** Add sub-heading.

Region **\*** *All words in the region should be capitalized*

Bottom of Form

Contact Person: **\*** 

Contact Email: **\*** 

Event Name: **\*** 

Location Name: **\*** 

Address 1: 

Address 2: 

City: **\*** 

State: **\*** 

Zip Code: **\*** 

**Date(s):** *Bold*

From: **\*** 

To: **\*** 

Total CEUs: **\*** 

Maximum Capacity **\*** 

REGISTRATION DEADLINE (if any): 

**Meals:** *Bold*

Meals Provided? **\***

* Yes
* No

Meal Cost: (includes taxes & all service charges) 

Meal Choices: **\***

Meal Guarantee Date: **\*** 

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Times:**

Start Time: **\*** 

End Time: **\*** 

Time of the Meal:  *Place this item under “Times”.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please add* **“Presenters**” *as section title.*

Potential Presenters:  *So will there be a link from this section to the Presenter Information page? If so, the information doesn’t have to be duplicated here. ?? Can additional presenters be added here?*

Presenters Details-Click Bolt 

Keynote:  *These should just be a check box to indicate whether the presentation is a Keynote or Workshop. Don’t need a half page width for each.*

Workshop: 

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please add:* “**Proposed Fee Structure**” *as section title*

Full **\*** 

Associate **\*** 

Retired **\*** 

Student **\*** 

Non-Member **\*** 

Is a promotional code Offer?

Code 

Discount **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cancellation Policy:** All events must include a cancellation policy. Please note there is a minimum $10.00 administrative fee applied to all cancellations. Please choose one of the appropriate policies.

There is a (choose one) *Correct the typo.*

$10.00

$25.00 Cancellation fee to cover the administrative costs associated with refunding your conference/registration fee. Conference/registration fees cannot be refunded if a cancellation notice is not received in writing by (Calendar Object).

Organizer - if meals are included, the cancel date must be two business days before meal count deadline.

There is a (choose one)

$10.00

$25.00 cancellation fee to cover the administrative costs associated with refunding your conference / registration fee. (No cut-off date)

Due to administrative costs, no refunds will be provided for cancellations.

A full refund will be issued if the conference/event is cancelled - This is included in all events

*This section should not be connected to the above “full refund” option but separate.*

**For Organizers Use:** Please include the following on ALL marketing material for your event: Date, Location, Exact Time(s) of Presentation(s), Cost Cancellation Policy and NYSSSWA's CEU approval statement below:

New York State School Social Worker's Association is recognized by the New York State Education Department's State Board of Social Work as an approved provider of continuing education for licensed social workers #SW-0057.­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conference / Presenter Detail**

Will this section be in 2 columns or can shorter items be combined on one line? I assume this section will be accessed by a link earlier in the form?

Presenter Name 1: 

Titile  *Spelling error. Should be*: “Title”

Start Time 

End Time 

Total CEUs: 

Key Note *Should be* “Keynote”

Workshop

Presenter Name 2: 

Title: 

Start Time 

End Time 

Total CEUs: 

Key Note *Should be* “Keynote” *These should just be a check box to indicate whether the presentation is a Keynote or Workshop. Don’t need a half page width for each.*

Workshop