



**THANK YOU** for your interest in coordinating a FATE Regional Event!!!

Please fill out this application form + return it via email to *Jessica (J.B.) Burke*, [jburke@georgiasouthern.edu](mailto:jburke@georgiasouthern.edu). If you have any questions along the way, do not hesitate to email J.B.

Coordinator											
Affiliation											
Contact information email and/or phone number used for registering/signing up for your event											
Title of Event											
Brief Description of Event 3-8 sentences: it might be helpful to look at previous regional events on our FATE website, to get an idea of length/wording											
Date	<b>Indicate which event this will be</b> <table border="1"><thead><tr><th>Type of Event</th><th>Number of people</th></tr></thead><tbody><tr><td><input type="checkbox"/> Roundtable</td><td>2-10</td></tr><tr><td><input type="checkbox"/> Forum</td><td>10-30</td></tr><tr><td><input type="checkbox"/> Workshop</td><td>30-50</td></tr><tr><td><input type="checkbox"/> Conference</td><td>50+</td></tr></tbody></table> <p>Consider the location of your event and how many people you can accommodate.</p>	Type of Event	Number of people	<input type="checkbox"/> Roundtable	2-10	<input type="checkbox"/> Forum	10-30	<input type="checkbox"/> Workshop	30-50	<input type="checkbox"/> Conference	50+
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<input type="checkbox"/> Workshop	30-50										
<input type="checkbox"/> Conference	50+										
Time											
Place be specific about exactly WHERE this event will be held; city, building, room number											
Registration Cost this is not required for a regional event; but if there is a cost, please indicate what it will go towards; sack lunch, parking, coffee, supplies, etc.											

**Optional Promotional Image** Do you have a flyer, logo or image associated for with this event that we can upload to the FATE website? If so, please include this image when sending Valerie this application.

**Need Help?** Do you have any questions about organizing this event? Anything that you need assistance with? Email contacts in your area? Please feel free to ask!