***Application for Regional LI should be submitted a minimum of 6 months prior to proposed date of event.***

Host Organization: Click or tap here to enter text. Location: Click or tap here to enter text.

Primary Contact(s): Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

Proposed Dates (The LI is one full and one half-day event. Please provide 3-5 options or a date range):

Click or tap here to enter text. Click or tap here to enter text.

Click or tap here to enter text. Click or tap here to enter text.

Expected number of participants (10 minimum and 20 maximum) with 2-3 faculty: Click or tap here to enter text.

Intended audience and participants (general description): Click or tap here to enter text.

The following are items that are required for a successful LI. These are not necessary to be confirmed at the time of application, but will require thought and planning from your organization.

☐ On site/local coordinator: Click or tap here to enter text.

☐ Venue (room set up is best if it can be large group and small group break-outs): Click or tap here to enter text.

☐ AV needs (projector, laptop, screen, flip charts/white boards)

☐ Accommodation recommendations for faculty: Click or tap here to enter text.

☐ Travel, accommodation, parking for participants (if necessary)

☐ $4000 fee to SSWLHC and contractual agreement (includes cancelation policy)

☐ Advertising & Registration for participants

☐ Meal arrangements (2 breakfasts & 1 lunch, snacks optional)

☐ CEU application, coordination, and securing for participants