



Please save a copy to your hard drive, then upload with your abstract submission

Workshops will have registration fees beyond the cost of conference registration to help offset needed supplies, food, etc. Costs vary depending on workshop supplies and needs. Sessions are included in conference costs and have limited capacity for cost coverage. **Please note a request for supplies or needs does not guarantee provision or coverage.**

Session Name		
Contact Name		
Contact Email		
Contact Phone		

Outline of Supplies/Needs

	Room Layout beyond "Theater Seating" (please describe)	Potential Costs
Theater seating (a screen and projector at the front of the room with rows of seats) is the default room layout for conference sessions. If a different room layout is needed, please detail and explain.		
	Transportation for Offsite Session/Workshop proposals (please describe)	Potential Costs
Transportation to an offsite location will need to be justified and should consider bus/van rental, destination costs, etc.		
	Meals/Snacks for Half-Day or All-Day Workshops (please describe)	Potential Costs
Snacks should be budgeted at \$20-25 per person, meals at \$30-40 per person. Please explain why snacks or meals may be needed and if you have a snack or meal provider in mind (restrictions may apply).		
	Invited Speaker Expenses (please describe)	Potential Costs
Those from within or aligned with APGA membership or public horticulture do not receive compensation. If a presenter is a special guest providing expertise outside of APGA membership, you may request compensation here. Compensation for invited speakers cannot be guaranteed.		
	Supplies e.g. flip charts, markers, printouts, etc. (please describe)	Potential Costs
Please list any needed supplies and the projected number needed. Costs can be estimates. If you plan to provide your own supplies, please note what supplies you will be providing so this can be factored into facility/transportation/storage considerations as needed.		
	Audio/Visual Needs beyond "basic AV package" (please describe)	Potential Costs
The "basic AV package" is free and includes theater style seating with the following: LCD projector, Screen, Power strip and cabling, Wireless mouse w/laser pointer, 1 microphone at the podium, 1 microphone at the head table (for panelists to share). Possible wireless and/or hardwired internet may be available.		
Total Requested Costs		

Additional Notes: