**48th IAAAM WORKSHOP REQUEST FORM**

If you would like to plan or offer a pre-conference workshop prior to the 2017 IAAAM Conference in Cancun, Mexico, please return this form via email to Martin Haulena (Martin.Haulena@vanaqua.org) **no later than Monday, January 2, 2017.** 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 13th. Please note that all workshops will be held on **Saturday May 20th**,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?