

Criteria for hosting PATS Student Symposium

The schools/institutions interested in hosting the event should submit a detailed proposal to the Chair of the Educators' Committee by February 1st of the previous academic year (for example, applications to host the 2017 symposium should be made by February 1, 2016) with the components listed below. This event can be hosted by either a clinical program or athletic training educational program.

1. Contact person(s) responsible for the event
 2. A letter of institutional approval that they are willing to accept this responsibility
 3. A budget including:
 - a. Detailed list of expenses
 - b. Anticipated conference fee for students - \$15.00 per student prior to the registration deadline (one week prior to the symposium), and \$25.00 for on-site registration.
 - c. PATS will contribute up to \$3500 to the event
 4. Detailed agenda of the 2 day event
 5. Social Event/Ice Breaker for Friday night
 6. Meal plan
 - a. Dinner the night before
 - b. Breakfast in the morning
 - c. Lunch the day of the conference
 7. Lodging plan
 - a. Demonstrate affordable lodging availability, whether on-campus or at local hotels that are a reasonable distance from the school
 8. Transportation plan (if necessary to get students from lodging to conference location(s) and back)
 - a. Have ample on-campus parking near the conference location or provide transportation to and from off-campus hotels
- The committee will review all proposals submitted in a timely fashion and notify the host institution by March 1st.
 - Host institutions are strongly encouraged to attend the previous year's student meeting in order to ensure continuity from year to year.
 - It should also be understood that the PATS Executive Board meeting would coincide with the student meeting. The contact person should work with the PATS secretary to work out the details of this meeting.
 - Regular communication with the Chair of the Educators' Committee is essential to ensure continuity from year to year.

Minimum Guidelines/Time Table

Agenda and confirmed speakers by October 1

Facilities confirmation by November 1

Hotel room blocks reserved by November 1

Meals by December 1

Total program presented to Educators' Committee by December 1, so he/she can share with the entire EB at the December meeting.