# AFTE 2018
# Charleston, WV
# Workshop Submission Form

Please fill out this form in its entirety and email it to workshops.afte2018@gmail.com You should receive a confirmation email from the workshops committee within 48 hours. If not, contact Calissa Carper at Calissa.n.carper@wvsp.gov

Note: A separate form must be completed for each workshop taught.

**Workshop Title:**

**Number of Student Contact Hours:**

**Maximum Number of Students:**

**Lead Instructor Contact Information:**

    **Name:**

    **Email:**

    **Phone:**

**Additional Instructors and Emails:**

**Workshop Content Summary (This summary will be published on the on the registration page of the AFTE website and in the 2018 program):**

**Preferred Workshop Day:**
**First Choice:**

> **Sunday**        **Tuesday**        **Wednesday**        **Thursday**        **Friday**

**Second Choice:**

> **Sunday**        **Tuesday**        **Wednesday**        **Thursday**        **Friday**

**Preferred Workshop Time:**

_____       **AM**        **PM**

**Workshop Type:**

> **Standard Classroom**        **Shooting Range with Classroom**
>
> **Shooting Range Only**        **Laboratory with use of indoor range and/or fume hood**

**Workshop Needs:**

> **Projector/Screen**        **Microphone**        **Podium**
> **Easel**        **Power Strips**
> **Flipchart**        **Wifi**
>
> **Other:**

**Workshop Supply/Material Needs:**

**Printing Needs:**
(Note: Printing by the host committee will be dependent upon the amount needed and if the material is sent to the host committee by <u>May 21,2018</u>. There will be no on-site printing of workshop material by the host committee during the week of AFTE. Any late printing submissions will be the responsibility of the lead instructor)

**Reconstruction or Lab Courses:**
(Note: Please list items, shooting materials, chemicals or firearms required that need to be obtained prior to the conference.)

**Fees (Please Note: All fees must be estimated and provided to the Host Committee in advance if compensation is desired):**

**Miscellaneous Info for Host Committee:**

**Please Note: If specific classroom needs and supplies/materials are not listed on this form, it will be the instructor's responsibility to obtain or pay for. Instructors are responsible for all shipping costs.**