



Joint Spouses Conference Workshop Application

Application for all workshop/presenters for Joint Spouse Conference 2022. By completing this form and typing your name at the bottom you agree and understand that your proposal to present at our 2022 workshop is not guaranteed. You also understand and agree to expectations set forth for workshop presenters and understand what JSC will be providing the day of the conference, if selected.

Name of Company or Presenter:

Contact information:

- ❖ Main point of contact:
- ❖ Business address:
- ❖ Contact phone number:
- ❖ Email Address:
- ❖ Website:
- ❖ Social Medial Links:
- ❖ Additional links/references:

Have you presented at a past workshop?

Year(s) of prior participation:

Description of your 2022 Workshop:

****Please be specific, as this description will be used on our website and other conference materials. Your description should also provide conference attendees with an accurate depiction of what they can expect from your workshop.***

Workshop Capacity:

***how many people, including any of your staff or assistants, can you accommodate?**

Workshop Style:

Hands on Activities

Learning- based

Supplemental Handouts

Other...

Workshop Space Requirements:

Seated Workshop

Active Workshop

Indoor Space Needed

Outdoor Space Needed

Other...

Workshop materials needed:

***please estimate what materials will be needed for participants to complete your workshop**

Any other special needs or items needed from JSC staff for workshop success? (It is our desire to accommodate your needs to the best of our ability, however, we may not be able to fulfill all requests.)

Please complete the following questions to acknowledge you agree to JSC expectations.

I understand that JSC is a non profit organization and I will not be financially compensated unless approved in writing prior to conference day. My participation in the Joint Spouses' Conference includes a donation of my time and talents free of charge:

Yes

No

As a workshop presenter, you are entitled to a booth in The Marketplace at no cost. The Marketplace will be shopped by attendees during a 2-hour block of time during the conference. Please indicate that you understand by checking below:

Yes

No

I understand the JSC staff will provide venue space, seating for attendees, tables for attendees (as requested by workshop presenters), up to two demonstration tables, beverages, and lunch:

Yes

No

It will be necessary for me to be reimbursed for some supplies in order to produce a quality JSC workshop:

Yes

No

Maybe

Request for reimbursement of supplies: I understand by requesting reimbursement of supplies, I will retain all receipts and give them to JSC staff for proper processing. I acknowledge that all reimbursements must be approved prior to purchase to qualify for reimbursement. Please list your projected supplies with approximate costs below:

Please type or sign your name below to complete application: