



## Official ASTMH Satellite Workshop Proposal Form

A Workshop is an opportunity to share your organization’s unique expertise with Annual Meeting attendees. Workshops are half-day interactive sessions that can be held prior to the Annual Meeting. Workshops can be held by academic institutions, NGOs, foundations, the private sector and government or health agencies.

Workshop packages include:

- Registration set up and management
- Half day room rental
- Marketing and promotion of workshop and recognition on the ASTMH website ahead of the Annual Meeting and in the ASTMH meeting app.

Workshops can be held beginning Tuesday, November 17 through Wednesday, November 18. Workshops must end by 4:30 pm Eastern time on Wednesday, November 18.

All workshops are subject to review and approval by ASTMH leadership and please note all attendees must be registered for the Annual Meeting.

Cancellation Policy: A \$350 cancellation fee will apply to all cancellations made by October 19. No fees will be refunded for cancellations received after October 19.

Please remit form to: [Buffy Finn](#), Membership, Subgroups and Courses Manager

	On or before September 15 Early Booking	September 16 – October 19 Standard booking
Non-profit/government half day Workshop package	\$2,500	\$3,500
For-profit/corporate half day Workshop package	\$3,750	\$5,000

Organization \_\_\_\_\_

Main Contact Name and Title \_\_\_\_\_

Main Contact Email \_\_\_\_\_

Secondary Contact Name and Email \_\_\_\_\_

Organization Address \_\_\_\_\_

City/State/Country \_\_\_\_\_

Please provide the following information:

1) Brief description and mission of your organization (include website address)

2) What is the goal you would like to achieve with this workshop?

3) Tentative Workshop Agenda/Schedule

4) Who would be your target audience?