

WORKSHOP & SHORT COURSE PROPOSAL SUBMISSION FORM: LACCCB 2018

Inaugural Latin America and Caribbean Congress for Conservation Biology

25 - 27 July 2018, St. Augustine Campus of the University of the West Indies, Trinidad & Tobago

RAINFOREST TO REEF: STRENGTHENING CONSERVATION CONNECTIONS BETWEEN THE
CARIBBEAN AND THE AMERICAS

(Deadline for RECEIVING Workshop & Short Course proposals: Currently open)

Please contact Congress organizers directly for any questions: laccb2018@conbio.org

* Required

1. **Email address ***

INFORMATION ABOUT ORGANIZERS

MAIN ORGANIZER

2. **PREFIX ***
Mark only one oval.

- ☐ Mr.
- ☐ Mrs.
- ☐ Ms.
- ☐ Dr.
- ☐ Prof.

3. **First Name ***

4. **Middle Initial**

5. **Last Name ***

6. Institutional Affiliation *

CONTACT INFORMATION FOR MAIN ORGANIZER

7. Street Name and Number *

8. Additional Address Line

9. City *

10. State/Province/Region

11. Zip/Code Postal

12. Country **Mark only one oval.*

- ☐ Afghanistan
- ☐ Albania
- ☐ Algeria
- ☐ Andorra
- ☐ Angola
- ☐ Antigua and Barbuda
- ☐ Argentina
- ☐ Armenia
- ☐ Aruba
- ☐ Australia
- ☐ Austria
- ☐ Azerbaijan
- ☐ Bahamas, The
- ☐ Bahrain
- ☐ Bangladesh
- ☐ Barbados
- ☐ Belarus
- ☐ Belgium
- ☐ Belize
- ☐ Benin
- ☐ Bhutan
- ☐ Bolivia
- ☐ Bosnia and Herzegovina
- ☐ Botswana
- ☐ Brazil
- ☐ Brunei
- ☐ Bulgaria
- ☐ Burkina Faso
- ☐ Burma
- ☐ Burundi
- ☐ Cambodia
- ☐ Cameroon
- ☐ Canada
- ☐ Cape Verde
- ☐ Central African Republic
- ☐ Chad
- ☐ Chile
- ☐ China

- ☐ Colombia
- ☐ Comoros
- ☐ Congo, Democratic Republic of the
- ☐ Congo, Republic of the
- ☐ Costa Rica
- ☐ Cote d'Ivoire
- ☐ Croatia
- ☐ Cuba
- ☐ Curacao
- ☐ Cyprus
- ☐ Czech Republic
- ☐ Denmark
- ☐ Djibouti
- ☐ Dominica
- ☐ Dominican Republic
- ☐ East Timor
- ☐ Ecuador
- ☐ Egypt
- ☐ El Salvador
- ☐ Equatorial Guinea
- ☐ Eritrea
- ☐ Estonia
- ☐ Ethiopia
- ☐ Fiji
- ☐ Finland
- ☐ France
- ☐ Gabon
- ☐ Gambia
- ☐ Georgia
- ☐ Germany
- ☐ Ghana
- ☐ Greece
- ☐ Grenada
- ☐ Guatemala
- ☐ Guinea
- ☐ Guinea-Bissau
- ☐ Guyana
- ☐ Haiti
- ☐ Holy See
- ☐ Honduras

- ☐ Hong Kong
- ☐ Hungary
- ☐ Iceland
- ☐ India
- ☐ Indonesia
- ☐ Iran
- ☐ Iraq
- ☐ Ireland
- ☐ Israel
- ☐ Italy
- ☐ Jamaica
- ☐ Japan
- ☐ Jordan
- ☐ Kazakhstan
- ☐ Kenya
- ☐ Kiribati
- ☐ Korea, North
- ☐ Korea, South
- ☐ Kosovo
- ☐ Kuwait
- ☐ Kyrgyzstan
- ☐ Laos
- ☐ Latvia
- ☐ Lebanon
- ☐ Lesotho
- ☐ Liberia
- ☐ Libya
- ☐ Liechtenstein
- ☐ Lithuania
- ☐ Luxembourg
- ☐ Macau
- ☐ Macedonia
- ☐ Madagascar
- ☐ Malawi
- ☐ Malaysia
- ☐ Maldives
- ☐ Mali
- ☐ Malta
- ☐ Marshall Islands
- ☐ Mauritania

- ☐ Mauritius
- ☐ Mexico
- ☐ Micronesia
- ☐ Moldova
- ☐ Monaco
- ☐ Mongolia
- ☐ Montenegro
- ☐ Morocco
- ☐ Mozambique
- ☐ Namibia
- ☐ Nauru
- ☐ Nepal
- ☐ Netherlands
- ☐ Netherlands Antilles
- ☐ New Zealand
- ☐ Nicaragua
- ☐ Niger
- ☐ Nigeria
- ☐ North Korea
- ☐ Norway
- ☐ Oman
- ☐ Pakistan
- ☐ Palau
- ☐ Palestinian Territories
- ☐ Panama
- ☐ Papua New Guinea
- ☐ Paraguay
- ☐ Peru
- ☐ Philippines
- ☐ Poland
- ☐ Portugal
- ☐ Qatar
- ☐ Romania
- ☐ Russia
- ☐ Rwanda
- ☐ Saint Kitts and Nevis
- ☐ Saint Lucia
- ☐ Saint Vincent and the Grenadines
- ☐ Samoa
- ☐ San Marino

- ☐ Sao Tome and Principe
- ☐ Saudi Arabia
- ☐ Senegal
- ☐ Serbia
- ☐ Seychelles
- ☐ Sierra Leone
- ☐ Singapore
- ☐ Sint Maarten
- ☐ Slovakia
- ☐ Slovenia
- ☐ Solomon Islands
- ☐ Somalia
- ☐ South Africa
- ☐ South Korea
- ☐ South Sudan
- ☐ Spain
- ☐ Sri Lanka
- ☐ Sudan
- ☐ Suriname
- ☐ Swaziland
- ☐ Sweden
- ☐ Switzerland
- ☐ Syria
- ☐ Taiwan
- ☐ Tajikistan
- ☐ Tanzania
- ☐ Thailand
- ☐ Timor-Leste
- ☐ Togo
- ☐ Tonga
- ☐ Trinidad and Tobago
- ☐ Tunisia
- ☐ Turkey
- ☐ Turkmenistan
- ☐ Tuvalu
- ☐ Uganda
- ☐ Ukraine
- ☐ United Arab Emirates
- ☐ United Kingdom
- ☐ United States (USA)

- ☐ Uruguay
- ☐ Uzbekistan
- ☐ Vanuatu
- ☐ Venezuela
- ☐ Vietnam
- ☐ Yemen
- ☐ Zambia
- ☐ Zimbabwe

13. **Phone ***

Format: + (COUNTRY CODE), AREA CODE,
NUMBER e.g. + 212 661 358515

14. **Fax**

CONTACT INFORMATION FOR CO-ORGANIZERS

15. **Co-organiser 1**

Format: "FIRST NAME, MIDDLE INITIAL, LAST
NAME e.g., ANNA M. GONZALES

16. **Email of Co-organiser 1**

17. **Co-organiser 2**

Format: "FIRST NAME, MIDDLE INITIAL, LAST
NAME e.g., ANNA M. GONZALES

18. **Email of Co-organiser 2**

19. **Co-organiser 3**

Format: "FIRST NAME, MIDDLE INITIAL, LAST
NAME e.g., ANNA M. GONZALES

20. Email of Co-organiser 3

INFORMATION ABOUT YOUR PROPOSED ACTIVITY

21.

Title *

Do not exceed 150 characters (with spaces)

22.

Type of activity *

Mark only one oval.

- ☐ Workshop
- ☐ Short course
- ☐ Interactive Session
- ☐ Other:

23.

Is this a pre- or post-Congress activity? *

Mark only one oval.

- ☐ Pre-congress (before 25th July 2018)
- ☐ Post-congress (after 27th July. 2018)
- ☐ Part of the Concurrent sessions (25-27th July 2018)

24.

Duration of activity *

(number of days)

25.

At what time will the activity start each day?

Example: 8:30 AM

26.

At what time would it end?

Example: 8:30 AM

27.

Maximum no. of participants that the activity is designed for *

28. **What is the minimum number of participants that need to sign up for you to conduct this activity? ***

(i.e., if there are less than this number the activity will be cancelled)

29. **Will you be charging a fee? ***

Mark only one oval.

☐ Yes

☐ No *Skip to question 32.*

PARTICIPATION FEES

Please note that if you will be charging a participation fee, LACCCB may, in turn, charge you for whatever facilities and services we provide. The application of a charge will be evaluated during the review of your proposal. Eventbrite service fees plus payment processing charges will take 7 to 12% of revenue depending on currency. Please account for these charges and the cost of bank transfer to organizers when calculating the per-registrant cost of your symposium.

30. **How much will you charge per participant ***

Please express in US Dollars

31. **What does the fee entail? ***

Please list all the things that the fee you charge would cover (e.g., materials, coffee breaks, meals, instructor fees, etc.)

32. **Will you offer fee waivers or reduced fees to participants with financial need? ***

Mark only one oval.

☐ Yes

☐ No

DESCRIPTION OF ACTIVITY

33. Description *

What is the objective of this activity? What does it entail? Maximum number of characters (with spaces): 1500

34.

One sentence summary *

How would you describe your activity in a single sentence? Maximum number of characters (with spaces): 300

INFRASTRUCTURE AND SPACE REQUIREMENTS

35.

What is the ideal type of room that your activity needs? *

Please select the choice that best describes your needs

Check all that apply.

- ☐ Conference setting (round table)
- ☐ Classroom setting
- ☐ Auditorium/Lecture setting
- ☐ Computer lab setting
- ☐ Can be outdoors
- ☐ Other: _____

36.

Will you need a projector? *

Mark only one oval.

- ☐ Yes
- ☐ No

37.

Will you need internet? *

Mark only one oval.

- ☐ Yes
- ☐ No

38. Will you need catering services? **Mark only one oval.*☐ Yes☐ No *Skip to question 39.***CATERING SERVICES FOR ACTIVITY**

Please describe the type of catering services you will need and we will try to accommodate your needs. Note that we will charge you for such services.

39.

Catering services needed **Check all that apply.*☐ Breakfast☐ Coffee & Tea Breaks☐ Lunch☐ Dinner☐ Other: _____**ADDITIONAL INFORMATION**

40.

Additional information

Let us know if there is anything else that your activity needs

SUBMIT your Proposal for a workshop/short course/other activity

Before selecting "SUBMIT", please check the information to make sure everything is correct. You will not be able to make changes after you have submitted.

A copy of your responses will be emailed to the address you provided

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