

2019 Greenways and Trails Summit

MOBILE SEMINAR PROPOSAL

We are looking to offer 4–5 mobile seminars on Sunday, September 22, 2019.

(A mobile seminar is a field trip that takes attendees off-site to learn about a topic firsthand.)

Contact Information

Organization Name	
Contact Person	
Phone	
Email Address	

Mobile Seminar Title

Please note that the planning committee reserves the right to change or alter the title, if deemed appropriate.

Description

Please provide a description of the mobile seminar that could be used in marketing materials. Be sure to note educational aspects, any physical requirements or accessibility limitations, and appropriate clothing.

Itinerary

Please attach a draft itinerary for your mobile seminar (itineraries must be finalized by June 15, 2019). Please read through the following recommendations:

- Limit travel time for the day as much as possible. Ideally, passengers should not spend more than one hour on a bus (round trip).
- Consider traffic, construction, and other travel constraints when choosing your destinations.
- Confirm with destination hosts that their site can accommodate large charter buses.
- Use 12:00 PM as your departure time from the hotel and 4:30 PM as your return time.
- Include both physical addresses and GPS coordinates for each stop along your itinerary.
- Incorporate time for lunch and restroom breaks. Some buses may not have onboard restrooms.

Trip Leader #1 (REQUIRED)

Each mobile seminar must have at least one trip leader. This person will be responsible for coordinating the mobile seminar, assisting the bus driver, handing out materials (if necessary) and keeping track of attendance. Registration discounts will be provided to 1-2 trip leaders.

Name	
Organization	
Title	
Cell Phone	
Work Phone	
Email Address	

Trip Leader #2 (OPTIONAL)

Each mobile seminar must have at least one trip leader. This person will be responsible for coordinating the mobile seminar, assisting the bus driver, handing out materials (if necessary) and keeping track of attendance. Registration discounts will be provided to 1-2 trip leaders.

Name	
Organization	
Title	
Cell Phone	
Work Phone	
Email Address	

Speaker #1

A mobile seminar may have multiple speakers.

Name	
Organization	
Title	
Cell Phone	
Work Phone	
Email Address	
Travel on the bus	<input type="checkbox"/> Yes <input type="checkbox"/> No
Require lunch	<input type="checkbox"/> Yes <input type="checkbox"/> No

Speaker #2

Name	
Organization	
Title	
Cell Phone	
Work Phone	
Email Address	
Travel on the bus	<input type="checkbox"/> Yes <input type="checkbox"/> No
Require lunch	<input type="checkbox"/> Yes <input type="checkbox"/> No

Speaker #3

Name	
Organization	
Title	
Cell Phone	
Work Phone	
Email Address	
Travel on the bus	<input type="checkbox"/> Yes <input type="checkbox"/> No
Require lunch	<input type="checkbox"/> Yes <input type="checkbox"/> No

Speaker #4

Name	
Organization	
Title	
Cell Phone	
Work Phone	
Email Address	
Travel on the bus	<input type="checkbox"/> Yes <input type="checkbox"/> No
Require lunch	<input type="checkbox"/> Yes <input type="checkbox"/> No

Speaker #5

Name	
Organization	
Title	
Cell Phone	
Work Phone	
Email Address	
Travel on the bus	<input type="checkbox"/> Yes <input type="checkbox"/> No
Require lunch	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please list additional speakers on a separate page, if necessary.

RESTAURANT OR CATERER RECOMMENDATION

Please indicate a few restaurants or caterers that you recommend. Ideally, your organization has used the facility or caterer and trust their service.

Business Name	
Contact Person	
Address	
Phone	
Email Address	

RESTAURANT OR CATERER RECOMMENDATION

Business Name	
Contact Person	
Address	
Phone	
Email Address	

TRANSPORTATION NEEDS

Please indicate your transportation requirements and please provide recommendations for transportation vendors, if applicable.

Specific Needs:
Bus Max Size (if any)
Onboard Restroom required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Bus/Van Rental Company #1s
Contact Person
Website
Phone
E-Mail Address
Type of vehicles available <input type="checkbox"/> Charter bus <input type="checkbox"/> School bus <input type="checkbox"/> Van <input type="checkbox"/> Other _____
Bus/Van Rental Company #2
Contact Person
Website
Phone
Email Address
Type of vehicles available <input type="checkbox"/> Charter bus <input type="checkbox"/> School bus <input type="checkbox"/> Van <input type="checkbox"/> Other _____

MOBILE SEMINAR CAPACITY

Please note if we must limit the capacity of this mobile seminar for any reason (e.g., limited seating at lunch, farm tour that can only handle x number of people at once, etc.)

--

OTHER CONSIDERATIONS

Please indicate any other factors we should know regarding the field trip you are organizing.

Please email this form to info@conserveland.org by no later than December 15, 2018.