

2020 NSS CONVENTION

Elkins, West Virginia

July 27-31, 2020

Sessions & School Facilities Questionnaire

Please complete a form for each session, lunch, workshop, salon, or other activity that will require space.

This form is a PDF file that can be filled in, saved and then sent as an e-mail attachment. Alternatively, you can print it, complete it, and mail it (or scan and email it).

Name of event: _____

Type of event: ___ Session ___ Lunch ___ Workshop ___ Salon ___ Poster

Other (describe) _____

Preferred day(s): ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

(Monday will have a big West Virginia Caving session, Tuesday will be U.S. Exploration, Wednesday will be International Exploration, and Thursday will be Geology & Geography)

Preferred time: ___ morning ___ lunch ___ afternoon ___ all day ___ other _____

(Normal session times are 9-12 and 2-5. If you start early or run late please note the times in "Other Requirements" below)

Expected attendance: _____ (please be realistic)

Sessions to avoid conflict with: _____

Audio-visual equipment needed:

___ Computer projector & screen

___ Audio CD player & speakers

___ Video DVD player & screen

___ Computer (provide details, including required software) _____

___ Other (describe) _____

If you need a classroom, what are your furniture preferences (check your preferences):

Chairs ___ required ___ preferred ___ acceptable ___ not acceptable ___ don't care

Student desks ___ required ___ preferred ___ acceptable ___ not acceptable ___ don't care

Tables ___ required ___ preferred ___ acceptable ___ not acceptable ___ don't care

Other (describe) _____

Other requirements: (please be as specific and detailed as possible):

Contact person: Name: _____

 Email: _____

 Phone: _____

Return this form to: Bob Hoke (the 2020 Programs & Sessions Chair)

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