



CAEP BY THE OCEAN
HALIFAX | MAY 26-29, 2019

CAEP 2019 PRE-CONFERENCE COURSE APPLICATION

Pre-conference workshops are courses held outside of the regular CAEP conference dates (May 26-29, 2019). CAEP can help facilitate room rentals at the convention centre/hotel, as well as AV and catering, but overall organization of the course (including registration) is the responsibility of the course lead.

1. Course title: _____

2. Name of course lead (organizer): _____

3. Preferred date: Friday, May 24th Saturday, May 25th

4. Start time: _____ Finish time: _____

5. Description: _____

6. Target audience: _____

7. Learning objectives: a) _____

b) _____

c) _____

8. Will you need to book a meeting room* through CAEP?

No, we will
arrange our own
meeting space

Yes, we require a room for _____ capacity, in a: theatre rounds classroom set-up
We also require: Audio/visual* Catering* Teleconference capabilities*
Name, address, and contact details of the signing authority for these contracts:

**All rates and rental fees will be at cost (TBC). CAEP will invoice for these costs after conference.*

Application due October 19, 2018

SUBMIT COMPLETED FORM TO: kwyatt@caep.ca OR FAX: 613.523.0190

Once received, applications will be reviewed by the Conference Committee and notifications will be sent to the course lead by November 23, 2018.

Please note we will only be accepting a maximum of 3 pre-conference courses.



CAEP | ACMU