



Auxiliary Training Request Form

Lifesavers Conference on Roadway Safety

April 7-9, 2024

Colorado Convention Center (CCC) • Denver, CO

To hold a training in conjunction with the conference, please provide the information requested on this form, sign and email to Meetings Management, Inc. (MMI) at Lofgren@meetingsmgmt.com.

Trainings cannot be scheduled during Lifesavers Conference hours:

Sun, 4/7/24, 8:30 a.m. – 5:00 p.m. Mon, 4/8/24, 8:00 a.m. – 4:30 p.m. Tues, 4/9/24, 9:00 a.m. – 1:30 p.m.

The use of the Lifesavers Conference logo on an invitation or promotional material that implies endorsement is prohibited. All printed material must be vetted by the Lifesavers Planning Committee.

Registration

If you are not charging a separate registration fee nor collecting additional information about the participants, Lifesavers will add the training name to the conference registration form. The details (name, date/time and brief description) will be posted on the website. The training name will also be listed on registration confirmation emails, the mobile app and event site, and promotional brochure.

If you are charging a registration fee and/or collecting additional information, it is your responsibility to register attendees separately. Lifesavers will post the details as noted above, including your registration contact or link.

If a training is included on the conference registration form, it cannot be removed if it is canceled or reached capacity.

You are responsible for enforcing a class size minimum or maximum cutoff, confirming participation, and communicating with registrants. MMI will provide you with a list of registrants if applicable.

All participants registering for training MUST also register for the Lifesavers Conference. Speakers who participate **only** in the training are not required to register for the Lifesavers conference. **Speakers at a preconference training are not eligible for the \$375 conference speaker rate nor** are they eligible for speaker financial aid.

Fees and Responsibilities

The assigned training room will be set theater style with a head table and podium provided at no cost based on availability.

All non-profit organizations sponsoring training will be allotted \$600 in audiovisual setup which includes screen and projector, wireless clicker, all cabling, sound system, podium microphone, wireless microphone, and labor to set up/dismantle A/V equipment.

If an alternative room setup or additional audiovisual such as a laptop, Internet, additional microphones, technician support, flipchart, etc. is required, you will be responsible for these costs along with any costs associated with food or beverage, signage, etc. Contact information for the appropriate vendor(s) is listed at the bottom of the next page so you may coordinate and pay directly for these services.

If you need additional services such as a separate registration form, fee collection, badges, onsite coordinator, or other services, MMI will provide these services for a fee.

Please provide the following information for your training:

Training Name (for posting on Mobile App, Event Site & Website)

Date

Start Time

End Time

Main Contact Name

Organization

Phone

Email

Description (for posting on Mobile App, Event Site & Website)

Registration Method: via Lifesavers' registration site (or) directly through my organization

Expected number of attendees _____ Are you offering CEUs or other educational credits? YES NO

Room setup change request (changing setup from existing theater to alternate setup – fees will incur) YES NO

Audiovisual requests beyond the standard A/V provided as described on page 1
(technician support, laptop, microphones, etc. – fees will incur) YES NO

Will you be ordering food or beverages? (You will contact convention center directly if yes) YES NO

Additional requests (internet, directional signage, 6-foot table, flipchart, etc. – fees will incur) YES NO

Contacts:

Convention Center Room Set-Up: Tyler Hunt, CCC, Senior Event Manager, thunt@denverconvention.com

Convention Center Food & Beverage: Jeanette Finley, Sodexo Live, Director of Catering Sales, Jeanette.Finley@Sodexo.com

Audiovisual Needs (including flip charts): Pete Yurish, Spectrum Audio Visual, Director of Sales, pyurish@spectrumav.com

Other Requests – MMI:

Kate Crummett - crummett@meetingsmgmt.com - P: 703-798-6693

Mary Lofgren - Lofgren@meetingsmgmt.com - P: 703- 922-7944

I acknowledge that I have read and understand the Lifesavers Auxiliary Training guidelines as outlined on page 1.

Name _____ Organization _____

Signature _____ Date _____

Return this form to Lofgren@meetingsmgmt.com