



Auxiliary Training Request Form

Lifesavers Conference on Roadway Safety

April 18–21, 2026 • Baltimore Convention Center (BCC) • Baltimore, MD

GENERAL INFORMATION & INSTRUCTIONS

Training sessions may not be scheduled during the following official conference hours:

- Saturday, 4/18: no restrictions
- Sunday, 4/19: 9:00 a.m. – 5:00 p.m.
- Monday, 4/20: 8:15 a.m. – 5:30 p.m.
- Tuesday, 4/21: 8:15 a.m. – 2:00 p.m.

Use of the Lifesavers Conference logo in any way that implies endorsement is prohibited.

All material (printed or video) must be approved by Lifesavers.

To hold a training session in conjunction with the conference, please complete this request form, then sign and email it to: khoury@lifesaversconference.org

REGISTRATION

If you **are not** charging a separate registration fee, nor collecting additional information about the participants, Lifesavers will list your training on the conference registration form and post the name, date/time, and description on the website. The training title will also be listed on registration confirmation emails, the mobile app, event site, and promotional brochure.

If you **are** charging a registration fee and/or collecting additional information about the participants, you are responsible for registering attendees and collecting fees separately.

You must manage class size limits, confirmations, and communications. Lifesavers will provide a participant list if applicable.

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

FEES & RESPONSIBILITIES

Once approved, Lifesavers provides a theater-style workshop room with a head table and podium at no cost (subject to space availability).

Non-profit organizations will receive complimentary use of the A/V equipment below:

- Screen and projector
- Wireless slide advancer
- Sound system
- Podium with wired mic
- Wireless handheld mic

**Additional costs will apply for alternate room set-ups, A/V Tech Labor, additional A/V equipment, food & beverage, signage, security, etc.*

TRAINING INFORMATION

Training Title (*as it should appear*):

Date: _____

Start Time: _____

End Time: _____

Description of Training (*as it should appear*):

Main Contact Name: _____

Organization: _____

Phone: _____

Email: _____

PLEASE CHECK OFF ALL ITEMS BELOW WHICH ARE APPLICABLE TO YOUR REQUEST

- Registration Method: through Lifesavers' registration site
- Registration Method: directly through my organization
- Open to all attendees - **OR** - By Invitation Only
- Auxiliary Training should be listed in mobile app and event site
- Offering CEUs or educational credits
- Room set-up change requested (affiliate responsible for costs)
- Additional audiovisual needs - *beyond items listed on page 1* (affiliate responsible for costs)
- Food & beverage needs (affiliate responsible for costs)
- Other needs: HSIA services, security, signage, easel(s), additional tables, flipcharts, etc.
(affiliate responsible for costs)

QUESTIONS?

Kate Crummett

E: crummett@lifesaversconference.org

P: 703-798-6693

Michelle Khoury

E: khoury@lifesaversconference.org

P: 571-309-2422

ACKNOWLEDGMENT

I acknowledge that I have read and understand the Lifesavers Auxiliary Training guidelines.

Name: _____

Organization: _____

Signature: _____ Date: _____

Return the completed request form to: khoury@lifesaversconference.org