

**CONFERENCE COORDINATOR APPLICATION**

Name:

Institution:

Position:

Mailing Address:

Email:

Phone: Fax:

List any job positions, professional development activities or other qualifications which would benefit you in the position, including past conference hosting involvement.

Discuss any unique strengths or attributes you will bring to the position and how will you benefit from the opportunity to serve.

Please have your direct supervisor submit a letter of support that addresses the following:

* Willingness to provide you the financial support and time necessary to complete the responsibilities of this role, including travel to mid-year meetings and annual conferences.
* Comments on your performance regarding organizational skills, motivating others, and meeting deadlines.