

**Application form
Regional Conference Support**



Name of Event: _____

Chief Contact Person: _____

Street Address1: _____

Street Address2: _____

City, State, Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

WHS membership ID: _____

Officers of Organization:
(include email addresses)

Date of Meeting: _____

Proposed Speakers & Topics (please include a sample program, if available):

WHS Associated/Related Society: Yes No

Length of Meeting: _____

Projected # of attendees: _____

Location: _____

Facility: _____

Registration costs: _____

Meeting Budget

Revenue:		
Registration		
Sponsorships		
Other		
Total Revenue		
Expenses:		
Speakers		
Space Rental		
AV Rental		
Food & Beverage		
Printing		
Other		
Total Projected Expenses		

Total Sponsorship Amount Requested: _____

Please describe the following (see [Regional Conference Support page](#) for detailed instructions):

Significance and Value to the Society:

Audience:

Conference details (*describe here if no Sample Program is provided*):

Sources of Funding (*Other than Registration and/or WHS Sponsorships*):

Will there be Exhibitors*? Yes No

Is accreditation available? Yes No

Other sponsors*/endorsees:

**WHS sponsorship does not constitute an endorsement by the Wound Healing Society of any other meeting sponsors, exhibitors or their products and services.*

- As part of any financial support, WHS requires that **acknowledgement of WHS sponsorship** is made in the program, and that WHS materials (Society information, membership information, meeting information, etc.) be on display. Materials will be sent to the chief contact person.
- A list of attendees is to be provided for a one time use by the Society, offering a \$100 discount for new members' first year membership dues. (Draft invitation will be provided prior to distribution).
- A final meeting report for WHS's newsletter is also required.

After completing this application, PRINT/SAVE your file AS: LastNameDateOfSubmission.pdf, then submit this completed application with current program to the WHS Administrative office via upload from our [Regional Conference Support page](#)

Wound Healing Society
9650 Rockville Pike
Bethesda, MD 20814-3998 USA
Phone: 301-634-7001
Fax: 301-634-7099
Email: whs@woundheal.org
Website: www.woundheal.org