

# 2023 NSS CONVENTION

Elkins, West Virginia

June 26-30, 2023

## Sessions & School Facilities Questionnaire

Please complete a form for each session, lunch, workshop, salon, or other activity that will require space.

This form is a PDF file that can be filled in, saved, and then sent as an email attachment. Alternatively, you can print it, complete it, and mail it (or scan and email it).

Name of event: \_\_\_\_\_

Type of event:  Session  Lunch  Workshop  Salon  Poster Session

Other (describe) \_\_\_\_\_

Preferred day(s):  Monday  Tuesday  Wednesday  Thursday  Friday

(Here are the days for the big sessions: Monday is West Virginia Exploration, Tuesday is U.S. Exploration, Wednesday is International Exploration, and Friday is Geology & Geography. There is no big session on Thursday.)

Preferred time:  morning  lunch  afternoon  all day  other \_\_\_\_\_

(Normal session times are 9-12 and 2-5. If you start early or run late please note the times in "Other Requirements" below)

Expected attendance: \_\_\_\_\_ (Assume convention attendance of 1,000. Please be realistic)

Sessions to avoid conflict with: \_\_\_\_\_

Audio-visual equipment needed:

Computer projector & screen  Audio CD player & speakers  Video DVD player & screen

Computer (provide details, including required software) \_\_\_\_\_

Other (describe) \_\_\_\_\_

If you need a classroom, what are your furniture preferences (check your preferences):

Chairs  required  preferred  acceptable  not acceptable  don't care

Student desks  required  preferred  acceptable  not acceptable  don't care

Tables  required  preferred  acceptable  not acceptable  don't care

Other (describe) \_\_\_\_\_

**Volunteer help needed?** If your activity would benefit from having volunteers to help you, please contact the Convention's Volunteer Coordinator, Ken Moore, at [caverken@gmail.com](mailto:caverken@gmail.com) to discuss your needs.

Other requirements: (please be as specific and detailed as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Activity contact: Name: \_\_\_\_\_

Email: \_\_\_\_\_

Return this form to: Bob Hoke (the 2023 Programs & Sessions Chair)  
6304 Kaybro St, Laurel MD 20707  
[bob@rhone.net](mailto:bob@rhone.net)