



Host Request Form

Orangutan SSP Husbandry Conference

Please send completed form to emilye@wacotx.gov

It is highly recommended that before applying to host the Orangutan SSP Husbandry Conference that you review the Orangutan SSP Husbandry Conference Hosting Manual. Make sure to pay extra attention to past conference budgets and make sure your facility will either be able to cover extra expenses or has a plan in place for raising the additional funds. Lastly it is recommended that you meet with members of your facilities senior management to gain approval. ***It is highly unlikely that your request to host the Orangutan SSP Husbandry Conference will be approved by the Orangutan SSP if you do not have your facilities support and/or commitment to cover any additional conference cost. The Orangutan SSP will NOT be held responsible for additional cost or overages.***

Please submit this form to Emily Ellison at emilye@wacotx.gov. All workshop requests will receive a response within 30 days.

Date:

Name:

Affiliation:

Address 1:

E-mail:

Address 2:

Phone:

Year You Wish to Host:

Do you have your facilities full support?

If yes, please attach a letter of support to your email from a member of the senior management of your facility. If you do not have the support of your facility, please explain in the space below.

Is your facility willing to cover any overages associated with the cost of the workshop?

If you selected no, how do you plan on covering extra expenses? Keep in mind that workshop budgets have ranged between \$5,000 to \$20,000 plus. Additionally, it is very difficult to cover all of the cost associated with the workshop on registration fees alone.

Why do you want to host the Orangutan SSP Husbandry Conference?