Mark your calendars for **September 13-14, 2012**! The Emergency Medical Services for Children Program at the Kansas Department of Health and Environment is proud to bring you the 2012 EMSC Pediatric Symposium. We invite you to join us as a host site of one of the largest Pediatric educational opportunities in the state of Kansas.

We hope you will join us in this annual education initiative to better prepare healthcare providers to care for children and youth when faced with emergency situations. We cannot do this alone. Thank you for your continued support!

Sincerely,

Sarah House, MICT
Emergency Medical Services for Children
Kansas Department of Health and Environment

**Host Site Requirements**

Thank you for your interest in being a host site. Below are the requirements to be a host site.

- A room that can comfortably hold a large number of participants. The minimum participant size for a site will be 10. Please indicate the maximum number of participants that your room can hold comfortably so we can ensure that your site does not exceed that limit.
- Available from 7:30 a.m. to 5 p.m. on September 13th & 14th. Please note that the symposium will run from 8 a.m. to 5 p.m. with an hour break for lunch. (*participants will be responsible for their own lunch*)
- A computer, projector, screen, and sound system with internet access. The symposium will be beamed out over the internet.
- A separate computer with internet access to connect to GoTo Meeting to submit any questions from your site.
- You will be responsible for designating a Host Site Coordinator. That individual will be responsible for the following:
  - Ensuring that the room is ready and available at the times designated on September 13 & 14.
  - The Host Site Coordinator and the room must be available for a test connection on August 27th from 10 a.m. – 11 a.m.
  - Distributing name badges
  - Setting out Sign-in Sheets and ensuring that all participants sign in.
  - Faxing copies of the completed sign-in sheets to the WSU Conference Office immediately upon the conclusion of the day.

**General Information**

- Contact Jana E. Henderson, Conference Registrar at jana.henderson@wichita.edu or 316-978-6493 at the WSU Hughes Metropolitan Complex for additional information about this event.
2012 Emergency Medical Services for Children Pediatric Symposium
Host Site Registration Form
September 13-14, 2012

Wichita State University – Office of University Conferences, 1845 Fairmount, Campus Box 136, Wichita, KS 67260-0136
(316) 978-6493; Fax: (316) 978-3064; Web: http://www.wichita.edu/conferences/emsc; E-mail: jana.henderson@wichita.edu.
Federal Tax Id: 48-6029925

Name of Organization: ____________________________________________________________
Registration/Billing Contact: ____________________________ E-mail: ______________________
Mailing Address: __________________________________________________________________
City/State/Zip: __________________________________________________________________
Phone: __________________________ Fax: __________________________ Web: ________________
Host Site Coordinator: ____________________________________________________________
Host Site Coordinator Phone: __________________________ Email: ________________________
Physical Address of Site: __________________________________________________________

Please indicate the maximum capacity of your site:_______

_____ Host Site Registration Fee: $150

Payment Information:
Total Due: $____________ □ Check □ MasterCard □ Visa □ American Express □ Discover
CC #________________________________________ Expiration Date: ____________ Security Code:________
(3 digit code on back of card or 4 digits on front of American Express)
Name on Card: __________________________ Signature: __________________________

How to register: Questions?
Online at: www.wichita.edu/conferences/emsc Contact Jana E. Henderson: (316) 978-6493
By Fax: (316) 978-3064 E-mail: jana.henderson@wichita.edu
By Mail: WSU – Office of University Conferences
1845 Fairmount, Campus Box 136
Wichita, KS 67260-0136

Cancellations and Refunds: There will be no refunds of Host Site fees in the event of a cancellation.

Special Accommodations: Wichita State University is committed to making programs available to people with disabilities. If you wish to volunteer information regarding any special assistance you may need, please contact the Office of University Conferences at (316) 978-6493.

Notice of Nondiscrimination: Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0205; telephone (316) 978-6791.