

Hosting the AATK Annual Workshop & Conference Application

To indicate your intent to host an AATK annual meeting, please complete the form below and submit it to Joowon Suh (js604@columbia.edu), along with the following documents:

1. Statement of purpose spelling out your rationales for hosting a meeting, impacts you expect, and resources and supports that you can mobilize
2. C.V. of the applicant
3. Endorsement letter of the department chair or other relevant administrator in your institution

Time frame: *the year you would like to or can host the meeting (Year 2020 through 2025)*

1 st preference	Year 20_____
2 nd preference	Year 20_____
3 rd preference	Year 20_____

Institution and program information:

Home Department	
Centers and other units the applicant is affiliated with	
Sponsors and co-sponsors that have pledged funding or are being contacted	Name _____ Amount _____ Name _____ Amount _____ Name _____ Amount _____ Name _____ Amount _____ Name _____ Amount _____
Korean faculty	Name _____ Position _____ Name _____ Position _____ Name _____ Position _____ Name _____ Position _____ Name _____ Position _____

Conference Facilities: Please provide information about available options for 1 large room for 150+ persons & 2 mid-size rooms for 50+ persons each

	Name of the building and address	Type (classroom, conference center, student center, etc)	Computer projection equipment (built-in or not)	Cost (i.e. space and equipment rental fee)
Option 1				
Option 2				
Option 3				

Lodging: Please provide information about available options for lodging for 160+ persons

	Name of the facility, address and distance from the conference site	Type (dormitory, on-campus quest house, hotel, etc)	Room types (single, double, suite, etc)	Room rate (by person or by room)
Option 1				
Option 2				
Option 3				

Catering options and constraints:

	Options	Notes
Breakfast (Thu/Fri/Sat)	Available at or near the lodging (Y / N) Deliverable to the conference site (Y / N)	
Lunch (Thu/Fri/Sat)	Deliverable to the conference site (Y / N) Eateries near the conference site (Y / N)	
Refreshments (Thu/Fri/Sat)	Deliverable to the conference site (Y / N)	
Saturday Banquet	On campus (Y / N) Near the lodging (Y / N) If neither, where? _____	