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International Symposium Proposal Information

Proposal Deadline: *Proposals for the Centered Riding (CR) Symposium should be submitted to the CR Board before September 1 of the year prior to the event.*

Purpose: *To provide a forum for the educational enrichment of Centered Riding members and other interested persons.*

Format: *Two or more days of presentations/workshops/demonstrations. The exact format is up to the organizer.*

The format current employed is:

Friday: Board of Trustees Meeting
Annual General Meeting
Meet and Greet or Network session with finger foods
One evening presentation

Saturday: Three morning presentations
Lunch
Three afternoon presentations/workshops/demonstrations
Dinner with keynote speaker

Sunday: Three morning presentations
Lunch
Three afternoon presentations/workshops/demonstrations
Departure

Date: *In the past the date has been in November to coincide with the Annual General Meeting. Our Bylaws require that one meeting per year must include some Board members meeting in person. The November BOT meeting elects the new slate from the elected Board members and presents it to the general membership.*

Location: *The Symposium must be located near mass transportation (bus/train/plane) easily accessible by members. The facility chosen ideally should have accommodations, dining and workshop locations all within one building. If workshops require the handling or use of horses then a nearby facility can also be chosen. Transportation to and from this facility must be arranged for all participants.*

Accommodations: *The Symposium must offer affordable, clean and comfortable accommodations for those who will be attending and cannot commute from a home location.*

Meals: *The price of meals (lunches and dinners) will be included in the fee for the Symposium.*

Price: *The Symposium fees will be calculated from the cost of the facility, the meals, the cost of housing, feeding and travel fees of the presenters, the cost of the materials needed for registration and the production of the Symposium program.*

Presenters: *Symposium presenters should be selected first from among the Centered Riding membership. Additional presenters can be invited in order to bring new or in-depth information to the participants. No presenter will be offered a fee. All presenters will have their accommodations and meal expenses while at the Symposium and their travel expenses to and returning from the Symposium paid for by the Symposium Chair or Treasurer. A “thank-you” gift of a reasonable price for each presenter can be factored into the Symposium costs.*

Finances: *Centered Riding will provide “seed” money of \$1000 to the organizer of the Symposium. The organizer of the Symposium will keep complete and accurate records of all expenditures and income. The organizer must recognize that Centered Riding will not defray costs for the Symposium that exceed income. All records and any Symposium monies raised over the expenditures should be sent to the Centered Riding Treasurer within three months of the end of the Symposium. These monies will be credited to the Scholarship fund to pay for Instructor courses, up dates, and clinics around the world.*

Organizer: *The organizer must be a member in good standing of Centered Riding. The organizer must have a committee of at least three other persons to assist in this endeavor who also must be members of Centered Riding in good standing. One of these committee members can be named and function as Treasurer.*

Silent Auction and Raffle: *If the organizer wishes a “silent auction” of donated products, items and services may be offered. Special items may be grouped and offered as a raffle with tickets drawn in public. All items must be claimed and paid for before the conclusion of the Symposium. The monies raised from these activities will go into the Centered Riding general fund.*