



Regional Event Info Session June 22, 2025

womenofthewater.conference@gmail.com

Please type your city &
region in the chat!

Ex: Columbus, OH / Great Lakes



Thank you for being here!!



What are we going to talk about today?



Options For Events

- Timing - late fall through early spring
- Likely single day events over the weekend
- Location - anywhere you are!
- Content - film screening, field guide discussion
- Funding - depends on # of events and need
- Branding folder will be provided



What We Need From You

Event Registration Form
Funding Proposal (optional)
due August 1

Link to form is in the chat





Women of the Water Regional Event Hosting and Funding Application

This form should be completed by a designated point of contact for each proposed regional event.

Please complete this form **no later than August 1st** to be considered for hosting. Funding requests are optional for each regional event.

Please wait to hear from the WoW Steering Committee before proceeding with event planning. Filling out this form does not guarantee funding support for your event.

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

*** Indicates required question**

Where are you wanting to host an event? Please provide a general region or city - *****
the more specific, the better!

Your answer

What are some key aquaculture species/ landmarks/ charismatic icons of your region? *****

Your answer

Do you have any co-hosts in mind? Co-hosts are not required, but may be helpful. *****

☐ Yes

☐ No

If yes, please list all co-hosts you'd like to collaborate with for your region. If you know their contact information (email preferred), please provide it here as well.

Ex: Jane Doe, jdoe@gmail.com
Aqua Culture, aqua@gmail.com

Your answer

Please check the box below to signify that you have read the Women of the Water ^{*} Code of Conduct and understand that it applies to all regional events and activities.

Code of Conduct: <https://womenofthewater.wixsite.com/conference/code-of-conduct>

☐

I certify that I have read and will uphold the Women of the Water Code of Conduct at my regional event.

How long will your event be? ^{*}

☐ Half Day

☐ Full Day

☐ Multi-day

☐ Other: _____

When are you planning to host your event? ^{*}


☐ Fall 2025 (September - November)

☐ Winter 25-26 (December-February)

☐ Spring 26 (March-May)

If you have a suggested date for the event, please provide it here

Date

mm/dd/yyyy 

Please provide a tentative program for your regional event here. Program outlines * should include a rough timeline of events and duration of activities.

Ex: Region X WOW meeting - Fall 2025

9:00 - 9:30 *Registration and Refreshments (provided)*

9:30 -10:00 *Introductions and ice breaker activity*

10:00 - 11:00 *Roundtables to discuss WOW handbook*

11:00 - 12:00 *Lightning presentations of local farmers*

12:00 -1:00 *Lunch (provided) and Film Screening*

1:00 - 4:00 *Field trips to local aquaculture farms*

4:00 - 4:30 *Concluding remarks*

Your answer

Do you have any venues in mind? If so, please provide details on capacity (how many people can the space accomodate?). *

Your answer

What materials will you need? We will provide all regional hosts with a brand folder of resources to use on advertising/printed materials *

Your answer

There are small grant application opportunities to financially support regional events. Would you like to apply for financial support? *

☐ No

☐ Yes

Financial Support Application

All financial requests will be reviewed by the *Women of the Water* Steering Committee. Awarded amounts will depend on the number of regional events and total requested support; the review committee reserves the right to award partial funding if necessary.

Please provide a detailed budget request using the provided PDF form below. It's ok if you're not 100% sure of all costs at this point - ballpark figures are still helpful to the steering committee in evaluating need.

If you prefer to email a completed form to us directly, please send it to womenofthewater.conference@gmail.com with the subject *[Region Name] - Budget Request Form*

[Regional Event Financial Request Form](#)

Upload 1 supported file: PDF. Max 10 MB.

[Add file](#)

☐ Send me a copy of my responses.

WOW Regional Event – Financial Support Request Form

Region:

Host(s):

Point of Contact Email:

Point of Contact Phone:

Point of Contact Address:

Total Requested Amount:



Item	Price	Quantity	Total

Important Notes:

****We CANNOT reimburse travel expenses or alcohol****

Funds will be awarded on a reimbursement basis. Awarded funds may be used to purchase food/snacks, print materials, provide honoraria for speakers, cover A/V or event fees, and/or help to secure a venue.

Please note that *Women of the Water* organizers will not sign contracts. Any event-related contracts will be the responsibility of the individual event hosts and the venue.

To be reimbursed, all receipts and invoices must be submitted along with a completed reimbursement form (provided to the host point of contact, post-event). Only permitted expenses will be reimbursed.

☐ I have read and understand the stated terms above.

Next Steps

WoW Steering Committee will:

- 1) update our website with information and the application form
- 2) confirm your event details, including available funding
- 3) provide a branding packet
- 4) provide cohesive event content elements
- 5) provide post-event follow up forms



Next Steps

Regional Event Hosts will be responsible for:

- 1) advertising your event
- 2) tracking registrations, booking your venue,
coordinating event details
(optional: fundraising/donations, signing contracts)
- 3) hosting the event
- 4) providing an event report, photos, receipts for
reimbursement



A few reminders...

- ★ Building community is hard
- ★ This is a really challenging time
 - ★ It's ok to ask for help
- ★ Give yourself and others grace
and space

Questions?



Reach out: womenofthewater.conference@gmail.com