

Women of the Water



Research. Community. Collaboration. Celebration.

Regional Event Info Session  
June 22, 2025

[womenofthewater.conference@gmail.com](mailto:womenofthewater.conference@gmail.com)

Please type your city &  
region in the chat!

Ex: Columbus, OH / Great Lakes

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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

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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

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

Your answer

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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](mailto: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:**



### 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?

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