

How to Host a Remote Location

What you need:

- A location with an internet connection (this could be a community hall, a boardroom, or someone's kitchen table)
- A laptop
- A projector or other large screen
- Speakers so attendees can hear the presentations

Have a plan for lunch

Lunch is catered at the main location and is included in the higher registration fee. Remote locations are responsible for planning how they will handle lunch and sharing this information with attendees. In the past, remote locations have:

- Offered a catered lunch and added the cost to the registration fee for their location
- Found a sponsor for a catered lunch
- Asked attendees to bring their own lunch

Cost:

The Ontario Forage Council asks that remote location organizers collect a registration fee of \$20/person to help cover the costs of bringing in speakers and running the conference.

Additional costs may be incurred by the organizers of a remote location (i.e. venue rental, lunch) and organizers may raise the registration fee at their location to cover these if needed.

To sign up to host a remote location, contact Patricia Ellingwood at 1-877-892-8663 or support@ontarioforagecouncil.com.

Remote Location Information Form

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The Ontario Forage Council will use the information provided below to help promote your remote location with event advertising. Organizers are encouraged to share information about their remote location generally and through local channels.

Organizer Name		
Telephone		
Email		
Location Address		
Registration Contact		<i>Please indicate who will handle registration</i>
	OFC	Registrations will be handled by OFC office
	On-Site	Registrations will be handled by contact named below
Contact		Registration phone/email
Lunch Plan		<i>Please select one of the following options:</i>
	Bring-your-own lunch	\$0/person
	Sponsored lunch	\$0/person
	Catered lunch	\$_____/person
Registration	paid to Ontario Forage Council	\$20/person
Participant fee	<i>lunch + registration</i>	