NTATS STUDENT ATHLETIC TRAINER WORKSHOP PREPARATION HANDBOOK

NTATS STUDENT SYMPOSIUM HOST-SITE HANDBOOK

TABLE OF CONTENTS

Overview Page 2-3
- Purpose of this Handbook
- Host Site Responsibilities

Site Requirements Page 4
- Technology Requirements

Symposium Set Up and Clean Up Page 5-6

Deadlines and Timelines Page 7-8
- Next Steps

All rights reserved. Property of the North Texas Athletics Trainers Society.

Student Athletic Trainer Symposium Overview

The Student Athletic Trainer Symposium is an annual educational event sponsored by the North Texas Athletic Trainers' Society (NTATS). The Symposium and accompanying student competition are longstanding NTATS traditions and have consistently remained among the organization's most successful and highly attended events.

The Symposium is designed to bring together Athletic Training Student Aide programs from across the DFW Metroplex for a day of education, collaboration, recognition, and celebration. The event provides an opportunity to recognize the hard work and dedication students demonstrate throughout the year while highlighting the knowledge, mentorship, and instruction provided by the Athletic Trainers who support these programs.

The NTATS Executive Board and Student Workshop Liaison are committed to providing a diverse and engaging educational experience. Workshop offerings are designed to represent a variety of topics and skill areas within athletic training, ensuring meaningful educational opportunities for attendees at all levels.

Purpose of This Handbook

This handbook outlines the requirements, expectations, and logistical considerations for organizations and facilities interested in serving as a host site for the NTATS Student Athletic Trainer Symposium. It also provides an overview of the anticipated flow of the event and day-of-program operations to help prospective host sites determine whether their facility is equipped to meet the needs of the Symposium.

The goal of this handbook is to provide a clear and consistent framework for host-site planning while allowing NTATS and the selected host site to work collaboratively to create a successful experience for students, professionals, vendors, and guests.

Host Site Responsibilities

The selected host site must provide a venue capable of accommodating approximately **1,000 attendees** while making every effort to minimize costs to NTATS. Symposium participants may include NTATS Professional Members, NTATS College/University Athletic Training Student Members, High School Student Athletic Trainers, Corporate Members, vendors, college and university recruiters, and other distinguished guests.

The primary responsibility of the host site is to ensure that the venue, facilities, equipment, and logistical resources necessary for the Symposium are available to the NTATS Executive Board, Symposium Chair, and Symposium Committee to facilitate a successful event.

In addition to providing and managing the venue, the host site is responsible for ensuring appropriate facilities and access for:

- Educational workshops and presentations
- Hands-on demonstrations and practical instruction
- Student competition activities
- Exhibitors and vendors
- Registration and attendee check-in
- Meals and designated gathering areas
- Other programming and activities associated with the Symposium

All rights reserved. Property of the North Texas Athletics Trainers Society.

*The **NTATS STUDENT SYMPOSIUM HOST-SITE HANDBOOK**, including all revisions and updates, is maintained by the NTATS Student Workshop Liaison.*

Questions regarding the handbook or host-site requirements should be directed to:

Brianna Williams
NTATS Student Workshop Liaison
Email: workshop@ntats.com

All rights reserved. Property of the North Texas Athletics Trainers Society.

Site Requirements

The capacity and layout of your school or venue are among the most important considerations when hosting the NTATS Student Symposium. While a newly constructed campus is not required, access to multiple large instructional spaces is essential to accommodate the educational and logistical needs of the event. The Host Athletic Trainer will serve as the primary coordinator for on-site operations. Responsibilities include:

- Reserving all necessary facilities for the evening prior to and the full day of the workshop.
- Securing all required areas of the campus, including gyms, auditoriums, libraries, cafeterias, classrooms, offices, hallways, restrooms, parking lots, and ensuring appropriate HVAC operation throughout the event.
- Coordinating all technology needs for NTATS Board Members, guest speakers, and presenters.
- Providing regular workshop planning updates and status reports to the NTATS President, President-Elect, and Student Workshop Liaison.
- Working collaboratively with the NTATS Executive Board and Committee Chairs throughout the planning process.

Facility Requirements

The host school or venue must be able to provide:

- Facility, security, and custodial services at little or no cost to NTATS.
- Multiple gyms with designated spaces for its assigned teams, activities, or competitions
- Multiple instructional spaces in close proximity that can accommodate 150–200 students for laboratory sessions and educational presentations.
- A large display area for poster presentations with permission to mount posters using duct tape, sticky tack, or other approved hanging methods.
- Adequate tables, chairs, and electrical outlets for Corporate Members, Vendors, and College Recruiters.
- A designated location for the College Recruiters and Vendors.
- A meeting space for the NTATS Members Opening meeting and hospitality.
- Reliable IT support and audiovisual equipment for speaker presentations and educational sessions.

Technology Requirements

Technology items that will be required for day of events include:

- Microphones
- Extension Cords
- Surge Protectors
- Multi-Plug Electrical Outlets

Technology that is not required but useful, include but are not limited to:

- Printers
- Copiers
- Display TVs

All rights reserved. Property of the North Texas Athletics Trainers Society.

Symposium Set Up and Clean Up

Set Up

The following areas and tasks should be addressed during the afternoon and evening prior to the Symposium. The Host Athletic Trainer and host-site volunteers should assist with directing setup within the facility and ensuring that each area is arranged according to the Symposium layout and program requirements.

Tables, Chairs, and Equipment

Table and chair setup is typically the largest setup assignment of the evening. The following quantities and locations should be planned for in advance:

- NTATS Registration/Check-In
    - 2 tables
    - 4 chairs
- Vendor Area
    - 10 tables
    - 20 chairs
- College Recruiter Area
    - 10 tables
    - 20 chairs
- Taping Contest
    - 10 treatment tables
    - *Six-foot folding tables may be used.*
- Randy Stipes Relay
    - 10 treatment tables
    - *Six-foot folding tables may be used.*
- Quiz Bowl Preliminary Round
    - 4 classrooms
    - 2 classroom tables per room
    - 10 chairs per room
- Skills Lab
    - 4 classrooms
- Lunch and Gatorade Tasting Area
    - Space to accommodate approximately 600 students
    - *Cafeteria or large dining spaces have been utilized successfully in the past.*
- Professional Hospitality
    - Space to accommodate approximately 100 professionals (members, vendors, college reps, etc)
    - Coffee, breakfast, and lunch will be provided in this space with optional areas to sit or stand while eating and networking

All rights reserved. Property of the North Texas Athletics Trainers Society.

Additional Setup and Preparation

Prior to the conclusion of the evening setup, the following items should also be completed:

- Pre-arrangement and testing of equipment in all Symposium areas
- Placement of extension cords and confirmation of adequate power access
- Placement of Symposium posters, maps, pre-printed signs, and banners
- Placement of Corporate Member, Vendor, and College Recruiter identification cards
- Placement of trophies, certificates, and plaques in designated areas
- Placement of exterior traffic, directional, and parking signs
    - Directional and parking signs will be provided to participating schools prior to the event.

The Host Athletic Trainer and designated host-site volunteers should remain on campus until the NTATS Executive Board and Committee Chairs have completed the evening setup and confirmed that the necessary areas are prepared.

The goal is for the morning of the Symposium to require only minor adjustments and final preparations.

Clean Up

Cleanup efforts should begin as soon as workshop activities conclude in each area. Throughout the day, volunteers can begin breaking down tables and chairs and returning them to their designated locations as sessions are completed. Following lunch, the areas used by Corporate Members, Vendors, and College Recruiters may also be dismantled and cleaned.

The goal is to complete as much of the cleanup as possible before attendees are dismissed, allowing the custodial staff to complete their responsibilities efficiently and leave at a reasonable time.

Professional NTATS members will also be available to assist throughout the cleanup process. The Host Athletic Trainer is encouraged to remain available to coordinate cleanup efforts, communicate with custodial staff, and provide direction regarding the return of tables, chairs, trash receptacles, and other equipment to their designated locations. A coordinated team effort will help ensure the facility is restored promptly and in accordance with the host school's expectations.

All rights reserved. Property of the North Texas Athletics Trainers Society.

Deadlines and Timelines

Planning for the NTATS Student Symposium begins several months before the event, and adhering to the recommended planning timeline is essential to ensuring a successful symposium. Many planning tasks are time-sensitive and should be completed by their designated deadlines to maintain progress and avoid unnecessary delays.

One of the most important early planning responsibilities is securing the host facility. The Host Athletic Trainer should reserve the school or venue as early as possible and obtain written confirmation of all facility reservations. It is also recommended that copies of all reservation documentation be retained throughout the planning process for future reference.

When requesting the facility reservation, the Host Athletic Trainer should communicate with school administration that the NTATS Student Symposium is an educational, co-curricular event designed to provide professional development opportunities for student athletic trainers. This designation may assist in obtaining administrative approval, facility access, and campus support.

The planning timeline on the following pages outlines the recommended schedule and key milestones leading up to the Student Symposium. While individual dates may vary from year to year, following this timeline will help ensure adequate preparation and promote effective collaboration between the Host Athletic Trainer, the NTATS Executive Board, Student Workshop Liaison, and Committee Chairs throughout the planning process.

- **October**- Host Site Applications Opens
- **November**- Selection Committee narrows applications and identifies finalists
- **November** - Initial on-site walk through with NTATS Executive Board and Committee Chairs
- **December**- NTATS Student Symposium Host Site Announced
- **Mid December** - On-Site walkthrough with NTATS Executive Board and Committee Chairs
- **January** - Meet with your Principal/Campus Coordinator/Athletic Director to secure and reserve the facilities
- **January** - Begin to develop a supplies list, facility map, and activity locations; the map will be made available through the NTATS website
- **February** - Confirm and finalize the building reservation, including electrical, HVAC systems, and custodial services
- **March** - Final in-person on-site walkthrough
- **April (Day/Night Before)** - NTATS Executive Board and Committee Chairs will be on site to assist with final preparations
    - SET UP
        - Table and Chairs
        - Pre-Printed signs and materials
        - Attendee Registration/Check-In
        - Poster Contest Registration
        - Quiz Bowl Materials
        - Vendor, College Recruitment & Corporate Members

All rights reserved. Property of the North Texas Athletics Trainers Society.

Next Steps

Thank you for your interest in serving as a host site for the NTATS Student Athletic Trainer Symposium. We greatly appreciate your willingness to support this longstanding NTATS tradition and the students, Athletic Trainers, and programs who make the Symposium possible each year.

Hosting the Symposium is an important opportunity to contribute to the educational experience of future athletic training professionals and to showcase the commitment of your program and facility to the athletic training community.

We appreciate the time and consideration involved in completing the host-site application and reviewing the requirements outlined in this handbook. The NTATS Executive Board looks forward to reviewing each application and identifying a host site that can provide a welcoming, functional, and successful environment for this annual event.

If you have any questions about the contents of this handbook or would like to host the NTATS Symposium, please contact the NTATS President, Bianca Broughton, at president@ntats.com or Student Workshop Liaison, Brianna Williams, at workshop@ntats.com.

All rights reserved. Property of the North Texas Athletics Trainers Society.