

## Hosting the AATK Annual Meeting Application

To indicate your intent to host an AATK annual meeting, please complete the form below and submit it to Joowon Suh ([js604@columbia.edu](mailto:js604@columbia.edu)), along with the following documents:

1. Statement of purpose spelling out your rationales for hosting a meeting, impacts you expect, and resources and supports that you can mobilize
2. C.V. of the applicant
3. Endorsement letter of the department chair or other relevant administrator in your institution

**Time frame:** *the year you would like to or can host the meeting (Year 2021 through 2025)*

1 <sup>st</sup> preference	Year 20_____
2 <sup>nd</sup> preference	Year 20_____
3 <sup>rd</sup> preference	Year 20_____

### Institution and program information:

Home Department		
Centers and other units the applicant is affiliated with		
Sponsors and co-sponsors that have pledged funding or are being contacted	Name _____	Amount _____
	Name _____	Amount _____
	Name _____	Amount _____
	Name _____	Amount _____
	Name _____	Amount _____
Korean faculty	Name _____	Position _____
	Name _____	Position _____
	Name _____	Position _____
	Name _____	Position _____
	Name _____	Position _____

**Conference Facilities:** Please provide information about available options for 1 large room for 150+ persons & 2 mid-size rooms for 50+ persons each

	Name of the building and address	Type (classroom, conference center, student center, etc)	Computer projection equipment (built-in or not)	Cost (i.e. space and equipment rental fee)
Option 1				
Option 2				
Option 3				

**Lodging:** Please provide information about available options for lodging for 160+ persons

	Name of the facility, address and distance from the conference site	Type (dormitory, on-campus quest house, hotel, etc)	Room types (single, double, suite, etc)	Room rate (by person or by room)
Option 1				
Option 2				
Option 3				

**Catering options and constraints:**

	Options	Notes
Breakfast (Thu/Fri/Sat)	Available at or near the lodging (Y / N) Deliverable to the conference site (Y / N)	
Lunch (Thu/Fri/Sat)	Deliverable to the conference site (Y / N) Eateries near the conference site (Y / N)	
Refreshments (Thu/Fri/Sat)	Deliverable to the conference site (Y / N)	
Saturday Banquet	On campus (Y / N) Near the lodging (Y / N) If neither, where? _____	