| https://mdflora.org/resources/Pictures/md-flora-header-circle.png | The Maryland Native Plant Society |
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**Form for MNPS Indoor Event**

***Information for listing presentations, meetings, conferences, plant sales,   
and other events on the Maryland Native Plant Society (MNPS) webpage   
(Use other form for field trips and outside workshops)***

**Please send completed form to** [**fieldtrips@mdflora.org**](mailto:fieldtrips@mdflora.org) **and/or MNPS member coordinating event with you.**

Note: Photos from events are welcome.

\*\* Required + Recommended - Optional

**\*\* Today’s Date**: \_\_\_\_\_

**\*\* Event Date(s)**: \_\_\_\_\_

**\*\* Start and End Times**: \_\_\_\_\_

**\*\* Event Title**: \_\_\_\_\_

**\*\* Event Description**: \_\_\_\_\_

**\*\* Full Name(s) of Speaker(s)**: \_\_\_\_\_

**\*\* Speaker(s) bio** (insert here or attach separately): \_\_\_\_\_

**\*\* Speaker(s) Contact Information for MNPS Purposes** (i.e., email, mobile phone, landline if available): \_\_\_\_\_

\*\* **Sponsoring Organization(s)**, if any: \_\_\_\_\_

**\*\* Type of Location**: (i.e., in-person, hybrid, or online only): \_\_\_\_\_

\*\* Full Name of Event Coordinator, if different from Speaker(s): \_\_\_\_\_

\*\* Coordinator Contact Information for MNPS Purposes, if different from speaker(s) (i.e., email, mobile phone, landline if available): \_\_\_\_\_

**\*\*** Request for MNPS to Arrange/Reserve Physical Location, if in-person or hybrid (Yes/No): \_\_\_\_\_

**\*\* General Physical Location to include in Announcement**, if in-person or hybrid and location arranged by speaker(s)/coordinator(s): \_\_\_\_\_

**\*\* Exact Address or GPS Coordinates for Meeting Location**, if in-person or hybrid and location arranged by speaker(s)/coordinator(s)(emailed only to registrants): \_\_\_\_\_

**\*\* Directions to Meeting Location** (emailed only to registrants): \_\_\_\_\_

**\*\*** **Registration Requirement** (Yes/No): \_\_\_\_\_

**+** **Registrant Maximum** (none or number of participants): \_\_\_\_\_

**+** **Cancellation Policy**: \_\_\_\_\_

**+** **Registration Deadline**, if any: \_\_\_\_\_

- Handouts or Web Links: \_\_\_\_\_

- Items for Participants to Bring (e.g., hand lens): \_\_\_\_\_

- Parking Instructions (e.g., limited parking, so carpool, if possible; cars on roadside often ticketed): \_\_\_\_\_

- Additional Instructions or Information: \_\_\_\_\_