



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY – GAVIN NEWSOM, GOVERNOR
 DEPARTMENT OF CONSUMER AFFAIRS
PHYSICAL THERAPY BOARD OF CALIFORNIA
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BOARD MEETING HOST APPLICATION

Thank you for your interest in hosting one of our Board meetings. The Physical Therapy Board of California (PTBC) typically conducts four meetings throughout the year in Northern and Southern California. Board meetings usually last two days.

Year			
CONTACT INFORMATION			
Name			
Title			
Phone number			
Fax number			
Email			
MEETING LOCATION			
Facility name			
Address			
Room number		Handicap accessible?	
Room capacity		Number of seats	
Is the room able to be set up for board members to sit facing the audience?			
Are there speakers in the room? If so, how many and what brand?			
If there are no speakers, are there powerports? If so, how many?			
Are there mics provided? If so, how many?			
Is there an audio-in with XLR ports?		Is there a projector in the room?	
Is there a computer available for the projector?		Are there plug-ins for the laptops?	
SET UP INFORMATION			
Can we set up the night before?		What time can we set up?	Is the room secure?
Who is the IT contact on site and what is their contact information?			
Is there any additional information we should be aware of?			