



FWC Event Portal Help and Definitions

The following document was drafted to assist members of the public in navigating the FWC Event Portal to request FWC attendance at external events. [FWC Event Portal](#)

Reminders

- To allow adequate time for review and scheduling, please submit event attendance requests at least 3 weeks prior to the event date.
- Submission of a request does not guarantee FWC attendance.

Field Definitions for FWC's Event Request Portal

General Event Information

This information will help ensure that the FWC is able to provide the appropriate number of staff for this event and that they will be properly equipped with the right materials.

- **Approximate Number of Participants:** The total number of individuals anticipated to attend this event.
- **Event Type:** A **public** event is an event that anyone may attend and has been publicized to the public at large. A **private** event is an event where attendance is limited to a specific group of people such as a particular club or school group. Please indicate which best describes your event.
- **Event Description:** All pertinent information such as whether this is the first time an event has been held, the mission, goal or theme of the event, and an overview of any other vendors/speakers, etc. that might attend.
- **Location Information:** The location of the actual event.
- **Event Type:** Select only one event type. If the event may fall into several categories, please select the one that would best relate to the majority of your audience.
 - **Small Group:** smaller, individual groups. These would most likely be private events.
 - **Community:** smaller, local events with mostly local vendors.
 - **Statewide/Regional:** larger events where the majority of vendors are coming from outside the local area or from out of state.
 - **Industry/Professional:** events where the majority of attendees are all in the same industry or a similar profession such as a professional conference or an industry specific tradeshow.

General Information

This information will ensure that the FWC has a good understanding of what to expect at your event and that the correct team will be the ones to attend.

- **Have you worked with FWC in the past on this event?** Indicate whether the FWC has supported this event in the past by having staff attend, consulting, or providing funding, materials, or infrastructure.
- **Are you currently working with FWC on this event?** Indicate whether you are currently in active communication with someone in the agency about this event and if so please provide their name or section/division .
- **Will there be a registration process for this event?** Indicate whether attendees (not vendors or speakers) will need to register to attend the event.
- **Is this event sponsored?** Indicate whether the event is or will be sponsored by organizations other than the FWC. If you are actively in the process of soliciting sponsors, please select “Yes”.
- **Will this event be advertised?** Indicate “Yes” if this event will be advertised via social media, radio, flyers, or other methods, either within your organization or to the public.
- **Will accommodations be provided?** Indicate what the event host can provide to vendors/presenters such as booth space, electricity, or advertising.

Event Topics

Up to three topics may be selected and ranked in order of preference. The FWC will make every effort to accommodate your topic preferences. The designated FWC contacts associated with each selected topic will be notified when you submit a request. Please note that a subtopic is not required. If you are interested in a subtopic that is not listed, please include it in the comments on the previous page.

- **Archery:** Select for archery, including basic information or hands on instruction.
- **Boating Safety:** Select to hear from FWC’s Law Enforcement about safe boating procedures and practices.
- **Career Days:** Select if you would like a member of the FWC (likely a biologist or law enforcement officer) to come and speak about their job as well as other career opportunities with FWC.
- **Conservation – Habitats:** Select if you are interested in learning about habitat restoration, land management, or how the FWC manages the habitats in Wildlife Management Areas.
- **Fishing – Techniques and Casting:** Select if you are interested in learning the basics of fishing (fresh or saltwater) including tackle, techniques and how to cast a rod. This would also include fishing demonstrations and clinics.
- **Fishing and Freshwater Habitats:** Select if you are interested in learning about freshwater fish species, their management, or other FWC freshwater fish programs.
- **Fishing and Saltwater Habitats:** Select if you are interested in learning about saltwater fish species, their management, or other FWC saltwater fish programs.

- **Great Florida Birding and Wildlife Trail:** Select if you are interested in learning specifically about this program.
- **Hunter Safety:** Select if you are interested in learning about safe hunting practices or the hunter safety course.
- **Wildlife – Aquatic Species and Habitats:** Select to learn about aquatic vegetation (freshwater or saltwater), habitat restoration, and the species that inhabit these areas. This does not include manatees or sea turtles.
- **Wildlife – Birding:** Select if you are interested in learning about bird species in Florida or the activity of birding.
- **Wildlife – Butterfly Viewing:** Select if you are interested in learning about butterfly species in Florida, butterfly friendly plants, or the activity of butterfly viewing.
- **Wildlife – Large Mammals:** Select to learn about Florida’s large mammal species, such as black bears, deer, manatees, or panthers.
- **Wildlife – Non-Native/Invasive Species:** Select to learn about species, such as pythons, tegus, lionfish, swamp eels, etc.
- **Wildlife – Reptiles and Amphibians:** Select to learn about species such as alligators, crocodiles, frogs, sea turtles, snakes, or non-marine turtles, terrapins and tortoises.
- **Wildlife – Small Mammals:** Select to learn about Florida’s small mammal species, such as bats, bobcats, coyotes, or foxes.
- **Wildlife Management Areas:** Select if you are interested in learning about a particular wildlife management area (WMA).

What Would You Like FWC to Provide at the Event?

Tell us how FWC staff can best serve you at your event.

- **Speaker or Presenter:** This most commonly includes a PowerPoint presentation, if you are interested in a different type of presentation, please provide details in one of the available text fields.
- **Display/Exhibit:** Note all pertinent information such as the space allotted for the display, whether it will be indoors or outdoors and any other exhibit booth needs or requirements. Select this option if you would like FWC to host a booth at your event.
- **Group Activity:** Note all pertinent information, such as the number of people who will participate, and the amount of time allotted for the activity.
- **Printed Materials:** Note if there is a specific publication or printed item you are interested in being provided to event attendees.
- **Posters:** Note if there are specific posters you are interested in being made available to event attendees.
- **Promotional items:** Note if there is a specific promotional item that you are interested in providing to event attendees.

If you are experiencing technical difficulties accessing the site, please contact Events@MyFWC.com.