Title of Presentation and Brief Description
Title: ____________________________________________________________
Description:

Committee Contact Person: ____________________________________________
Telephone_________________________ e-mail____________________________

Presenter:__________________________________________________________
Presenter’a Address
_______________________________________ Phone:___________________ E-mail

________________________________________________

PRESENTER PHOTO NEEDED- PLEASE ENCLOSE
Biographical Information (5-6 Sentences)

Introducer ________________________________________________________

Special arrangements/Needs (Please check all that apply) Overnight
Accommodations_______ Stipend_______ Fee Amount _______ Mileage ___
Meals ___ Other ____________________________________________________.
Audio/Visual Needs and Supplies (Check those that apply ) Lectern ______
Microphone ______ Screen ______, Film Projector ______ Slide projector______
Easel____ Markers ______ Cassette Player ______ CD player ___ Power Point
Projector ___ Other ___

SIGNED Name and Date, Please

Accepted

__________________________________________________________________________
Presenter

Approved __________________________________________________________________
Committee Chair

Affirmed ____________________________________________________________________
Contact