

Presentation Submission Application

How many, if any co-presenters will you be including? _____
(Please submit a separate submission application for each co-presenter. Attach supplemental sheets as necessary.)

The following information is *required*, and will be kept CONFIDENTIAL:

Presenter _____ Co-presenter _____

YOUR REAL NAME _____

Real Address: _____

NAME USED FOR PRESENTATION (i.e. YOUR SCENE NAME. This name will be used for the program and any promotional materials): _____

Name of your presentation: _____

Of the following options, please give us **two** options for contacting you:

1) E-Mail Address: _____

2) Telephone Number (with area code): _____ Ok to leave a message? _____

3) Mailing Address:

Address (Line 1): _____

Address (Line 2): _____

City: _____ State: ____ Zip/Postal Code: _____

Which of the two methods of contact above do you prefer? email phone snail mail

Organizations/Affiliations: _____

Previous Speaking Experience:

Are you submitting a proposal for a

Poster Session Presentation Panel Discussion

If you are submitting a proposal for a presentation or a panel discussion, which time frame best describes your proposed presentation?

45 mins. 75 mins.

If the Programming Committee decides to form a panel on your topic, would you be willing to be on a panel? _____

In which track do you feel your submission most accurately fits?

- | | |
|--|---|
| <input type="checkbox"/> Commerce | <input type="checkbox"/> Community Issues |
| <input type="checkbox"/> Personal Skills | <input type="checkbox"/> Activism |
| <input type="checkbox"/> Organizational Management | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Outreach | <input type="checkbox"/> Other |

Do you have any specific media requirements?

(We will do our best to accommodate your requests.)

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Flip Charts |
| <input type="checkbox"/> Whiteboard | <input type="checkbox"/> VCR & TV |
| <input type="checkbox"/> LCD Projector for a laptop (you must provide your own laptop) | |

The following items are required for all individuals submitting a presentation:

Biography (Limit 50 Words):

A summary to be used in the program book (Abstract) (Limit 75 words): _____

How will attendees benefit from this class?: _____

Comments from previous conferences indicate that presentations accompanied by written handouts received higher ratings. We will expect you to provide written handouts at a later stage of the submission process.

Terms of Agreement

Because LLC is an all-volunteer, not-for-profit organization we are unable to offer monetary compensation to presenters. All persons submitting a proposal are therefore expected to pay for their own registration and travel expenses. If attending this conference will be a financial hardship for you we suggest approaching local organizations or individuals in your area for sponsorship. You will be notified of presentation approval no later than February 15th, by the preferred method of contact you indicated above.

If you agree to these terms, please sign below.

Legal Signature

Date