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| **CONFERENCE PRESENTATION PROPOSAL**  **Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Name** | **Company:** | | |
| **List Name and Credentials for Faculty/Course Listings** |  | | |
| **Preferred Contact** | **E-mail: Cell:** | | |
| **Course Title** |  | | |
| **CE Hours** | **Number of Credit Hours** | **Preferred Date:** | **Preferred Class Size:** |
| **Requested Rates** | **Rate per hour:** | **Mileage Needed?** | **Donated Time?** |
| **Course Description** |  | | |
| **Goals/Objectives** |  | | |
| **AV Needs - PLEASE SELECT ONLY** items you MUST have for your presentation. Additions will not be made on site. GACA is unable to provide laptops or special adapters. | □ **NEED** **Screen, if available**  □ **NEED Flip Chart**  □ **NEED an LCD Projector (I cannot bring them.)**  □ **Will provide my own LCD Projector.**  □ **Will provide own Laptop. (GACA is unable to provide laptops.)**  **Please bring what you can as venues charge significant equipment fees.** | | |
| **Handouts** | □ Yes – I will e-mail to GACA **60 days before the conference** (maximum 10 pages)  □ Yes – I will make my own copies (reimbursable at .021 per copy – maximum 10 pages)  □ No – I will not have handouts for registrants.  **After this date, reproduction of handouts is the responsibility of the Presenter. No reimbursement to be paid. *Do not bring handouts to the conference to make copies on site.*** | | |
| **Room Set-Up** | All training rooms are set classroom style with a head table for audiovisual and presentation materials. | | |
| **Other** | Proctor will secure signatures of attendees, initial Credit Hour sheets, and distribute/collect evaluations for this course. | | |

For Office Use Only: Date Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_

Contract Sent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contract Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_