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| 33rd Spring Virtual  **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:** | **Donated Time?** |  |
| **Course Description\*** |  |
| **Goals/Objectives** | The objectives of this course are as follows:   |
| **AV Needs**  | All presenters will need to have a secure internet connection to present their course via Zoom (virtual platform). GACA will be setting up each presenter with their course registrants through an account for each presenter. Presenters will NOT need to pay for a Zoom account. GACA will incur all costs associated with Zoom.  |
| **Handouts** | □ Yes – I will e-mail to GACA at admin@gaca.org **30 days before the conference** (maximum 10 pages)□ No – I will not have handouts for registrants. |
| **Other** | Proctor will secure signatures of attendees, initial Credit Hour sheets, and distribute/collect evaluations for this course.  |
| **Room Set-Up** |  All training rooms will be virtual. |
| **Other** | Proctor will secure signatures of attendees, initial Credit Hour sheets, and distribute/collect evaluations for this course.  |

 Complete and submit all the following:

Presentation Proposal Form

Professional Bio

CV or Resume

Professional Headshot (Optional) Submission serves as permission for the image to be used in marketing and promotion of the event and the presenter. Images are used at the discretion of GACA.)

 \* Presenters may submit more than one proposed course.