

Thank you for your interest presenting/training at the 2010 NSO Winter Advocacy Retreat in Sarasota, Florida. Please complete the following form and have it to Lynn Adler, lynn.adler@ieanea.org, no later than **Wednesday, July 22, 2009**. The entire form must be complete or it will not be considered.

NSO will pay for up to two (2) presenters per session if the two trainers are 1 Associate Staff and 1 Professional Staff. Otherwise, NSO will pay for one (1) trainer. Sessions are 2.5 hours in length and can be presented as half-day or full day (5-hour) sessions.

Presentation Requirements

Presenter: _____

Co-Presenter: _____

Title of Presentation: _____
(Please think about an enticing title for your presentation. Conference participants tend to select sessions that have interesting titles and descriptions. Thanks!)

Briefly describe the program to be included in the conference brochure (NSO reserves the right to modify the descriptor)

I/We are willing to present this session: 1 2 3 4 times at the Retreat

Audience – Check all that apply:

- Professional
- Associate
- Both

Presentation Length – Indicate the number of hours you need for your training session: _____

Presenter Information Form

PRESENTER SUBMITTING PROPOSAL

Name _____

Affiliate _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone: Work () _____ Home () _____

E-Mail Address: _____

CO-PRESENTER

Name _____ Title _____

Affiliate _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone: Work () _____ Home () _____

E-Mail Address: _____

Conference Lodging

NOTE: Trainers are **NOT** to make their own hotel reservations. NSO will take care of all housing details and the information will be communicated to you prior to the Winter Advocacy Retreat.

Facilities Sheet

Attendance

What is the maximum number of participants with whom you can work effectively? _____

Meeting Room Set-Up and Audiovisual Equipment

Due to facility limitations, we may not be able to meet your needs, although every effort will be made to do so. (Circle one)

- Theater (seating without tables)
- Classroom (tables with chairs)
- Rounds (seating all around the table)
- Crescent Rounds (seating on one side of the table facing front)
- Other, please describe: _____

AV Equipment

Please indicate what equipment you will need and what you will provide. NSO does not provide computers or LCD projectors. Trainers must bring their own. The hotel will provide tables, screens and electricity.

Need Equipment

- Overhead projector
- Screen
- Standing podium
- Head table (number of people at head table: _____)
- Easel/Flipchart # _____
- Microphone will be used for all sessions with 60 or more participants.
- LCD Projector Package (includes table, screen and electricity—trainer **must** provide their own LCD Projector)
- VCR /DVD and monitor
- Other: _____

Other Needs

Please indicate any other needs you will have for your training session.
