

SPEAKER/CLASS PROPOSAL FORM

RMLA 44th Spring Conference & Trade Show
May 11-14, 2015



TWO RIVERS CONVENTION CENTER
Grand Junction, Colorado 81506

Instructions: Save this file to your computer. Click on a line to make an entry. Don't worry about page breaks and pagination if you make long entries. An electronic submittal is the preferred method for class proposals. Send an E-mail with the file attached to sidr@nsaa.org.

A. **NAME OF SPEAKER (INSTRUCTOR):** _____

Job Title: _____

Company: _____

Mailing Address: _____

City, State, Zip (Province/Country): _____

Direct Business # _____ Fax # _____

E-Mail _____ Web-Site _____

B. **TITLE OF PRESENTATION** (As you want it to appear in the Brochure and on the Agenda)

DESCRIPTION OF PRESENTATION

What are the primary issues you will be addressing? What is your intended audience and what will your audience (students) gain from your presentation? Are there any specific tools or requirements to attend? Please be specific.

This description will appear in the Brochure to "advertise" your presentation.

Solo _____ Panel _____ (List names below)

C. What day (and time) would you prefer to give your presentation on? (*Place an X in the box*)

Special Classes requiring 4-8 hours to present information:

Monday – May 11, 2015 8:30 a.m. – 4:30 p.m.

Regular Classes: - One and one half (1-1/2) hours. - Three (3) hours.

Tuesday – May 12, 2015 Wednesday – May 13, 2015 Thursday – May 14, 2015

AM or PM

AM or PM

AM

Special Requests: _____

See the block schedule for class times and sequence at www.rmla.org.

D. **PRESENTATION OUTLINE, NEWSWORTHY ARTICLES, and/or HANDOUTS**

RMLA strongly encourages you to provide an outline of your presentation to your audience/students. If you have newsworthy articles or appropriate handouts to supplement your discussion, please plan to bring three-hole punched copies to your presentation **or send the original to RMLA for reproduction by May 1, 2015.**

E. **AUDIO/VISUAL EQUIPMENT NEEDS (Please place an “X” by equipment needed)**

(All rooms are supplied with a projection screen and a Flip Chart display easel)

VIDEO EQUIPMENT

() Monitor x _____

() 1/2” VHS Player/Recorder

() DVD Player

OTHER: _____

COMPUTER SCREEN PROJECTOR

() I will bring my LCD Projector

() I need a LCD Projector

Speakers should plan to bring their own projector to assure that your laptop screen resolution matches the projector resolution.

We have had computability problems between a presenter’s computer using a high screen resolution and the LCD projector provided causing the PowerPoint presentation not to function properly, thus hampering the class.

The room setup for your presentation will be a combination CLASSROOM / THEATER STYLE.

SPECIAL REQUESTS: _____

F. **BIOGRAPHICAL INFORMATION**

Please write down, or attach, a brief biography on yourself. This information may be used in the Conference Brochure, the Conference Notebook and for your introduction to your audience.

RMLA will acknowledge receipt of a proposed class. A Speaker Agreement Form will be sent out around the beginning of March 2015 to confirm your class and time when the final schedule of classes is arranged.

If you have any questions concerning the RMLA conference or require additional information on classes or presentations, please contact Sid Roslund as listed below.

It is requested that the MS-Word form be used and returned as an attachment to an e-mail so that the information can be transferred directly to the conference database without retyping.

RMLA

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