

# SPEAKER/CLASS PROPOSAL FORM

RMLA 46<sup>th</sup> Spring Conference & Trade Show  
May 8-11, 2017



**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](mailto: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 8, 2017 8:30 a.m. – 4:30 p.m.

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

Tuesday – May 9, 2017

Wednesday – May 10, 2017

Thursday – May 11, 2017

AM or PM

AM or PM

AM

*Special Requests:* \_\_\_\_\_

See the *Schedule-at-a Glance* for class times and sequence at [www.rmla.org](http://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 Monday – May 1, 2017.**

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 2017 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

Attn. Sid Roslund

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Lakewood, Colorado 80228

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