

MSSAA Summer Institute 2008 Presenter's Proposal/Application Form

Thank you for your interest in serving as a presenter at our 2008 Summer Institute.

Will you please take a moment to provide the information we will need for our conference program and your presentation? Please provide a title and session description as you would like it to appear in the official program.

Name: _____

Program Title: _____

Brief Description of Session Content:

It will help us to plan if we know when you will be available to present a workshop session. Please check the appropriate days and times below to indicate your availability. Each session will be approximately 55 minutes in duration.

	Morning	Afternoon
Wednesday, July 23		
Thursday, July 24		
Friday, July 25		<i>Conference Ends at 12:30 p.m.</i>

We will use this information to build a balanced program and avoid conflicts with similar workshops. Acceptance of your program proposal will be confirmed via email.

We expect to be able to give you exact time, date and workshop location information approximately one week prior to the workshop.

Contact Information
Name/Title:
School or Company:
Address (City, State, Zip):
Work Phone/Home Phone:
Email:
Fax:
Summer Contact Information (If Different Than Above)
Name/Title:
School or Company :
Address (City, State, Zip):
Work Phone/Home Phone:
Email:
Fax:

Audio Visual Equipment is ALWAYS a challenge at our Summer Institute. We would appreciate it if you could provide your own if possible!

I/we will **provide our own** audio visual equipment which will include:

If possible, we would like the MSSAA to **please provide** the following audio visual Equipment :

Many of your colleagues will want to receive PDPs for their attendance at your session. Will you please prepare a brief handout or outline of your presentation for their records? We will be happy to duplicate your handouts and have them waiting for you at the Sea Crest. In order to duplicate your handouts, we would need to receive them in our office before Friday, June 20, 2008.

Please return as quickly as possible to:

MSSAA

Virginia Anderson

Email attachment (preferred): vanderson@mssaa.org

Fax : (508) 541-9888

Mail: 33 Forge Parkway, Franklin, MA 02038



MSSAA Phone: (508) 541-7997
MSSAA website: www.mssaa.org