**Topic or Title of Presentation:**

**Speaker Name:**

**Contact Information** *(please include phone and email)***:**

**Fee or Travel Expense Requirement:**

**Session Description** *(100 words or less in paragraph form)***:**

**Learning Objectives** *(please list here rather than embedding in a draft presentation):*

1.

2.

3.

**Ideas for Audience Participation** *(describe in 50 words or less or in a bulleted list how you would involve the audience and make the session interactive, lecture-style is often not the preferred way of learning for adults)*

**Video Link** *(not required but viewed favorably, YouTube videos welcome too)***:**

**Bio** *(please include here rather than attaching a separate document)***:**

*Outlines of the presentation are most welcome. Draft PowerPoint or other types of presentation software files are not necessary and rarely are viewed at the time of speaker/topic consideration.*