

2010 PCCYFS ANNUAL SPRING CONFERENCE
April 7-8, 2010 – Sheraton Harrisburg-Hershey Hotel

WORKSHOP PROPOSAL FORM

Presentation Title: _____

Presenter's Name: _____ Title: _____

Agency/Company: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Is your organization/company a current PCCYFS member? _____ Yes _____ No

Do you have a co-presenter: ___ Yes ___ No (attach a separate sheet for additional co-presenters)

Co-presenter's Name: _____ Title: _____

Agency/Company: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Is your organization/company a current PCCYFS member? _____ Yes _____ No

Presentation Information:

Style: _____ Lecture with some discussion time _____ Interactive Workshop

Preferred Length: _____ 90 minutes _____ 3 hours _____ Other (specify) _____

Non-Availability: Please indicate any date that you are UNAVAILABLE to present:

_____ Wednesday, April 7 _____ Thursday, April 8

Audio/Visual Requests: Each breakout room will have a podium, microphone, flip chart with markers, LCD projector, screen and laptop for PowerPoint presentations.

NOTE: Any video presentation must be digital (on a DVD or USB flash drive), not on a videotape.

_____ Overhead Projector _____ Other (please specify) _____

Please submit the following information with this Form, preferably electronically:

- **Presentation Summary:** A 50 word maximum summary for inclusion in the conference brochure
- **Agenda:** Include presenter(s) name(s), topics to be presented in order of presentation, brief description of each content area, as well as format, e.g., lecture, video, role-playing, etc.
- **Learning Objectives:** Three to six bulleted session learning targets
- **Current Resume:** Include credentials and previous training experience
- **Biographical Statement:** A 50 word maximum summary, including education and current job

In order for your proposal to be considered, please read and complete below:

I have read and agree to the attached *Presenter Benefits & Additional Terms and Conditions*, which delineates expectations and requirements of both presenters and PCCYFS for the Annual Conference.

Name: _____ Date: _____

Submit proposal and all supporting documentation by **July 31, 2009** to PCCYFS:

E-mail (prefer): hbgoffice@pccyfs.org (or mail to 2040 Linglestown Rd., Suite 109, Harrisburg, PA 17110)