

Cover Page / Request for Compensation, Copies, & Audio-Visual Aids for Presentation at the LASACT Conference 2010

Submit this form with Presentation Proposal

Presenter Name: _____

Presentation Title: _____

Mailing Address: _____

E-mail Address: _____

Phone Numbers: w(____)_____ h(____)_____ c(____)_____

Compensation for Presentation

Please check appropriate box to indicate the type of compensation you prefer.

Please note that one presenter per workshop will be compensated.

Free Conference Registration

One night's lodging at Conference hotel* – specify night wanted: _____

\$40.00

Person to be compensated if multiple speakers: _____

If you choose one night at the hotel, **LASACT will make your reservation and notify you of the confirmation number by e-mail. **Be sure to include your e-mail address.***

Copy Service

Presenters are required to provide detailed handouts for their presentation.

Handouts to be copied free by LASACT must be mailed and e-mailed by June 1, 2010, to P. O. Box 80235, Baton Rouge, LA 70898-0235; admin@lasact.org. No requests for LASACT to provide copies will be accepted after June 1, 2010; presenters will be required to bring 400 copies for their presentation.

Audio-Visual Aids

Presenters must provide their own notebook computers for Power Point Presentations.

Please list any other audio-visual aids required for your presentation. Deadline for submission of this information is postmark and/or e-mail by June 1, 2010. No requests for LASACT to provide equipment will be accepted after that date, and presenters will be required to provide needed equipment for their presentation.

Itemize needed Equipment below:

I will **NOT** need LASACT to provide audio-visual aids for my presentation

Checklist of Required Information for Mailing and/or e-mailing

The following presentation items are attached: 3 sets to be mailed

Cover Page / Request for Compensation, Copies, and Audio Visual Aids (Mail with packet);

A one page Abstract of Presentation (e-mail and mail);

A 100 word summary of Presentation for Conference program (e-mail and mail);

A brief biography – 300 word limit – for each presenter (e-mail and mail);

A Current résumé or curriculum vita for each presenter (e-mail and mail);

Conference registration form for each presenter (Mail with packet).