

Checklist for LASACT '12 Conference Workshop Proposals

Use this Checklist to be sure that you have included all required information, and submit it with your Proposal.

Proposals that do not contain ALL items listed below will NOT be considered for the Conference Program.

___ Cover Page

___ Form: Request for Compensation, Copies, AV Equipment, etc.

Presenter Information:

___ Name

___ Mailing Address

___ Email Address

___ Home, Office, Cell Phone Numbers

___ 200 word biography

___ Current Résumé including degrees / licenses, etc. - two page limit

___ Current printed color photo of each presenter and emailed photo of each in jpg format

___ Completed Conference Registration Form for each presenter.

Proposal Information:

___ One page Abstract of Presentation

___ 100 word Summary of Abstract to include in Program booklet

___ 3 typed hard copies of proposal mailed to LASACT

___ Copy of proposal emailed to LASACT at admin@lasact.org