##### msword_2inchwideSESSION & SPEAKER INFORMATION

*Please send the form as an attachment to* [*acmanc@yahoo.com*](mailto:acmanc@yahoo.com) *along with your current resume & bio.*

#### **Please complete the electronic form below. All fields are required.**

### Speaker Contact Information (exactly as it should appear in printed materials)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | | | |
| **Credentials:** |  | | | | | | |
| **Title:** |  | | | | | | |
| **Department:** |  | | | | | | |
| **Organization:** |  | | | | | | |
| **Mailing Address:** |  | | | | | | |
| **City:** |  | **State:** | |  | | **ZIP:** |  |
| **Office Phone:** |  | **Mobile:** | |  | | | |
| **Email Address:** |  | | | | | | |
| **Assistant Name:** |  | | **Email:** | |  | | |

### Session Information (as it should appear in printed materials)

|  |  |
| --- | --- |
| **Session Duration:** |  |
| **Session Title:** |  |
| Session Abstract:  Provide 3-4 complete sentences that effectively describe what your presentation intends to cover. |  |
| Learning Objectives:  *Provide 3 objectives that complete the sentence. Please use* [*measurable verbs*](http://www.sae.org/training/seminars/instructorzone/measurable_verbs_for_learning_objectives.pdf) *rather than verbs such as “know” or “understand.”* | At the conclusion of the presentation, attendees will be able to: |
| 1. |
| 2. |
| 3. |

|  |
| --- |
| **Session Order & Speaker Expenses (to be completed by Chapter Board)** |

|  |  |  |
| --- | --- | --- |
| **Session Number:** | | Vendor Speaker: Company: |
|  | Honorarium Amount: | ***Select one of the below options, if applicable:*** |
|  | Meals ($50/day max) | Mileage |
|  | Ground Transportation/Parking ($100/max) | Airfare (roundtrip, coach) |
|  | Hotel (1 Night) |  |