

Presentation Application and Speaker Agreement
Applications must be received by the Program Chair by June 1, 2009

Presentation Title:

(Subject to revision at the discretion of the program committee)

Primary Presenter: Name

Company Name

Address

City/State/Zip

Phone

FAX

Email

Website

Co-Presenter (if any): Name

Company Name

Address

City/State/Zip

Phone

FAX

Email

Website

Type of Presentation:

- Keynote (1 hour) Keynote applications must include an audio or video recording
- Workshop Session (75 minutes)
- Panel: Fill in facilitator as primary presenter and include panel members on your separate description page

Presentation Description on a separate page:

Session description for program and website (up to 100 words)

Program objectives

- a) Provide one sentence explaining intended audience addressing-Beginner, Experienced, or Advanced
- b) List at least three learning objectives for this presentation
- c) State the benefits of this presentation specifically to professional organizers

Please Provide

- Biographical summary (up to 40 words)
- Resume of your prior speaking engagements
- Preliminary list of audio-visual requirements

NAPO Member? **Yes, since** _____ **No**

By submitting this form, I hereby certify that if my proposal is accepted and placed on the program, I will appear and deliver the presentation in a professional manner. I agree to be available for informal interaction with conference attendees before and after my presentation, and

- I understand that submission of a proposal implies a commitment to make the presentation.
- I understand that I must travel to the conference at my own expense; if I choose to attend the conference, I must register at my own expense, which includes one reduced registration.
- I authorize my session to be recorded and/or videotaped. I agree to follow the recording guidelines to enhance the quality of the audio and/or video. I understand I will NOT receive any proceeds from recording sales.
- I authorize any information provided in this application to be used in conference press releases, websites or promotional materials and edited as needed.
- I agree to provide handout materials that are of value to the participants and further agree that all handout materials are my original work OR I have the author's permission to reproduce and distribute his/her copyrighted materials as handout copy.
- I agree to submit all required materials to NAPO-SFBA by the deadlines established by the committee.
- I authorize my website to be linked to and from the NAPO-SFBA Conference website.
- I authorize the use of photos taken at the conference for publicity purposes.

Presenter Signature _____

Date _____

Co-Presenter Signature _____

Date _____



Direct questions about presentations to Program Chair,
Linda Easton at 805-461-8179, Linda@ExtraordinaryOrganizing.com

For more information about NAPO-SFBA's Regional Conference

FOUNDATION. EVOLUTION. INNOVATION.

Go to www.napo-sfba.org

The San Francisco Bay Area Chapter
of the National Association of Professional Organizers Announces our

Call for Presentations

For our 20th Annual Regional Conference

FOUNDATION . EVOLUTION . INNOVATION .

Saturday, November 7, 2009
The Four Points Sheraton, San Rafael, California

We construct a **foundation** based on knowledge and training.
We experience the **evolution** of our business to adapt and better serve our clients.
Embracing **innovation**, we are on the top of our game
in the professional organizing industry and offer information in exciting ways.

Call for Presentations: Share Your Expertise

- We seek presentations that address a range of organizing experiences and speak to our theme.
- Topics of interest include, but are not limited to: social networking, technology for the organizing business, business planning and development, media and marketing, e-tool kit, coaching and organizing products in the areas of business, estate, senior and individual organizing; chronic disorganization; emotional organization; and staging.
- We seek presentations for organizers beginning their careers, experienced and those seeking innovation.

There are two presentation opportunities:

- 1 One-hour Keynote presentation to an audience of approximately 200 people
- 75 minute workshop sessions for 15-50 people. Workshop sessions can be presented in a variety of formats including lecture with Q & A, panel of experts, hands-on exercises and/or role playing.

Submission Instructions

Presentation Application and Speaker Agreement must be received by June 1, 2009

1. Complete one Presentation and Speaker Agreement per topic
2. E-mail your application in a Word Document attachment to Linda@ExtraordinaryOrganizing.com
3. In addition, you must mail your signed hard copy of the Presentation Application and Speaker Agreement to Linda Easton, Conference Program Chair, P O Box 900, Atascadero, CA 93423
4. Upon acceptance, this constitutes your contract with NAPO-SFBA

Important Dates for Presenters

June 1	Presentation Applications due
July 10	Speaker Confirmation letters sent
September 10	Deadline for receipt of original handout materials for inclusion in the conference manual, including .jpg of photo and logos, as desired
October 7	Deadline for receipt of handout materials in one PDF document for inclusion on conference website, including .jpg of photo and logos, as desired



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