

# SPEAKER/CLASS PROPOSAL FORM

LMS 42<sup>nd</sup> Seminar  
April 15-18, 2019

JIMINY PEAK MOUNTAIN RESORT  
Hancock, MA, 01237



**Instructions:** Save this file to your computer. Click on a line to make an entry. Don't worry about page breaks and pagination if you make long entries. An electronic submittal is the preferred method for class proposals. Send an E-mail with the file attached to [mlane@nsaa.org](mailto:mlane@nsaa.org). This form and additional information available at <http://www.ma-lms.org/>.

A. **NAME OF SPEAKER (INSTRUCTOR):** \_\_\_\_\_

Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip (Province/Country): \_\_\_\_\_

Direct Business # \_\_\_\_\_ Fax # \_\_\_\_\_

E-Mail \_\_\_\_\_ Web-Site \_\_\_\_\_

B. **TITLE OF PRESENTATION** (As you want it to appear in the Brochure and on the Agenda)

\_\_\_\_\_  
\_\_\_\_\_

## DESCRIPTION OF PRESENTATION

What are the primary issues you will be addressing? What is your intended audience and what will your audience (students) gain from your presentation? Are there any specific tools or requirements to attend? Please be specific.

*This description will appear in the Brochure to "advertise" your presentation.*

Solo       Panel \_\_\_\_\_ (List names)

\_\_\_\_\_  
\_\_\_\_\_

C. What day (and time) would you prefer to give your presentation on? (*Place an X in the box*)

**Special Classes** requiring 4-8 hours to present information:

Monday – April 15, 2019 8:30 a.m. – 4:30 p.m.

**Classes Length:**  -One and one half (1-1/2) hours  - Three (3) hours.

Tuesday – April 16, 2019 Wednesday – April 17, 2019 Thursday – April 18, 2019

-AM or  -PM

-AM or  -PM

-AM

*Special Requests:* \_\_\_\_\_

D. **AUDIO/VISUAL EQUIPMENT NEEDS (Please place an “X” by equipment needed)**

(*All rooms are supplied with a projection screen and a Flip Chart display easel*)

**COMPUTER SCREEN PROJECTOR**

- I will bring my LCD Projector

- I need a LCD Projector

Speakers should plan to bring their own projector to assure that your laptop screen resolution matches the projector resolution. We have had computability problems between a presenter’s computer using a high screen resolution and the LCD projector provided causing the PowerPoint presentation not to function properly, thus hampering the class.

**VIDEO EQUIPMENT**

- Monitor x \_\_\_\_\_

- DVD Player

**OTHER:** \_\_\_\_\_

\_\_\_\_\_

The room setup for your presentation will be a combination CLASSROOM / THEATER STYLE.

**SPECIAL REQUESTS:** \_\_\_\_\_

E. **BIOGRAPHICAL INFORMATION**

Please write down, or attach, a brief biography on yourself. This information may be used in the Conference Brochure, the Conference Notebook and for your introduction to your audience.

\_\_\_\_\_  
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If you have any questions concerning the LMS or require additional information on classes or presentations, please contact Sid Roslund as listed below.

LMS

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