

**STATE CONFERENCE REQUEST FORM**

Instructions:

1. **Please complete this form and return to** dlampe@acteonline.org
2. **In the subject line of your email please write “PRESENTATION REQUEST”**
3. **Please include any pertinent attachments.**

State Association Name:

Contact Name:

Contact Email:

Date of Conference:

Location of Conference:

Would you like to have a representative from ACTE at your conference?

If so, which of the following would you like the ACTE representative to provide at your conference?

[ ]  Greetings

[ ]  Workshop

[ ]  Attend Board Meeting

[ ]  Attend Affiliate Meetings

[ ]  Other (Please list)

**IF YOU WOULD LIKE ACTE TO PROVIDE A PROGRAM SESSION OR WORKSHOP, PLEASE COMPLETE THE INFORMATION BELOW.**

**Today’s Date:**

**Type of Request** (briefly describe the event and audience):

Person Requested:

Event Date and Time:       Event Location:

**Topic** (briefly describe the topic(s) you would like addressed in the presentation and check all boxes that apply)

[ ]  Public Policy: legislative and regulatory information and updates

[ ]  Legislative Advocacy: “how to” on influencing Congress

[ ]  Media Relations advocacy: “how to” on influencing the media

[ ]  ACTE Organization: information on governance, membership, etc.

[ ]  Other**:** please explain the nature of your request

Presentation Format:

[ ]  Keynote address

[ ]  Breakout session

[ ]  Other (please explain)

How many people are expected to attend the Presentation?

Expenses: What expenses is your organization willing to cover?

[ ]  Hotel and waive the registration fee

[ ]  A/V (e.g. projector costs if Power Point is needed)

[ ]  Other (please explain)

Background Information and Notes: Is there any additional information that will help the presenter prepare for this event?

Attachments: (please list any files attached):

Other information/requests:

Point Of Contact: