

**STATE CONFERENCE REQUEST FORM**

Instructions:

1. **Please complete this form and return to** [dlampe@acteonline.org](mailto: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: