# 

# CALL FOR PROPOSALS & Exhibitor Information

**PRESENTER INFORMATION**

**Organization/Agency Participants Information: [Please print] Exhibitor:** YesNo

Lead Presenter (First/Last): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Complete Registration form)**

(Note:If this proposal is accepted, you will be responsible for corresponding with your co-presenters regarding the date, time, and location of the session, registration, and lunch option information.)

Best contact info:

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City Zip Code

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Presenter(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROGRAM TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: no items may be sold in breakout sessions.

**REQUESTED PROGRAM TYPE**: (CHECK ONE) **TARGET AUDIENCE:** (CHECK ONE)

Lecture/Discussion Pre-K  Elem  Middle  High

Activity Program Pre-K  Elem  Middle  High

Presenters must provide own audio visual equipment (e.g., laptop, LCD projector, CD player, etc.).

**Suggested Discipline or Interest Area****:**  Adapted PE  PE  Dance  Recreation  Health

**Facility requested (**prioritize: 1, 2, 3) Gym   Field  Dance room  Classroom

**EXHIBITOR INFORMATION**

**Organization/Agency Participants Information: [Please print] Presenter:** YesNo

Organization/Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best Contact info:

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City Zip Code

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exhibit Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Lunch NOT included. Contact Shelley Fey if interested in ordering. Sfey@punahou.edu

**RETURN ALL INFORMATION TO: DUE: April 7, 2017**

Lisa Hockenberger Email: [Lisa\_Hockenberger@notes.k12.hi.us](mailto:Lisa_Hockenberger@notes.k12.hi.us)

FOR OFFICIAL USE ONLY: Date Received: Date Acknowledged:

**DUE: April 7, 2017**

**PRESENTER PROPOSAL**

**Note: All Presenters MUST complete a REGISTRATION FORM**

**Must be submitted along with completed Call for Proposal Form – You may attach another page.**

1. **PROGRAM DESCRIPTION:** Type a **BRIEF** description (**100 words or less**) of your breakout. This description will be used in the conference program and should be clear, concise, and bold in order to attract attendees to the session. This description should stir the interest of professionals and help them decide which session to attend.
2. **PROGRAM PRESIDER:** This is an individual that will be responsible for introducing you and any co-presenters and assuring that the session begins and ends promptly. **Presenters will be responsible for finding his/her own presider.**
3. **ADA INFORMATION:**  \_\_\_\_\_ Check here to indicate if a presenter needs special accommodations due to a disability. Request: N/A
4. **BREAKOUT HANDOUTS:** Handouts are appreciated by participants. Presenters are responsible for providing all breakout handouts. No copies may be made during the conference. Providing access to electronic copies is also appreciated.
   1. **You may also provide an email address or link here that may be distributed before/after the conference.**