



NATIONAL ASSOCIATION OF TRIBAL HISTORIC PRESERVATION OFFICERS

P.O. Box 19189 • Washington, D.C. 20036-9189 • Phone: (202) 628-8476 • Fax: (202) 628-2241 • www.nathpo.org

10TH ANNUAL NATHPO MEETING
September 24 – 27, 2008 Washington, DC

PRESENTER PROPOSAL FORM

We appreciate your interest in presenting a workshop to be held during the 10th Annual NATHPO Meeting. Please understand that we cannot guarantee that you or your organization will be chosen as a presenter. Presenters will be selected dependent upon time constraints, meeting theme and material content.

Presenter(s) Name(s): _____

Subject Area (check all that apply):

Legal Contemporary Issue
 Compliance Issue Unique Tribal Issue
 Training and Technical Assistance Federal or State Issue
 Other (please suggest subject area): _____

Audience: Who directly benefits? (please be specific)

Indicate Your Presentation Format: Lecture; Direct Teaching
 Multimedia
 Panel
 Discussion; Question & Answer

Title and Description of Your Session:

The title and description should accurately reflect the content, activities, and anticipated outcomes of your session. Write your outcomes in clear terms and be specific. We reserve the right to edit titles and descriptions for use in the registration materials. Attach a separate piece of paper if necessary.

Proposed Title: _____

Description: _____

Coordinator Information:

Name: _____
Organization: _____
Position: _____
Address: _____
City: _____ State: _____ Zip Code _____
Main telephone number (please note if this is a cell phone): _____
Fax number (including area code): _____
Email address: _____

IMPORTANT! PLEASE NOTE: We assume the individual listed above will serve as the primary contact for all correspondence regarding presentation acceptance, scheduling, changes, room notification, and equipment requests. It is the responsibility of this person to communicate in a timely manner all information. NATHPO meeting planners will make every effort to place your session in a meeting room that best meets your needs. To assist in accommodating your requirements, please complete this form, being as specific as possible. Your equipment needs will be verified upon the acceptance and confirmation of your presentation proposal. Note: There are a very limited number of LCD projectors available.

Attendance: What is the maximum number of participants with whom you can work effectively for your session?

Audiovisual Equipment: Please check the equipment you will need for your presentation.

_____ Flip Chart with paper and markers
_____ PA system
_____ TV and Video Player (which kind)
_____ CD player
_____ LCD projector (note any special requirements) _____
_____ Screen
_____ Overhead projector
_____ Speakers for multimedia presentation
Please indicate if you are bringing your own laptop computer _____

Meeting Room Set Up:

_____ Podium
_____ Head Table _____ Number to be seated at the head table
_____ Informational materials table

Note: We will do our best to accommodate your request for meeting room set up. However, due to space available, we reserve the right to adjust the set up.

Please mail, fax, or email form to:

Ms. D. Bambi Kraus
NATHPO
PO Box 19189
Washington, DC 20036-9189
Fax (202) 466-7706

bambi@nathpo.org