

Submission Guidelines and Information

Types of Breakout Sessions

Workshop A presentation in which a particular issue is explored in depth (can vary in length from 1 to 1 ½ hours depending on convention schedule)

Panel Discussion A 1½ to two-hour session (depending on convention schedule) in which a particular issue is explored by a panel with audience participation

Note: We reserve the right to change your presentation format and/or length, if necessary, in order to balance the convention program. If this becomes necessary we will contact you.

The Convention Program Sub-Committee will review all proposals. Proposals must be typed, with all information filled out completely. This form has data entry sections to complete the information. The submitter must sign all submissions [an electronic signature is acceptable]. Incorrect, hand written or incomplete submissions will be returned and not considered until properly submitted. NARPM® policy states that affiliates may not attend or speak at NARPM® events unless they are paid exhibitors at that event.

→ Fax your completed proposal to 866-466-2776 or e-mail to conventioninfo@narpm.org.

Title of Presentation: This title will be used in the Registration Brochure and On-site program. Limit the title to 150 characters, including spaces and punctuation. The title should be descriptive and eye-catching. PLEASE ENTER THE TITLE IN THE FORM FILL BELOW AND CHECK THE APPROPRIATE BOXES.

Enter Session Title Here

Format: Workshop Panel Discussion Other

Category: (Check all that apply)
 Small Company Large Company Personal Development
 Technology Office Procedures Legal
 Tools and/or Forms Skills Management
 Professional Advice Marketing

Presenter(s) Information *See Attached,*

Presenter Listing: List submitter's name first. For each presenter (maximum of 4), list name, NARPM® membership status, address, zip code, phone and fax numbers, and email address.

Enter presenter name, email address and phone number here

Describe public speaking experience of all presenters and expertise with proposed topic:

Describe public speaking experience here

List of NARPM® board and committee positions held by each presenter to avoid schedule conflicts with meetings:

Enter any NARPM Board/Committee positions here

Session Description

Description/Summary of session: Limit to 250 words. Be as specific as possible about the learning that will take place at your presentation. This version will be edited and used in the Registration Brochure and On-site program to describe the session. Please include the primary learning objective for the session. A member of the program sub-committee will contact you to discuss the session in more depth if it is being considered.

Enter summary of session here -- a description must be entered here to be considered.

Presenter Contract


On my (and my co-presenters) behalf, should this proposal be selected, I (we) agree that:

1. Individual submitting this proposal and signing this form agrees to receive all convention correspondence and accepts responsibility for conveying convention-related information to co-presenters.
2. NARPM® reserves the right to videotape and/or audiotape this entire presentation (no partial taping) and distribute the tape for sale for educational purposes. By submitting this proposal to speak you are agreeing to be video/audio taped.
3. There is no honorarium or reimbursement to workshop presenter(s).
4. Provide bios, and audio/visual requests using the instructions in the Speaker Guidelines (which will be sent if your proposal is selected.)
5. NARPM® requires that all handouts/presentations be provided electronically to staff by the deadline specified to be included on the Convention Micro-site so that they can be downloaded/printed by attendees prior to the convention.
6. If you are attending any Convention sessions/events other than your own session, the presenter(s) is responsible for registering and paying Convention registration fees.

7. Presenter must receive prior approval from NARPM® for any survey or data collection at the Annual Convention or for any advertising/promotion/marketing of any products or services.
8. It is understood that "selling" a product or service from the stage is prohibited and will result in not being accepted to speak in the future.
9. Individuals submitting or included within this proposal have agreed to be present in Maui, Hawaii during the core dates of the NARPM® Convention and conduct this proposed presentation according to the conditions listed above during the specific time slot assigned by the program sub-committee.

Agreed: Enter name here -- this is your signature for the proposal

Date: Enter date


2/26/16

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