

**NC State Firemen's Association Annual Conference  
August 7-10, 2013, Raleigh Convention Center  
“Hands on Training”  
Pre-Conference Presentation Proposal Form**

**Please complete and return by January 25, 2013.**

**Contact Information for Presenter**

*(Contact is responsible for relaying information to additional speakers listed below)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

**Presentation Information**

**1. Title of Presentation/Workshop:** \_\_\_\_\_

Please provide a descriptive overview of your presentation. You may attach this. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*The NCSFA Conference Planning Committee reserves the right to amend workshop titles & descriptions.*

**\*\*Each presenter must provide an electronic copy of their presentation no later than June 14, 2013 to [kris@ncsfa.com](mailto:kris@ncsfa.com).**

**2. Additional Speakers: (Names and Titles please)**

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_

4. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_

**\*\*\*A digital photo of each presenter must be submitted with each workshop proposal. The photo must be in a jpg format with a minimum 300 dpi quality. Photos will only be used in promotional materials for the conference & may be emailed to [kris@ncsfa.com](mailto:kris@ncsfa.com).**

**3. Style of Presentation:**

☐ Interactive

☐ Lecture

**4. Target Audience: (Please check all that apply)**

☐ Firefighters

☐ Fire Chiefs

☐ Chief Officer

☐ Administrative Staff

☐ Other, please list (*i.e. Hazmat, Rescue, Instructors, etc.*)  
\_\_\_\_\_

**5. Preferred length of presentation** (*A limited number will be selected and these workshops will be held **Wednesday, Aug.7, 2013**:*

☒ Full day training, 9am to 4pm

**6. Is there a professional fee for your workshop?** ☐ Yes ☐ No

If yes, how much? \_\_\_\_\_

Is this fee negotiable? ☐ Yes ☐ No

(*Government funded agencies are exempt from receiving professional fees*)

**7. Audio/Visual Equipment:** Please check one of the following: (*Screens are provided*)

☐ No AV equipment needed

☐ I will provide my own AV equipment.

☐ I need the following AV equipment provided for me.

☐ LCD Projector for PowerPoint

☐ Screen

☐ Laptop Computer

☐ Flip Chart and Markers

☐ TV / VCR Combo

☐ Overhead Projector

☐ Other: \_\_\_\_\_

**8. Biography:** Please include a **brief** biography in paragraph form for **EACH** speaker. You may attach to this or email it separately.

Any questions can be directed to Kris Wyatt, Marketing & Conference Manager at 919.821.2132 or via email kris@ncsfa.com. Thank you!