

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Presentation Proposal

Annual Conference - December 7-10, 2014

Hotel Captain Cook, Anchorage

TOPIC TITLE:

Dates Available:

Presenter Name(s):

Job Title(s):

Organization(s):

Primary Contact:

Phone Number:

Email Address:

TOPIC DESCRIPTION (this information will appear in the conference program)

PREFERRED FORMAT – please choose ONE format as preferred

- Sectional (45 minute presentation; leave time for Q&A)
- Roundtable (20 minute presentations; participants rotate between tables several times)
- Discussion Group (45 minutes; less formal; info exchange and Q&A with attendees)
- Pre/Post Conference (several hours long, more in-depth session)
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AUDIO-VISUAL NOTES

- Attendees appreciate hand-outs; or, to save paper, you may want to take email addresses and email them later. We would also like to post conference materials on our website (email to alaso@gci.net).
- There is no room for digital projection (Power Point, etc.) during Roundtable sessions.
- If you plan to use a PowerPoint presentation for a Sectional, Discussion Group or Pre/Post Conference session, please plan to bring your own computer and arrive early to test the connections. Digital projectors and screens will be provided.
- Each Sectional, Discussion Group and Pre/Post Conference session room will also have a table for materials, a podium, and a microphone in the larger rooms.

*Please return this form to Robin Mullins by July 18, 2014 (robin.mullins@k12northstar.org; fax – 907-451-6160).
We will be in touch with you in the fall to schedule specific sessions. Thank you!*