



**COMPLETE THE FOLLOWING AND SUBMIT ON OR BEFORE JANUARY 6, 2012. PLEASE PRINT.**

Your contact information will be listed in the conference program.

Presentation Title:

Presenter's Name:

Organization:

Telephone: (     )     Fax: (     )

E-mail:

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**Workshop/Session Title:**

**List Session Objectives**

- 1.
- 2.
- 3.

**Workshop Description**

**Do you already have a CPS CEU Event ID for this session?**

No     Yes, Event ID:

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**Brief bio of you for Conference program:**

**Registration**

The registration fee is waived for speakers, but all speakers are required register for the Conference through the buckleupnc.org website.



### [Travel/Hotel Reservations](#)

Hilton North Raleigh/Midtown is the official conference hotel. Conference rate is \$63.90/night plus tax, Call (919) 872-2323 and reference "NC CPS Conference" to make your reservation. Hilton North Raleigh/Midtown is located at 3415 Wake Forest Road, Raleigh, NC 27609.

### [Handouts](#)

We will not have the ability to provide copies on-site. If you would like to provide handouts, please bring them with you or have them delivered beforehand.

### [Presentations](#)

In order to prevent the spread of computer viruses, we will not be permitting individuals' jump/flash drives to be used in the conference computers, but you are welcome to connect your own computer to the LCD overhead. Further details will be shared for you to provide your presentation file either Monday afternoon 3 – 5 p.m. or 7-8 a.m. the morning of your presentation.

Guidelines for your presentation at the conference:

- For projecting your presentation on the screen, we recommend the 6 x 6 rule: 6 words per line, 6 lines per screen.
- Graphs are easier to project and read than tables.
- Use upper and lower case letters in text.

### [Meeting Room Setup and Audiovisual Equipment](#)

Computers and LCD projectors will be provided. Please check any additional items needed:

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Audio        |
| <input type="checkbox"/> Flip Chart         | <input type="checkbox"/> Other: _____ |

### [RETURN COMPLETED FORM BY JANUARY 6, 2012 TO:](#)

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