

KEHA STATE MEETING

LEARNING SESSION/WORKSHOP PROPOSAL FORM

Send this form to: Sharon Fields, KEHA 1st Vice President at scrawford@kih.net,
or mail to 931 Mary Sue Drive, Flatwoods, KY 41139
Questions? Contact Sharon at 606-922-6229 or scrawford@kih.net

Deadline: **October 15**

Contact Person: _____

Organization: _____

Address: _____

Telephone: _____ **Email:** _____

Title of Session (as you would like it printed in the Program – please limit to 50 characters):

List ALL Session Presenters (please provide name, full title, email for each):

Sessions are typically 1 hour and 15 minutes long. Provide a brief session description for the Newsletter:

Cost per person attending: _____ **Cost for additional kits:** _____

(NOTE: Paid sessions should preferably allow for at least 20 attendees. Reimbursement for supplies will be issued after state meeting.)

Please provide your preferred number of attendees. _____ **Minimum** _____ **Maximum**

Projector, screen, laptop, microphone, sound/speakers for video, etc. may not be available in every room. Please let us know what equipment you will be bringing OR what equipment you need, so we may assign the proper equipment and space.

- ☐ I will furnish my own equipment, noted as follows:
☐ I will need the following equipment to be provided:

Presenters are responsible for bringing their own copies and session supplies. If you have an electronic presentation, it is advised you bring a backup copy on flash drive or other device.

Please indicate if you prefer to have any of the following (indicate quantity needed, and please note there is no guarantee of availability):

_____ Table for Speaker/Display _____ Microphone _____ Electricity

Rooms may be set up either theater or classroom style, based on the overall needs of the conference. If you have specific notes/needs on room setup, please indicate so here:

KEHA will not be held responsible for injury, damage, accidents, theft, or breakage to materials or persons presenting at the KEHA Annual Meeting. I understand and will comply with the above terms and regulations set forth in this agreement.

Signature _____ Date _____

Would you be willing to share your presentation and/or handouts to be posted on the KEHA website (www.keha.org) following your session? ____ Yes ____ No