

# 2011 Florida Literacy Conference Presenter Proposal Form

Please type and adhere to word counts:

**Program Title** (10-word maximum)

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**Program Abstract** (30-word maximum)

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- This is an "Adult-Learner friendly" presentation. Adult learners will benefit from the material presented.
- This is a vendor presentation.
- This presentation is more than 1 hour and 15 minutes. Please contact me to discuss length.
- I am willing to offer this presentation more than once during the Conference.

**Primary Presenter:** (The primary presenter will be responsible for communicating information between the Conference Program Committee and the co-presenter(s). If there will be more than one co-presenter or panelists, please provide this information for all presenters participating.)

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

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

- I plan to register for the Conference.
- I will be presenting only and do not plan to register for the Conference.

**Co-Presenter:** (if there is more than one co-presenter, please attach information on a separate sheet. Please try to have all your co-presenter information when you submit your proposal. Presenter agreement will apply to these co-presenters as well.)

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

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

- I plan to register for the Conference.
- I will be presenting only and do not plan to register for the Conference.

**Facilitator:** (Please designate who will be responsible for receiving, distributing and collecting evaluation forms and a sign in sheet (if applicable), and communicating needs to the Conference Committee during the session. You may be your own facilitator.)

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

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

- I plan to register for the Conference.
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# Topic Area, Format and AV Needs

## Appropriate Track(s)

(select up to 2)

- Adult Learner
- Corrections
- English Literacy, ESOL
- Family Literacy
- Library Literacy
- Health Literacy
- Program Management
- Reading
- Technology
- Volunteers in Literacy
- Workforce Education (ABE, GED, Adult High School)
- Learning Disabilities
- Other: (please specify) \_\_\_\_\_

## Target Audience (select all that apply)

- Volunteer Tutors
- Adult Education Teachers
- Adult Learners
- Program Managers/ Coordinators
- Librarians
- Other (specify) \_\_\_\_\_

## Rank Days of Preference (1,2,3)

\_\_\_\_ Pre-Conference Session, May 3

\_\_\_\_ Wednesday, May 4

\_\_\_\_ Thursday, May 5

\_\_\_\_ Friday, May 6

## Rank Times of Preference (1,2,3)

\_\_\_\_ Early Morning

\_\_\_\_ Late Morning

\_\_\_\_ Early Afternoon

\_\_\_\_ Late Afternoon

## Audio - Visual Equipment Needed

A flipchart, markers and tape will be provided in each room.

- Please provide \_\_\_\_\_ (specify #) additional flip chart(s)
- Please hold my session in the computer lab.
- Please provide an overhead projector & screen.
- Please provide a TV/VCR with cart.
- Please provide a LCD projector, computer and screen (Note: Fees may apply.)
- I will bring my own LCD projector and computer. Please provide a screen.
- I will bring my own computer. Please provide an LCD projector and screen (Note: Fees may apply.)
- No additional A/V needed

### Conference Presenter Agreement

**By submitting a proposal, I agree that if selected, all presenters, co-presenters and facilitators:**

1. Will be responsible for all costs related to transportation, room and board.
2. If presenting ONLY, and not attending sessions, the registration form must be completed but no registration fee will apply. I understand that I/we will not be admitted to other conference events without appropriate name badge.
3. If I/we plan to participate in other conference sessions or events, I/we must register for the conference and pay the appropriate fees. See registration form for rates.
4. Will be responsible for furnishing handouts in the quantity needed for workshop sessions.
5. Commercial vendors must be exhibitors to be eligible to present.

\_\_\_\_\_  
Signature of Primary Presenter

\_\_\_\_\_  
Date

\*\*If submitting by electronic form, I agree to the above.