

**Presentation Application and Speaker Agreement**  
Applications must be received by the Program Chair by June 1, 2009

**Presentation Title:**

(Subject to revision at the discretion of the program committee)

**Primary Presenter:** Name

Company Name

Address

City/State/Zip

Phone

FAX

Email

Website

**Co-Presenter** (if any): Name

Company Name

Address

City/State/Zip

Phone

FAX

Email

Website

**Type of Presentation:**

- Keynote (1 hour) Keynote applications must include an audio or video recording
- Workshop Session (75 minutes)
- Panel: Fill in facilitator as primary presenter and include panel members on your separate description page

**Presentation Description on a separate page:**

Session description for program and website (up to 100 words)

**Program objectives**

- a) Provide one sentence explaining intended audience addressing-Beginner, Experienced, or Advanced
- b) List at least three learning objectives for this presentation
- c) State the benefits of this presentation specifically to professional organizers

**Please Provide**

- Biographical summary (up to 40 words)
- Resume of your prior speaking engagements
- Preliminary list of audio-visual requirements

**NAPO Member?**  **Yes, since** \_\_\_\_\_  **No**

**By submitting this form, I hereby certify that if my proposal is accepted and placed on the program, I will appear and deliver the presentation in a professional manner. I agree to be available for informal interaction with conference attendees before and after my presentation, and**

- I understand that submission of a proposal implies a commitment to make the presentation.
- I understand that I must travel to the conference at my own expense; if I choose to attend the conference, I must register at my own expense, which includes one reduced registration.
- I authorize my session to be recorded and/or videotaped. I agree to follow the recording guidelines to enhance the quality of the audio and/or video. I understand I will NOT receive any proceeds from recording sales.
- I authorize any information provided in this application to be used in conference press releases, websites or promotional materials and edited as needed.
- I agree to provide handout materials that are of value to the participants and further agree that all handout materials are my original work OR I have the author's permission to reproduce and distribute his/her copyrighted materials as handout copy.
- I agree to submit all required materials to NAPO-SFBA by the deadlines established by the committee.
- I authorize my website to be linked to and from the NAPO-SFBA Conference website.
- I authorize the use of photos taken at the conference for publicity purposes.

**Presenter Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Co-Presenter Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



Direct questions about presentations to Program Chair,  
Linda Easton at 805-461-8179, [Linda@ExtraordinaryOrganizing.com](mailto:Linda@ExtraordinaryOrganizing.com)

For more information about NAPO-SFBA's Regional Conference

**FOUNDATION. EVOLUTION. INNOVATION.**

Go to [www.napo-sfba.org](http://www.napo-sfba.org)

**The San Francisco Bay Area Chapter**  
of the National Association of Professional Organizers Announces our

## **Call for Presentations**

For our 20<sup>th</sup> Annual Regional Conference

# **FOUNDATION . EVOLUTION . INNOVATION .**

**Saturday, November 7, 2009**  
**The Four Points Sheraton, San Rafael, California**

We construct a **foundation** based on knowledge and training.  
We experience the **evolution** of our business to adapt and better serve our clients.  
Embracing **innovation**, we are on the top of our game  
in the professional organizing industry and offer information in exciting ways.

### **Call for Presentations: Share Your Expertise**

- We seek presentations that address a range of organizing experiences and speak to our theme.
- Topics of interest include, but are not limited to: social networking, technology for the organizing business, business planning and development, media and marketing, e-tool kit, coaching and organizing products in the areas of business, estate, senior and individual organizing; chronic disorganization; emotional organization; and staging.
- We seek presentations for organizers beginning their careers, experienced and those seeking innovation.

#### **There are two presentation opportunities:**

- 1 One-hour Keynote presentation to an audience of approximately 200 people
- 75 minute workshop sessions for 15-50 people. Workshop sessions can be presented in a variety of formats including lecture with Q & A, panel of experts, hands-on exercises and/or role playing.

#### **Submission Instructions**

Presentation Application and Speaker Agreement must be received by June 1, 2007

1. Complete one Presentation and Speaker Agreement per topic
2. E-mail your application in a Word Document attachment to [Linda@ExtraordinaryOrganizing.com](mailto:Linda@ExtraordinaryOrganizing.com)
3. In addition, you must mail your signed hard copy of the Presentation Application and Speaker Agreement to Linda Easton, Conference Program Chair, P O Box 900, Atascadero, CA 93423
4. Upon acceptance, this constitutes your contract with NAPO-SFBA

#### **Important Dates for Presenters**

<b>June 1</b>	Presentation Applications due
<b>July 10</b>	Speaker Confirmation letters sent
<b>September 10</b>	Deadline for receipt of original handout materials for inclusion in the conference manual, including .jpg of photo and logos, as desired
<b>October 7</b>	Deadline for receipt of handout materials in one PDF document for inclusion on conference website, including .jpg of photo and logos, as desired



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