



Request for Workshop Proposals

Michigan PTA 101st Annual Convention

August 3-4, 2019 • Farmington High School, Farmington, MI

Submission Deadline: March 15, 2019

You can be a part of improving the lives of children throughout Michigan by sharing your expertise with PTA/PTSA members from across the state. You are invited to submit a proposal to present at the Michigan PTA 101st Annual Convention to be held August 3-4, 2019 at Farmington High School in Farmington, Michigan. To ensure full consideration of your proposal, please complete this form and submit it by **March 15, 2019**.

The Michigan PTA is unable to cover expenses of presenters. We appreciate your organization's willingness to incur the cost of time, travel, housing, materials and audio visual. On the day of your presentation, you are welcome to attend any other sessions.

Title of Presentation:

Description of Presentation:

Give a brief overview of the presentation. Please limit your description to 25 words or less. This is the information that will be printed for the on-site program.

Detailed Description/Bio:

If you wish to provide a detailed description and/or a bio to help the committee with the selection process, please attach.

Audio Visual Needs:

Michigan PTA has a limited number of rooms that will have LCD projectors in them. We **HIGHLY** encourage you to bring your own. ALL presenters are required to bring their own computers.

- Screen
- LCD
- I am bringing my own projector

Preferred Session:

Workshops will be 45 minutes with 15 minutes for questions/answers. Please indicate your 1st, 2nd, and 3rd choices.

- _____ Saturday morning
- _____ Saturday afternoon
- _____ Sunday morning

Presenter(s):

Please note the name(s) and contact information for all Presenters and Co-presenters.

Primary Presenter: _____

Title: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

*Email: _____

***Note:** An email **must** be provided. **ALL** confirmations and correspondences will be sent via email.

It will be the responsibility of the primary presenter to contact their co-presenters with information related to the presentation and scheduling.

Co-Presenter: _____

Title: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

*Email: _____

Submit form to: Michigan PTA : membership@michiganpta.org