

**KEHA ANNUAL MEETING
LEARNING SESSION/WORKSHOP PROPOSAL FORM**

Send this form to: Henrietta Sheffel, KEHA 1st Vice President, 1801 Little Creek Road,
Jackson, KY 41339.

Deadline: **October 15**

Contact Person: _____

Organization: _____

Address: _____

Telephone: _____ Email: _____

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

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

Description of Session:

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 will need any of the following (note quantity):

_____ 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