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**GPA-Southeast Texas Chapter Regional Conference Call for Presenters**

Please complete the following form and return it to [robinsonhodgeconsulting@gmail.com](file:///C:\Users\alexa\Documents\GPA%20SETC\GPC%20Conference\Master%20Files\robinsonhodgeconsulting@gmail.com) by **Wednesday, February 15, by 5 p.m**. Someone from the Speakers Committee will get back to you with a response by **Monday, February 20**. Thank you for volunteering to present!

1. **First & Last Name**:
2. **Organization Name**:
3. **Position/Title**:
4. **Email Address**:
5. **Phone Number**:
6. **Presenter Bio** (50 words or less):
7. **Workshop Title**:
8. **Workshop Description** (75 words or less):
9. **This session addresses the following GPC Competency/-ies (if applicable)**:
10. **Equipment/Technology Needs**:
11. **Preferred Session Time** (Place an “X” in the appropriate blank.): \_\_\_\_\_ A.M. \_\_\_\_\_P.M.
12. **Additional Comments**:

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**ADDITIONAL INFORMATION:**

* The conference will be held on **Thursday, April 27th, from 8:00 a.m. – 4:00 p.m. at the United Way of Greater Houston** located at 50 Waugh Drive, Houston, Texas 77007.
* You will have an hour for your session, including question and answer time.
* We hope you will stay for the entire conference! As a presenter, you may register for the entire conference at a discounted price of $45. Please let us know if you would like to register for the entire conference.
* Please bring handouts for 30 participants. Unfortunately, we will not have access to a copy machine on the day of the conference.
* If you will use a laptop during your presentation, we ask that you bring your own. If you cannot bring your own and need one, please let us know so we can make arrangements.
* Session times will be emailed before the conference. We will make every effort to honor your session time request, but we ask for your flexibility.
* If you will not attend the entire conference, please arrive 15-25 minutes before your session and check in at the registration table.

**Thank you!**