



Presenter Agreement Form
 2010 Instructor Skills Workshop
 Lamar Institute of Technology – Beaumont, TX
 May 19 – 21, 2010

Instructions: Please read the conditions of acceptance below, initial each item to indicate your agreement, sign and return the form by April 30, 2010. If you are unable to participate, please initial item 7 only.

Session Title: _____ Session Description: _____ Presenter(s): _____
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2010 GCPTA Conference Presenter Confirmation (please initial each item):

- _____ 1. I accept the invitation to present the session as described above.
- _____ 2. I understand that all presenters who remain at the workshop are **required to register and pay the conference fee of \$250 (member) or \$350 (non-member) by April 30, 2010.**
- _____ 3. I agree to inform the GCPTA in writing of any changes in the session or presenters as soon as possible, but no later than April 30, 2010.
- _____ 4. I agree to provide a white paper and/or slides of my presentation to Martha McKinley by May 10, 2010.
- _____ 5. I understand that a laptop and projector will be provided by the conference. If materials from a website are needed, please bring a back-up of the materials on a CD.
- _____ 6. I understand that my presentation is not to be marketing or advertising for products or services that I provide.
- _____ 7. I am no longer able to participate as a presenter at the 2010 Trainer Skills Conference, please cancel the session.

Signed: _____ **Date:** _____

Print Name: _____

Please complete this form and fax, scan, or email by April 30, 2010

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