

Name:	Job Title:
Wk Ph:                      Cell Ph:	Company:
Fax:	Address:
Email:	City, State Zip:

**Please complete all sections of this form and return by November 1, 2010 via email – Sdaniels@hanleywood.com**

<b>1) Suggested Session Title:</b>
<b>2) 3-4 Sentences describing the topic</b> <i>(If you have a description already written, feel free to send that separately):</i>
<b>3). List 3-4 “bullet points” describing learning objectives for your proposed session</b> <i>(Objectives will be used on promotional pieces and for continuing education approvals)</i> <b>Attendees shall be able to:</b> 1. 2. 3. 4.
<b>4) Your credentials as an industry speaker:</b> <i>Please submit short biography in a separate Word document.</i>  <b>Be sure to include the following:</b> Current job title and company; Education; Work experience and areas of specialty; Professional affiliations; Published articles/books
<b>5) Your primary intended audience (✓check all that apply) – double-click the box and then click the “checked” button in the default value</b> <input type="checkbox"/> Owner/co-owner <input type="checkbox"/> Carpenter/Field workers <input type="checkbox"/> Bookkeeper <input type="checkbox"/> Production Manager <input type="checkbox"/> Office personnel <input type="checkbox"/> Subcontractors <input type="checkbox"/> Lead Carpenter <input type="checkbox"/> Sales/Marketing Person <input type="checkbox"/> Other _____
<b>6) Level of Presentation</b> <input type="checkbox"/> Attendee is new to topic – basic information <input type="checkbox"/> Attendee is familiar with topic – intermediate level <input type="checkbox"/> Attendee has considerable experience with topic – more advanced
<b>7) Your recommended Length of Session:</b> <input type="checkbox"/> 6 Hours <input type="checkbox"/> 2 or 3 hrs <input type="checkbox"/> 90 min <input type="checkbox"/> 75 or 60 min

RETURN by email to: [Sdaniels@hanleywood.com](mailto:Sdaniels@hanleywood.com) or fax to Sherry Daniels- 802-879-9384

Deadline for Submission for Portland, 2011 show is November 1, 2010.