



Call for Presentations

2017 PRSA Oregon Communicators Conference *Leading Strategies*

Instructions for Submitting a Presentation Proposal

- Complete and return the Call for Presentations form with all the information requested;
- Review for completeness, accuracy and legibility; sign and date the form; and
- Email the form to conferences@prsapdx.org as soon as possible and **no later than February 22**.

The Selection Process: We strive to offer a balanced selection of educational programs by selecting proposals that best meet the needs and requests of our membership and by selecting presenters whose proposals fit best with the conference theme. A committee will review all proposals and notify those selected to present.

Practical Application: Programs that include practical, immediately applicable work tools and are interactive will be given preference. PRSA seeks presentations that are relevant to the conference theme and will provide attendees with information that will improve their effectiveness on the job.

Proven Speaking Ability: PRSA seeks experienced presenters with proven speaking ability. Those with a proven track record of speaking at large, national or regional conferences will be given preference.

Presenters are expected:

- To work closely with meeting organizers before the sessions and meet all deadlines;
- To make no substantial changes in content, format, audio/visual needs, room set-up, identity or number of presenters without prior approval of meeting organizers;
- To design and provide high-quality PowerPoint (or equivalent software) presentations, in electronic format, by the deadline given;
- To recognize that a presentation is an opportunity to share industry best practices and is not for the purpose of promoting a business practice, service or product;
- To respect PRSA as the sponsoring organization with either positive or neutral comments from the platform.

In Return, PRSA will:

- Grant the speaker valuable professional exposure through PRSA digital and social media channels; and
- Post presentations on PRSA website through member only, password protected portal.

**Call for Presentations
(cont.)**

BIOGRAPHICAL INFORMATION:

Name:

Professional Designation (e.g. APR, M.A., Ph.D., etc.):

Job Title:

Company/Organization:

Assistant Name (if applicable):

Assistant Email:

Assistant Phone:

Mailing Address:

Email Address:

Work Phone Number:

Cell Phone Number:

Phone number where you can be reached day of the event:

LinkedIn URL:

Professional Twitter Handle, if applicable:

Professional Facebook URL, if applicable:

Additional social media links:

Please attach your biography.

Attached?	YES	NO
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SESSION INFORMATION:

Session Title:

Summary of Session: Provide a summary of the content and highlight takeaways in a separate document.

Attached?	YES	NO
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Provide a one sentence primary learning objective of your presentation:

Provide an outline of the presentation, including all presentation takeaways. Please attach separate document.

Attached?	YES	NO
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Please attach a professional head shot.

Attached?	YES	NO
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Will you have a co-presenter? YES NO

IF YES, please indicate the name in the blank below and also include the bio of the co-presenter.

By signing this proposal, I understand that if selected, I agree to adhere to the deadline schedule furnished by session organizers, as well as the commitments outlined in the Call for Presentations guidelines

Signature:

Date:

Please email the Call for Presentations form and attachments by February 22, 2017 to conferences@prsapdx.org. Thank you for your submission!