

New York College Learning Skills Association Symposium 2012– Program Proposal Form

- **Save this document to your computer before completing it.**
- Provide all requested information on all three pages. The blocks are formatted to expand to fit the text.
- When completing contact information (telephone and email address), please note that presenters will be contacted in December or January.
- **The submission deadline is Friday, January 6, 2012.**

Program Title

Presenter(s)

Job Title (s)

Institution/
Sponsor

Address

Telephone(s)

Email(s)

Brief Description for Symposium Program (50-75 words)

Program Title

Please provide the following information in order for the Symposium Committee to appropriately schedule your presentation if it is accepted for the program.

Program Length 60 minutes 90 minutes Poster session

(Sessions usually run 60 minutes. Requests for 90-minute blocks are subject to schedule limitations.)

Target Audience(s) All Institutions
 Community Colleges/Private Two-Year Schools
 Baccalaureate Colleges/University Centers
 Other Adult Education Facilities or Institutions
(e.g., prisons, community outreach)

Room Arrangement Theater Classroom w/tables Banquet

Telephone connection Yes No

Internet connection Yes No

Important Note:

Presenters are responsible for bringing any computers, projectors, or other equipment needed for their presentations. If you need equipment that you cannot bring, please contact Stephanie Lawhorne, Symposium Chair, to discuss your needs.

If accepted, do you have any scheduling conflicts? Yes No

If "Yes", please state when you are NOT available to present:

Do you plan to attend all three days? Yes No

If not, which day(s) will you attend?

The deadline to submit your proposal is Friday, January 6, 2012. Please remember to save a copy of this document for yourself.

Please email your completed proposal form (including the program description on the next page) to Stephanie Olsen at olsens@flcc.edu or mail a printed copy to:

Pat McCurdy
Cayuga Community College – Fulton Campus
806 W Broadway
Fulton, NY 13069

Program Title

Please describe what will occur during your presentation in the following space.