



# Local Chapter Seminar Submission Form

We truly value our Local Chapter member's knowledge and experience and believe that you are an intricate part of the M.I. Hummel Club. Therefore, we would like you to be involved not just by attending the Convention, but by actually being a part of it! If you would like to present a seminar at the 2009 Convention, please complete the following form and return it to the M.I. Hummel Club for consideration **by February 13, 2009**. Please be sure to fill out the form in its entirety.

Please note this is open to M. I. Hummel Club Local Chapter members only. Up to six (6) speakers will be selected based on the order they are received, relevance of topic and length of seminar. All selected speakers will be notified by March 13, 2009.

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Name \_\_\_\_\_ Member #: \_\_\_\_\_

Local Chapter Name \_\_\_\_\_

Phone(Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ Email \_\_\_\_\_

Topic to be represented \_\_\_\_\_

Synopsis – Please attach a synopsis of your presentation to this form

Estimated Time needed for presentation: \_\_\_\_\_

Presentation Needs: \_\_\_\_\_

Our Local Chapters are always looking for exciting presenters for conferences, etc. If you would like to be listed on our Club website Speaker's Bureau page to present this presentation at other Local Chapter events, please complete the following:

\_\_\_\_\_  
(Signature) (Preferred Contact Info – phone or email)

Please return this form no later than **February 13, 2009** to: **M.I. Hummel Club, Local Chapter Convention Presentation – P.O. Box 11 - Pennington, NJ 08534**

Please note:

1. Presentation should be no longer than 30 minutes with an additional 10 minutes at the end for questions from the audience. You will be allotted 15 minutes prior to start for set-up. Please keep these time frames in mind when submitting your synopsis. Shorter and longer presentations will be considered for inclusion based on relevance of topic.
2. Seminar may be conducted by either one or several Local Chapter members.
3. In cases of duplicate seminar topic submissions seminar suggestions will be considered in the order they are received. The quicker we receive your seminar topic the better your chances of being a presenter.
4. Once topics are approved and finalized, they will be included in all Convention materials. No other formal activities will be scheduled during the time the presentations are given however standard activities such as Registration, Information Desk, Raffle and Convention store will remain open.
5. To secure enough seating, each seminar will be conducted in the Ballroom, which seats 800 people.
6. Topics will be reviewed by the M.I. Hummel Club and approved by March 13, 2009. Members with approved topics will be notified and will be required to submit their complete seminar no later than April 11, 2009.
7. Any member not submitting the completed seminar by April 11, 2009 will be removed from the agenda and their seminar will be cancelled.
8. All presentations will occur on Friday, September 11, 2009.
9. **This is a volunteer program.** The M.I. Hummel Club will cover the cost of the following: podium, one (1) microphone, screen, computer, stage and meeting room. No speaker fees will be paid nor will any other expenses related to your presentation be reimbursed.
10. All presenters must be registered and paid in full for the 2009 Convention.