

# Local Chapter Convention 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 2011 Convention, please complete the following form and return it to the M.I. Hummel Club for consideration **by January 28, 2011**. 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 February 25, 2011 and will need to adhere to the schedule to assure their seminar is received timely to assure time for all approvals to be completed.

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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 **January 28, 2011** to: **M.I. Hummel Club, Local Chapter Convention Presentation – 3705 Quakerbridge Rd Ste 105, Mercerville NJ 08619**

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 and approved by February 25, 2011. Members with approved topics will be notified and will be required to submit their complete seminar no later than April 1, 2011 for approval. If edits are required member will be notified by April 29, 2011. Edited drafts are due May 20, 2011.
7. Any member not submitting the completed seminar by April 1, 2011 and, if needed, their edited seminar by May 20, 2011 will be removed from the agenda and their seminar will be cancelled.
8. All presentations will occur on Friday of the 2011 Convention.
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 2011 Convention and an active member of the M.I. Hummel Club.

## FOR INTERNAL USE ONLY

Date received: \_\_\_\_\_ Date 2/25 approval received: \_\_\_\_\_ Date member notified: \_\_\_\_\_  
Date seminar received (due 4/1/11): \_\_\_\_\_ Date seminar approved: \_\_\_\_\_ Edits required: Yes No Date member notified: \_\_\_\_\_  
Date edited draft received (due 5/20/11, if required): \_\_\_\_\_ Edits required: Yes No