

2008 UCEA South Regional Conference  
October 26-28, 2008

**Engaging Our Communities:  
Innovation, Inclusion, Involvement**

*Proposal Form*

Session Topic or Title: \_\_\_\_\_

Speaker's Name (as you'd like it in program): \_\_\_\_\_

Speaker's Title (as you'd like it in program): \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Session Description:

Session Abstract (50 words or less, to be printed in program):

What is the intended audience you hope to attract (For who is this session designed?):

Please describe the attendee outcomes for your presentation:

Please describe how you intend to engage the audience in your presentation:

**Audio-Visual Equipment:** Please check the AV equipment you will need:

- \_\_\_ LCD projector (you will need to supply your own laptop)
- \_\_\_ Flip chart with easel and markers
- \_\_\_ Other \_\_\_\_\_

**Conference Handouts/Materials:** If your session has handout materials, you will need to supply them. It's been suggested that materials be available electronically. We will attempt to make them available after the conference.

By submitting this proposal, you agree to the following statements:

1. I understand that the conference planning committee will make the final decision on all session proposals. Proposals from commercial vendors who solicit business from the conference audience are accepted only with the vendor's participation as a Conference Sponsor. For more information, please contact Amy Heitzman [heitzman@smu.edu](mailto:heitzman@smu.edu).
2. I understand that as a presenter I am required to register for the conference and pay the conference registration fee. If I am not staying at the Inn at Virginia Tech & Skelton Conference Center with the conference package, I will purchase commuter/guest meal packages for any meals/days I am in attendance.
3. I understand that handouts for distribution in the session are my responsibility.
4. I understand that I am responsible for providing my own laptop computer if required.

**Please submit the proposal by Friday, June 6, 2008 to Amy Heitzman, via email:**  
[heitzman@smu.edu](mailto:heitzman@smu.edu).

#### Questions?

Questions regarding presentations and proposals may be directed to:

Amy Heitzman, [heitzman@smu.edu](mailto:heitzman@smu.edu)  
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**Conference Program**  
**Keynote Speakers**  
**Sponsors/Exhibitors**  
**Travel/Accommodations**  
**Registration**  
**Program Committee**  
**Regional Officers**