



REQUEST FOR PROPOSALS FOR SPEAKERS, PRESENTERS, AND AUTHORS

Proposal Form

RETURN TO

Mail: E.J.Knittel, Senior Director, Education and Sustainability
PSAB
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The Pennsylvania State Association of Boroughs (PSAB) is inviting proposals for programs, webinars, traditional classroom training, seminars, conference sessions, and *Borough News* articles. PSAB represents 957 boroughs in PA and provides information, training, and education to all municipal officials and employees. *(Please be aware that PSAB does not dispense legal advice.)*

PROPOSED TITLE, LENGTH, AND TARGET AUDIENCE

PROVIDE A BRIEF (40-50 WORDS) SUMMARY

LEARNING OBJECTIVES

1.

2.

3.

HOW DOES THIS PROPOSAL MEET THE NEEDS OF THE TARGET AUDIENCE?

AUDIO/VISUAL EQUIPMENT NEEDS

Please identify the equipment you will need.

- No, I will not require any equipment, use a PowerPoint presentation, or supply images
- DVD Player
- Easel/Flip Chart
- Laptop Computer
- Internet Access
- LCD Projector
- PowerPoint Presentation
- Submitting photos or images (*Please note, these files must be print and web quality to be considered*)
- Other _____

NOTES

1. All speakers must incorporate opportunities for interactive learning in each session (*i.e., Q&A, case study discussions, etc.*).
2. Handouts must be provided to PSAB. Presenters are encouraged to utilize posting of materials on the Internet as well providing copies for distribution at the speaking engagement.
3. Authors agree to adhere to *Borough News'* editorial guidelines which can be found on www.boroughs.org
4. Speakers grant permission to be videotaped.

SPEAKER/AUTHOR #1

NAME _____
 TITLE _____
 AGENCY/COMPANY/MUNICIPALITY _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 PHONE _____ FAX _____
 EMAIL _____

SPEAKER/AUTHOR #2

NAME _____
 TITLE _____
 AGENCY/COMPANY/MUNICIPALITY _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 PHONE _____ FAX _____
 EMAIL _____

PLEASE COPY THIS FORM AS NEEDED

(Please note that submission of a proposal does not guarantee that it will be offered by PSAB. An advisory committee will review all proposals upon receipt.)

Signature

Date