

**Instructions:** Please complete all applicable parts of this form for your presentation request to be considered.

For questions, please contact Erykah Wilkerson at (703) 838-0400 ext. 115 or ewilkerson@aihec.org

## EVENT INFORMATION

**IMPORTANT: Use Separate Form Per Event and Per Presentation.**

Event Title: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Start Date: \_\_\_\_\_

Thru: \_\_\_\_\_

**Application Deadline:** \_\_\_\_\_

## PRESENTER INFORMATION

Name of Presenter: \_\_\_\_\_

Application Date: \_\_\_\_\_

Title: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

Brief Biography/Background: \_\_\_\_\_

## PRESENTATION INFORMATION

- Oral Presentation: *With handouts?*     NO     YES, sample attached  
 PowerPoint Presentation: *With handouts?*     NO     YES, sample attached  
 Are you marketing a product or service?     NO     YES, see statement in Presenter Agreement

Title of Presentation: \_\_\_\_\_

Total Time Length:  
*(not to exceed 30 min)*

Summary/Abstract: \_\_\_\_\_

List Three (3) Presentation Goals/Objectives:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

### TARGET AUDIENCE:

- AIHEC (All Members)  
 Finance & Audit Committee  
 Membership & Accreditation Committee  
 Research Committee  
 STEM Committee  
 Student Activities Committee  
 TCJ Advisory Board

### EQUIPMENT REQUIRED:

- Overhead Projector  
 Slide Projector  
 Windows Computer/Projector/PowerPoint  
 Mac Computer/Projector/PowerPoint  
 TV (with):     DVD     VCR  
 Easel (provide your own poster presentation)  
 Electrical Outlet

Other Computer Needs (specify): \_\_\_\_\_

Other Presentation Needs (specify): \_\_\_\_\_

## PRESENTER AGREEMENT

*Please read and initial below to indicate your agreement with the following:*

"As the submitting presenter for this application, I understand that if this application is accepted, all presenters and co-presenters are responsible for paying for their own expenses associated with the event specified above (including travel, accommodations, per diems, and printing handouts). I understand that this presentation proposal may be edited to fit the event program. I understand that AIHEC will provide audio-visual aids necessary for the main program of the event (to be specified upon approval of application). If additional aids are needed, the expense involved will be paid by the presenters prior to the event unless otherwise indicated in writing from AIHEC. Presenters will be notified approximately 4-6 weeks prior to the event if their application has been accepted." AIHEC does not accept applications for presentations from individuals wishing to contract or market services or products to tribal colleges.

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

Please send application to AIHEC via:

- 1) Mail: 121 Oronoco Street, Alexandria, VA 22314  
 2) Fax: (703) 838-0388, attn: Erykah Wilkerson  
 3) E-mail: [ewilkerson@aihec.org](mailto:ewilkerson@aihec.org)

*Feel free to attach any comments or further requests. **Thank you!***