

AFP Professional Development Program Overview

AFP Program Committee Volunteer Staffing this event:

Your cell # and email address:

Type of Event (Luncheon, Roundtable, Workshop, etc):

Fees:

Date/Time:

Presentation Time:

Event Title:

Presenter(s): Electronic Photo of Presenter(s) (if you have one)

Promotional Description/Topic Summary:

Bio of Presenter(s):**

Event Location/Address:

AV Needs:

Microphone Podium Laptop* PP Projector*

Screen Internet Access Other [Please specify] _____ -

* If the speaker is not providing their own laptop their presentation will be:

E-mailed to the AFP Office Brought to the event on a flash drive

Both [**recommended**]

Handouts:

No handouts will provided [not recommended]

Speaker will provide copies for the audience

AFP will duplicate from camera ready copy provided by the speaker at 5 days in advance of the presentation.

**** PLEASE OBTAIN THE STARRED INFORMATION BELOW AND FORWARD IT TO THE AFP OFFICE WITH THIS ENTIRE FORM
THANK YOU**

*Speaker's Name:

*Speaker's Title:

*Speaker's Company/Organization:

*Speaker's e-mail:

*Speaker's Company/Organization website address:

*Speaker's Office Phone: Cell:

Submit AFP program information and email at least 30 days prior to the event to:

AFP office -Karen Gluntz
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(216) 696-1613

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