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| **1. Title of Presentation**  |
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| **2. Please provide a brief description of the presentation contents.**  |
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| **3. What are the learning outcomes (take-aways, key points, etc.) members can expect to learn from this presentation?** |
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| **4. Please provide a short Bio that may be used in promotion of this event and as an introduction to your presentation.**  |
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| **Would you like this presentation to be considered for (you may choose one or both):**  |
| **[ ]  Annual Professional Development Day (PDD)** | **[ ]  Monthly Chapter Luncheon**  |
| **If you are interested in presenting at the Chapter Luncheon, please let us know what month (or even day) you would be available, if possible.**  |
|  |
| Presentations should be a maximum of 30 minutes which includes a question period.  The presentation should be on a topic that provides our members with concept or knowledge, or tools or process, which they can take away and use/adopt for their organization.  The presentation should not be a sales pitch or promotion of a business; at the same time, it is okay to use company logos and discuss experiences/learnings of the organization you are associated with. |