**Submission Outline for Speaker Proposals- Long Island ASSP Area PDC**

**1.    Speaker Name and Credentials as you want them to appear**

**2.    Title**

**3.    Organization**

**4.    Address**

**5.    City-State-ZIP**

**6.    E-Mail Address**

**7.    Telephone**

**8.    Speaker's ASSP Member # (for CEU)**

**9.    Telephone**

**10. For Co-Presenter(s), Repeat the Above Information**

**11. Title of Presentation (brief to fit an At-a-Glance program)**

**12. Speaker BIO in 60-words or less, for Brochure or listings, for each speaker**

**13. Previous speaking at ASSP (chapter, PDC, national)? (describe)**

**14. Can we record the presentation for those who cannot join live?**

**15. Would you like to share your screen to present? Or the host can share your presentation?**

**15. If your submission is not selected in the first round, would you consider being contacted for speaker cancellations or to be back up speakers on the days of the PDC?**