



## CALL FOR PRESENTATIONS PROPOSAL

**Deadline:** March 1, 2017

The TOAL Program Committee seeks volunteers to conduct breakout sessions at the 2017 TOAL Annual Meeting to be held September 24–27 at the Hyatt Regency in Tulsa, OK.

TOAL members and interested individuals are invited to share their wisdom and expertise on topics related to Basic/Core Skills and Advanced/Management Skills or new and innovative approaches to procurement in higher education. If you have a program that you'd like to present, something that you've showcased at your own campus, please think about presenting.

Presenters are encouraged to use audiovisual equipment, provide minimal handouts, and allow time for audience questions. All conference sessions are 60 or 75 minutes in length.

Please complete the attached presentation proposal and submit to Bryan Glenn, CTPM, West Texas A&M University, TOAL 1<sup>st</sup> Vice President, at [bglenn@wtamu.edu](mailto:bglenn@wtamu.edu). All submissions should include a description of the session, with the names and affiliations of all anticipated speakers. Your presentation summary (100-words maximum) will be used by the committee in developing the program.

### **Please Note:**

- All submissions will be reviewed by the TOAL Program Chair for appropriateness
- TOAL reserves the right to request changes in the session content and to edit the session title
- TOAL reserves the right to reproduce and distribute all conference session proceedings
- Presenters are not reimbursed for registration and/or expenses of attending the Annual Meeting
- Presenters are responsible for making their own travel and hotel arrangements and any costs incurred with those arrangements
- Presenters may be required to submit presentation materials electronically one (1) week prior to the TOAL Annual Meeting
- Session times and room assignments are determined by TOAL; however, every effort will be made to accommodate a specific session time request



## 2017 TOAL Annual Meeting Presentation Proposal

<b>Name(s):</b>			
<b>Institution(s):</b>			
<b>Address:</b>			
<b>E-mail:</b>		<b>Phone:</b>	

**Presentation Subject:**

**Presentation Title:**

**Presentation Summary** (100 word maximum - please attach a word document if you need more space):

**Biographical Information:**

**Previous Speaking and/or Training Experience:**

Do you require a projector?       Yes    No

Do you require a Wi-Fi?           Yes    No