



Building a Better Business Seminar

Presentation Proposal

ACEC New York is offering Affiliate Members the opportunity to present a business program to our members. These meetings will be held in conjunction with our quarterly Metro Region Membership Meetings and are an excellent way for our affiliate members to offer important information to our firms.

Note: these programs **MUST** be educational in nature - no sales pitches.

Location: Grant Room, Union League Club

Room setup (max capacity): Classroom Seating 30, Theater Seating 60

Dates and times:

- October 4, 2019 | 9:45 – 10:45 AM
- December 10, 2019 | 2:15 – 3:15 PM
- March 12, 2020 | 9:45 – 10:45 AM
- May 19, 2020 | 2:15 – 3:15 PM

Note: Presenter will be responsible for the room charge of \$500 and any additional cost for A.V. ACEC New York will promote the program, as well as sharing the attendance list with speakers and all meeting management.

Final selection for programs will be made by the Program Committee. Proposals will be considered in the order they are received. ACEC New York cannot guarantee attendance.

Send attached, completed form to Erica Lavigne at erica@acecny.org. Questions? Call Erica at 518-452-8611.

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Presentation Proposal Form

NAME: _____

FIRM/COMPANY: _____

PHONE: _____

E-MAIL: _____

STREET ADDRESS: _____

CITY, STATE ZIP: _____

Name of Program: _____

Type of Program: Individual Presentation Panel Presentation

Short Description (please include learning objective):

Presenter: _____

(Please send bio as a separate attachment)

Will this program qualify for continuing education credit for engineers (PDHs)?

Yes No Not Sure

A.V. needs (select all that apply):

Projector Laptop Internet Access Other _____

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