



2019 Annual Conference: Pro-D Proposal Submission Guidelines

Proposal Deadline: 11:59 p.m., Friday, July 20, 2018

Please submit the following information via email to the attention of:



CAPPO Pro-D Co-Chairs

Jennifer Alford
jalford@sierracollege.edu

Brad Diemer
diemerb@stancounty.com

For questions or further information please contact us via email.

**An original signature for the Release Agreement must be received by July 30, 2018*

Presentation Title:

Presentation Abstract/Program Summary: This description may be used for pre-conference publicity and/or conference information. Sessions are 60-75 minutes on Thursday, January 17.

Learning Objective: What do you expect session participants to learn by attending your session.

I am a _____ CAPPO Member _____ Other (Please explain): _____

Pro-D Proposal Form

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Author/Presenter 1	Author/Presenter 2 (if applicable)
Name:	Name:
Title:	Title:
Employer:	Employer:
Address:	Address:
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:
Prior public speaking experience:	Prior public speaking experience:

Additional authors/presenters: Include all information above. (Attach a separate sheet if necessary)

Biographical Information: Please attach a 250-word or less biography for the author and any co-author(s)

Notice: The key contacts will be notified of proposal acceptance/non-acceptance in early August via email.

Presenter Registration: All presenters and panelists are expected to register for the conference. We are unable to pay honoraria or expenses to program presenters. By signing the proposal, the key contact agrees to inform all participants that they are required to register and pay the conference fee.

Program Changes: The CAPPO Pro-D Committee reserves the right to edit program titles and descriptions, to request changes in the proposal, and to encourage joint presentations of proposals submitted on similar topics.



Release Agreement

Signature required for each Author/Presenter: I hereby commit to write and present the Pro-D presentation proposed. I will comply with the Pro-D presentation requirements and agree as a contributor to the CAPPO Annual Conference, January 2019, to permit my presentation to be published, recorded, or used in any sound, film or media for distribution exclusively through California Association of Public Purchasing Officers. I understand that editing may be done when necessary.

Signature: _____ Date: _____

Print Name: _____

Signature: _____ Date: _____

Print Name: _____

****All submissions will be reviewed by the Pro-D Committee. Final selection shall be at the sole discretion of the Pro-D Committee. All selections are final.**