

# Seminar Presentation Guidelines

## RVing Women Convention

Thank you for volunteering to present a seminar. We will do our best to accommodate your request. Please complete this form (no attachments) and email it to Linda Elliott, Convention Seminar Coordinator at [elliottbear2@aol.com](mailto:elliottbear2@aol.com) by **July 31, 2018**. If you need further assistance, e-mail or call Linda at (317) 695-5451. You will receive a confirmation via email if your request is approved.

**Seminars are for our member's information and education only and the sale of products or services is not allowed.**

**Convention Dates:** 11/06/18 to 11/11/18

**Location:** The Heart of Oklahoma Expo Center, Shawnee, OK

**Company** \_\_\_\_\_ **Presenter** \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Seminar Title** \_\_\_\_\_

Type: \_\_\_ Education Session \_\_\_ Education Session w/Demo \_\_\_ Panel Discussion

Preferred day: \_\_\_\_\_ and \_\_\_ AM or \_\_\_ PM

**Seminar Description** (for use in the printed program schedule):

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**Presenter biographical sketch/seminar introduction:**

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Room Setup: \_\_\_ auditorium seating \_\_\_ classroom seating \_\_\_ demonstration

Sessions will be set up for 75 attendees List Audio/Visual needed: \_\_\_\_\_

Length: \_\_\_ 1 hour \_\_\_ 2 hours \_\_\_ 3 hours or Other, specify \_\_\_\_\_ (whole hours only)