



2017 ATA Trade Show Seminar Presenter Application Request Form

Please fill out the information below as completely as possible. Use the [Presenter Guidelines](#) as a reference. The description you provide will be used to advertise your presentation. Submitting this presenter application request form *DOES NOT* mean your presentation will be included in the program. You will be notified about your pending acceptance. **The deadline to submit all required material to the ATA is JUNE 30, 2016.**

Seminar Title: _____

Presenter Name: _____

Company Affiliation: _____

Contact Information:

Street Address: _____

City, State, Zip: _____

Phone #: _____ Alt. Ph #: _____

E-Mail: _____

Web Site: _____

➤ Description of Presentation (50 words or less):

➤ **Please include (on separate sheets) a complete outline and specific participant outcomes regarding the topic and information you will be covering.**

➤ Also include **copies or a description of handouts** you will be distributing. You are responsible for providing enough handouts to cover class attendance. (Plan on 75 copies.)

➤ Provide a one-paragraph biographical sketch of yourself focusing on your credentials relative to the topic you are presenting.

➤ This presenter application request form authorizes the ATA to record any presentation you may give, as outlined in the [Presenter Guidelines](#). **Failure to supply your initials will eliminate this request from consideration.**

Your Initials: _____