



Pre-Arranged Session Participant Form for E-Mail Submissions

Copy all of the text in the box below and paste it into the body of an email. Fill in the form as necessary within the email.

1. PROPOSED THEME OF SESSION:

2. PROGRAM UNIT to which you are submitting this proposal:

2b. OTHER PROGRAM UNIT to which you are submitting this proposal, if any:

* Please indicate the order of preference, if any, to the program units.

3. PLANNED PARTICIPANTS for this session, in order of appearance:

Presiding:

Panelists:

Respondent:

NOTE: No individual may participate in the program more than twice. The same individual cannot act as presider and respondent.

3b. OTHER PROGRAM UNITS in which above participants may participate or to which they are also sending submissions, if any (list participant name and program unit):

(Completed participant form(s) must accompany each submission.)

4. AUDIO-VISUAL REQUIREMENTS for the entire session (note number and type needed):

LCD Projector:

Sound:

Audio-Visual requests must be submitted at the time of your proposal. Late requests will not be accommodated. The Executive Office makes every attempt to honor the AV requests of our members. Unusual requests should be cleared, through the appropriate Program Unit Chair, with the Executive Office to confirm the availability of the equipment or setup of space.

5. SCHEDULING NEEDS due to religious observance, if any:

6. CONTACT INFORMATION (name, address, institution, phone, fax, etc.)