

PCB ANNUAL CONFERENCE
APRIL 18-19th 2016
APPLICATION TO PRESENT

Please print ALL information clearly

Presentation Title: _____

(Training must be 3 hours in length)

PCB encourages presenters to submit trainings that present an intermediate or advanced treatment of the topic.

Level of Training: ☐ Basic ☐ Intermediate ☐ Advanced

Topic Areas: ☐ Clinical Issues ☐ Criminal Justice ☐ Juvenile Justice ☐ Co-Occurring
 ☐ Prevention ☐ Secondary addictions ☐ Diverse Populations ☐ Family Issues
 ☐ Research to Practice ☐ Medication Assisted Treatment ☐ Other _____

Description of Presentation: Attach a summary of the presentation including primary goals and objectives, bibliography (3-5 sources), at least two professional references (include name and contact information) who are aware of your presentation skills, and a recent CV or Resume.

Primary Presenter:

Name: _____ Degrees/Credentials: _____

Title: _____ Company/Employer: _____

Address: _____

Daytime Phone #: _____ Email: _____

If co-presenting, please provide contact information above for all co-presenters on a separate page.

Selection Process: Applications will be judged on originality, perceived interest and need, quality of submission, objectives and references. An effort to balance the conference program will also be a consideration in the selection process.

PCB will waive the conference registration fee for each presenter chosen. Presenters are responsible for all the materials needed for the presentation, e.g., slides, transparencies, handouts or visual materials of any kind as well as any travel/lodging for presenting.

Deadline for completed applications is September 18, 2015. Notifications will be sent by November 1, 2015 to all who submit.

Completed applications and attachments can be emailed, mailed or faxed to PCB:

PCB

298 S. Progress Ave., Harrisburg, PA 17109

Fax: (717) 540-4458

Email: dhaas@pacertboard.org

For questions regarding this Application to Present, email dhaas@pacertboard.org or call (717) 540-4455, ext. 106.

Preparing to Write an Effective Conference Training Proposal: Some Tips and Strategies

The primary purpose of a training proposal is to **briefly** describe the content and methods of instruction to your intended audience. A carefully crafted proposal will convey the most relevant elements of the training to those whom will most benefit from the training and offer a clear description of what they can expect if they attend.

Keep it short. The proposal should be between 150 to 250 words. The proposal should be written as only one paragraph with no indentation. In order to succinctly describe your training, you will need to determine which elements are the most important. Structure the proposal in the same order as the proposed training. Begin with a brief summary of the training, and then continue with a summary of the goals and learning objectives and how these will be presented.