

**NORTHERN NEW ENGLAND RECREATION AND PARK CONFERENCE**

**Session Proposal Form:**

Program Title (seven words or less) \_\_\_\_\_

Session Description (2 brief sentences, 30 words or less describing the session content. To be used in the brochure if session is chosen): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Needs Identification: Why is this session topic important?  
\_\_\_\_\_  
\_\_\_\_\_

Measureable learning objectives – Please use action words to describe what delegates would learn from this session: \_\_\_\_\_  
\_\_\_\_\_

Audio Visual Requests:

LCD Projector  Flip Chart(s)  Internet Access  Audio/ Speakers  Laptop  Other

Time Preferred: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ No preference

Speaker's Name \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Speaker's Company info: \_\_\_\_\_

Speaker's Bio: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Financial Request for Speaker (pending committee approval, per speaker policy)

Travel miles: (at current IRS rate): \_\_\_\_\_ Flight/ other travel requested: \_\_\_\_\_

Lodging & meals (at the hotel during the conference): \_\_\_\_\_

Honorarium \_\_\_\_\_ Other requested: \_\_\_\_\_

If there is more than one speaker please use the reverse side and give the same information as above.

**Please complete and return prior to: May 15<sup>th</sup>**

Send to: Tara Tower at [recreation@lincolnnh.org](mailto:recreation@lincolnnh.org) or  
C/O Lincoln – Woodstock Recreation Department, PO Box 25, Lincoln, NH 03251

Questions: PHONE: (603) 745-8958 or EMAIL (preferred): [recreation@lincolnnh.org](mailto:recreation@lincolnnh.org)