



November 1, 2006

Dear N4A Colleague:

Attached is a program proposal form for the N4A Convention to be held June 8-11, 2007, in Phoenix, AZ.

We are soliciting program proposals from the general membership. Presentations should address one of the Division areas described on the enclosed form.

If you would like to submit a proposal for consideration, please follow these guidelines:

1. Complete the attached proposal form- one for each presenter.
2. Submit a maximum two-page abstract of your presentation on institutional letterhead following the diagram below. The abstract must be typed letter quality for reproduction purposes.

<u>Your Institutional Letterhead</u>	
Title of Presentation	
1st Presenter Name	2nd Presenter Name
Title	Title
[Skip three lines]	
Abstract	
Please list contact person's name, address, and phone number	

3. Submit a one-paragraph bio for each presenter (for speaker introduction).
4. Submit all materials to **SHAWNA BOWYER, 301 BANK OF AMERICAN CAREER SERVICES CENTER, UNIVERSITY PARK, PA 16802.**

All presenters and co-presenters will be expected to register for the conference. Also, no proposals will be accepted from individuals selling or marketing commercial products or consulting services. **The deadline for proposal submission is January 12, 2007. The deadline will NOT be extended.**

Reminder: You must submit all requested proposal materials in order to have your presentation considered. Those proposal packages with missing abstracts or bios will not be accepted. In addition, because of the cost, if you are using an LCD projector, you must supply your own projector. N4A will supply the screen and necessary extension cords.

PROGRAM PROPOSAL FOR N4A ANNUAL CONVENTION

N4A 2007: THE FUTURE IS NOW

JUNE 8-11, 2007

PHOENIX, AZ

Please Type or Print (Each presenter should fill out this form):

Program Title _____

Presenter _____

Presenter's Institution _____ **Region** _____

Presenter's Address _____

City _____ State _____ Zip _____

Phone () _____ FAX () _____ E-Mail _____

Please check the Division in which your topic fits best:

**Professional Development
Division**

- Research
- Long Range Planning
- Model Practices

Other

**Student-Athlete Development
Division**

- Ethnic Concerns
- Life Skills
- Student-Athlete Recognition
- Lesbian, Gay, Bi-Sexual, Transgender
- Learning Concerns and Enhancement
- Two-Year Colleges

**Membership Services
Division**

- Membership and Orientation
- Legislative Affairs
- Regional Conference Planning
- Publications and Communication

Audio visual equipment required:

- NONE
- overhead projector & screen
- 35mm slide projector & screen
- ½" VHS VCR & Monitor
- flipchart
- LCD panel (cart, extension cord, powerstrip)

(WE DO NOT PROVIDE THE LCD PROJECTOR!!)

PLEASE DO NOT REQUEST A-V EQUIPMENT UNLESS IT'S ABSOLUTELY ESSENTIAL

Session description for printing in convention program (maximum 100 words):
