

**CASE District V Conference  
December 13-15, 2009 – Chicago, IL**

**Proposal for a CASE Conference Session**

<b>General Information</b>
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**Proposal Contact Information:** \_\_\_\_\_

Name of Person Submitting this Proposal: \_\_\_\_\_

Title: \_\_\_\_\_

CASE Member Institution: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Presentation title:** \_\_\_\_\_

**Focus area:** *Choose the area(s), for which the topic is most relevant –*

*Alumni*

*Development*

*Communications*

*Web*

*Advancement Services*

*Two-year and Independent Schools*

*If the topic is relevant to more than one area, please explain.*

**Audience Experience Level:**

*Newcomers*

*Mid-level*

*Senior professionals*

**Type of Presentation:**

*Select one*

*Individual*

*Co-presenters*

*Panel.*

*All presentations are 75 minutes.*

**Anticipated AV Requirements: Each presentation room will be equipped with an LCD projector, screen, podium, and speaker table with chairs (if needed). Presenters are responsible for bringing their own laptop, computer speakers, and handouts (if applicable).**

<b>Session Abstract</b>
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**(Please limit abstract to 500 words)**

<b>Speaker Information</b>
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**Presenter #1** *(key contact for the presentation or the facilitator of a panel presentation)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

CASE Member Institution: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Presenter #2**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

CASE Member Institution /Company: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Send the completed form to:

Melanie Harmon, 2009 Conference Program Chair, at [harmonm@trine.edu](mailto:harmonm@trine.edu).

Deadline is March 25, 2009.