Blacks In Government Workshop
Presenter Application

SECTION II

Please complete one copy of this section for each workshop. Also, attach a short biography (75 words or less) and a separate graphic file containing a wallet-size photograph (optional). Photographs will not be returned.

WORKSHOP INFORMATION					
PRESENTER: NAME:					
WORKSHOP TITLE:					
CATEGORY: (Choose one that best describes your workshop)					
☐	Career Development (CD)	☐	Health Awareness and Wellness (HW)	☐	Personal Effectiveness (PE)
☐	Communication Skills (CS)	☐	Information Technology (IT)	☐	Other: (please specify)
☐	EEO/Personnel (EEOP)	☐	Management and Leadership Skills (ML)	☐	

IS THIS COURSE APPROVED AS CONTINUING EDUCATION UNITS (CEU)? ☐ **Yes** ☐ **No**

The following information is requested for inclusion in the Conference Souvenir Book.

WORKSHOP DESCRIPTION (Limit to 50 words or less)

WORKSHOP OBJECTIVES (Use separate sheet if needed)

1. What attendees will learn?

2. How will they benefit?

3. Who Should Attend?

AUDIO VISUAL EQUIPMENT

BIG will provide the following standard audio/visual (A/V) equipment: podium with microphone, LCD projector and easel with flip chart. **Any additional AV requirements/cost will be the responsibility of the presenter.**