



## Workshop Proposal Form

**Deadline: Fri, February 28, 2020**

**Extended Deadline:**

**Workshop Title:** \_\_\_\_\_

**Course Description:**  
*(100 words or less)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Presenter(s):**  
*Please attach a  
biographical sketch  
of ALL presenters* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Person for Workshop:** will be emailed regarding acceptance, date, and time by March 13th , 2020

*Print ALL information clearly.*

NAME \_\_\_\_\_ ORGANIZATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

Workshop sessions will be 60 minutes in length providing presenters with time to share their information and resources.

**AV Equipment:** Presenters are responsible to make arrangements with the hotel for their own equipment needs. Workshop rooms will have chairs and head table. . There is both wired and wireless internet available throughout facility and each room has power outlets available.

If presenters plan to attend the MIEA Conference (other than their own workshop), then they must register for the Conference and pay Registration fee. This year we are offering a discounted registration rate for presenters. Up to the first 2 presenters for each workshop may register at a discounted rate of \$75 less than the regular registration rate.

**Complete form and mail, email to:**

Mail:

**MIEA  
225 Mennonite Church Road  
Kalispell, MT 59901**

Email:

**mieaconference@gmail.com**