**Instructions: for each speaker, complete a separate bio form. If available, please attach resume.**

**Resume Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Degree:** | |  | | |
| **License type/number:** | |  | | |
| **Address:** | |  | | |
| **Telephone Number:** | |  | | |
| **Fax Number:** | |  | | |
| **Email Address:** | |  | | |
| **Present Position** *(employer, title and description)* | |  | | |
|  | **Degree** | **Institution**  **(Name, City, State)** | **Major Area of Study** | **Year Degree Awarded** | |
| **1.** |  |  |  |  | |
| **2.** |  |  |  |  | |
| **3.** |  |  |  |  | |
|  | **Residency** | **Institution**  **(Name, City, State)** | **Major Area of Study** | **Year Degree Awarded** | |
| **1.** |  |  |  |  | |
| **2.** |  |  |  |  | |

Use thespace below to briefly describe your professional experience or areas of expertise (including publications) related to your involvement in continuing education and your particular role, e.g., speaker, presenter, content specialist.

Outstanding achievements/or other pertinent information about yourself.

**Additional Information**

|  |  |
| --- | --- |
| **Session Description:**  *Please write a concise description about the session. Focus on your primary session objective and let potential participants know what you expect will happen as a result of the session. Focus on issues and outcomes rather than the speakers.* ***Please limit your description to 50 words.*** *This description will be the basis of text used in promotional materials.* |  |
| **AUDIOVISUAL NEEDS**  For cost considerations, please indicate below only the A/V equipment that you actually plan to use. Flip charts, easels, LCD projectors, and laptops will be available upon request. We will attempt to supply other equipment as possible. Please note Wifi will **NOT** be available during your training session. | |
| Flip Chart  Laptop Computer  Easel  LCD Projector | |
| **Special Accommodations** | |
| **The need for Special Accommodations will be respected. Please note what considerations you require:** | |