



Presenter Proposal Form

Contact Information

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Work Phone: _____ Home Phone: _____

Mobile Phone: _____ Fax: _____

Email: _____ Website: _____

Please attach any supplemental materials that will help describe your proposed workshop.

Speaker Information

Speaker Biography

(limit 50 words - to be used for promotional purposes)

Please include a photograph (shoulder shot) to be used for promotional purposes.

Please note your availability:

Expected speaking fees:

Applying for: Conference Workshop Live Webinar Online module



Session Information

Session Topic: Self Care Business Technique

Session Title: _____

Equipment Needed: Screen Flipchart/Markers Microphone Whiteboard/Markers
 LCD Projector Other _____

Note: Computers are not available

Session Description and Expected Outcome

(limit 50 words - to be used in promotional material)

Session Length: 3 days (18 Hours) 2 days (12 hours) Full-Day (6 Hours) Half-Day (3 hours)
 Other _____

Level Presented: Beginner Intermediate Advanced

Pre-requisite Requirements:

Live Session Information (Skip for Online Modules)

Number of participants you can accommodate on your own: _____

Do you have a Teaching Assistant (TA) able to participate with you? Yes No

Number of participants you can accommodate with a TA: _____

Room Set-up: Classroom Theatre Circle Semi-Circle

Other (please describe): _____

Please attach design of room layout, if not one of the above (if Other).



Please list supplies delegates need for your workshop:

Do your registrants require massage tables for your workshop? Yes No

Handouts

Is there handout material for your session? Yes No

Handouts **MUST** be available to NHPC for approval at least six weeks prior to the event, with any edits addressed and final copy available a minimum of three weeks prior to event.

Are you able to comply with this request? Yes No

At the NHPC, we are striving to go green. Our expectations regarding printed handouts:

- Only use printed handouts if **necessary**.
- Presenters will directly supply handouts to participants.
- Handouts should be double-sided printing, on eco-grade paper when possible.

Alternatively, you may provide links to participants for complimentary information accessible post-workshop.

Are you willing to work with us on this initiative? Yes No

Only for Events to be Held in Massage Therapy Regulated Provinces

Recognized for continuing education credit by:

College of Massage Therapists of British Columbia

College of Massage Therapists of Ontario

College of Massage Therapists of New Brunswick

College of Massage Therapists of Newfoundland and Labrador

Please attach proof of recognition. If you are not recognized, the NHPC will request you apply directly to these organizations.