



Professional Development Request Form

We are excited to provide affiliates professional development opportunities at their conferences and professional development days. Please visit the NAEOP website to see a list of presenters, presentations, and webinars offered. Please complete and submit this form to presidentelect@naeopboard.org a minimum of 90 days prior to your event.

Presenter and Presentation Requested: _____

Alternate Presenter and Presentation Requested: _____

Date(s) of Event: _____ Requesting Association: _____

Event Location: _____ City/State: _____

Contact Person(s): _____

Phone (Include Area Code):

_____ (Cell) _____ (Work) _____ (Fax)

Email(s): _____

Participation requested (please check all that are applicable and list specific date, time, and length of each event):

- Keynote Speaker _____ Workshop Leader _____
- NAEOP Promotion _____ Installation _____
- Video Welcome _____ Webinar(s) _____

ON-SITE VISIT

Please list the expenses below your association will cover for this requested on-site professional development. We ask all requesting associations to consider paying as much of the total expenses incurred for the on-site visit as your budget allows.

Expenses	Cost
*Lodging	\$ _____
*Meals	\$ _____
*If your venue offers complimentary lodging or meals, please consider using for this request (notate cost as COMP).	
Travel	\$ _____
Other (please specify)	\$ _____
TOTAL	\$ _____

VIRTUAL VISIT

President's Video Welcome	\$ FREE _____
Group Webinar(s) - \$100 for up to 20 participants	\$ _____
TOTAL	\$ _____

Submit completed form to presidentelect@naeopboard.org for approval.

Approval: _____ **Date:** _____