



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/Zip: _____

Contact Person(s): _____

Phone Number: (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	\$ _____
TOTAL	\$ _____

Submit completed form to presidentelect@naeop.org for approval

Approval: _____	Date: _____
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