

### Professional Development Request Form

We are excited to offer presenters for associations professional development events. For a complete list of presenters, and presentations offered, visit the NAEOP website under the Professional Development tab. A completed form should be submitted to [staff@naeop.org](mailto:staff@naeop.org) a minimum of 90 days prior to your event. Affiliation/non affiliation status will be confirmed by the national office.

Presenter: \_\_\_\_\_ Presentation requested: \_\_\_\_\_  
 Alternate Presenter: \_\_\_\_\_ 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 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 visit. 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	\$ _____
Travel	\$ _____
Other (please specify)	\$ _____
Speaker Fee - \$300.00(non-affiliates)	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

\*If your venue offers complimentary lodging or meals, please consider using for this request (notate cost as COMP)

#### Virtual Visit

President's Video Welcome	\$ _____ Free _____
Group Webinar(s) - \$100	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**Submit completed form to [staff@naeop.org](mailto:staff@naeop.org) for approval**

Upon approval, the form will be emailed by the national office, to the president, requested board member (if not president) and requesting association. If the officer is not available, the president will contact the association for alternate options. Additional information will be requested upon approval:

- a. Agenda
- b. Nearest airport
- c. Mode of transportation to hotel and back to airport
- d. Conference theme if any
- e. Point of contact during conference

When the professional development visit is complete, the association is invoiced the donation amount unless previously paid.

<b>Approval:</b> _____	<b>Date:</b> _____
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