

1. Person submitting proposal

Name: _____

Mailing address: _____

Email address: _____

Telephone (include country and city code):

Office: _____ Home: _____

Fax: (include country and city code) _____

Institutional affiliation: _____

Position or title: _____

How do you want your name and affiliation to appear in the conference program?

2. Session

Type of session:

___ panel ___ workshop ___ performance ___ other _____

Length of session

___ 45 minutes ___ 60 minutes ___ 105 minutes

Please indicate if there is a maximum number of participants _____

Title of session as it will appear in the program: _____

3. Additional presenters:

Name: _____ Name: _____

Title: _____ Title: _____

Institution: _____ Institution: _____

The person submitting the proposal is responsible for securing agreement from all presenters to participate and to register for the conference.

4. Room set up (check all that apply)

Front of room: lectern head table
 other

Audience space: theatre style classroom (with tables)
 chairs in a circle open with chairs along the perimeter
 other

5. Audio-visual equipment:

Indicate what audio-visual support or other instructional materials your session requires. We will make every effort to accommodate any reasonable request. Any musical instruments or equipment must be supplied by the presenter. If you are using presentation software (e.g. PowerPoint) you are responsible for bringing your own computer. If you are using video please make sure that it is formatted for NTSC.

overhead projector CD playback
 flip chart and easel audio cassette playback
 PowerPoint (will bring own computer) microphone
 TV/VCR (videos must be VHS, NTSC)
 other (please describe) _____

Along with the your proposal please submit the following:

1. A 250–400 word description of your proposed session.
2. Session Description: a 75–100 word description for the session as you wish it to appear in the program.
3. Presenter Bio(s): 75–100 word bio as you wish it to appear in the program.

Communication and deadlines

All proposals are due by March 15, 2005. They can be emailed to ptw@eastsideinstitute.org (attention: Lois Holzman), faxed to 212-941-0511, or sent by postal mail to East Side Institute, 920 Broadway 14th floor, New York, NY 10010. Notification of acceptance will be emailed/mailed no later than May 1, 2005. Deadline for confirmation of participation as a presenter is July 1, 2005, and must be accompanied by payment of conference fee.