



**NORTH COUNTY
AFRICAN AMERICAN
WOMEN'S ASSOCIATION**

NORTH COUNTY AFRICAN AMERICAN WOMEN'S ASSOCIATION
Women's Conference | March 28, 2020
SISTERS SOARING

CONFERENCE PROGRAM APPLICATION

Email application to keisha@ncaawa.org with subject:
"Conference Program Application".

Keisha Campbell

Women's Conference Co-Chair

wcworkshops@ncaawa.org | 954.263.8128

Program & Equipment Requirements

Biography		<i>Maximum 100 words; will appear in program.</i>
Laptop/Tablet	<input type="checkbox"/>	MUST BE PROVIDED BY PRESENTER.
LCD Projector & clicker	<input type="checkbox"/>	
Screen	<input type="checkbox"/>	<i>10'x10' only</i>
Speakers	<input type="checkbox"/>	MUST BE PROVIDED BY PRESENTER IF NEEDED.
One (1) table	<input type="checkbox"/>	(1) 6' or 8' TABLE WITH LINEN & 2 CHAIRS
Other	<input type="checkbox"/>	
Optional: can you provide 350 items to be included in conference swag bags?	<input type="checkbox"/>	<i>Item description:</i>
Optional: will you be bringing any materials to sell?	<input type="checkbox"/>	<i>Materials description:</i>

Note: Equipment request cannot be changed after February 28, 2020.

GUIDELINES FOR SLIDES

- Presentation should be clearly visible from at least 200 feet
- Prepare the slides in horizontal form
- Use as much of the slide in large font as possible
- When illustrating statistics, line or bar graphs are most easily understood.

Due January 15, 2020 – please email to wcworkshops@ncaawa.org – subject: "Conference Workshop Confirmation"

- Avoid too many statistics or words on one slide
- Format PowerPoint to 16:9 or 4:3
- Avoid inserting video/sound clips into slide unless bringing own speakers loud enough to be heard by entire room
- Test your presentation before start of workshop, including all embedded links

If you did not send a **HIGH-RESOLUTION COLOR HEADSHOT** with your application, please attach to your confirmation email (png, jpeg or pdf file accepted; minimum size 500dpi). NOTE: Poor quality photographs produce poor quality graphics. If you do not have a good quality head shot, please have one taken at a local digital photo facility.



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