

REQUEST FOR PROPOSALS



2008 Education Minnesota Professional Conference

Request for Workshop Proposals for Thursday, Oct. 16, 2008

Presenter Data Sheet

Mr. Ms. Dr. Lead presenter name: _____
Job title: _____
Organization/School district name: _____
Preferred mailing address: _____
City: _____ State: _____ Zip: _____
Work phone: _____ Work fax: _____
Home phone: _____ Cell phone: _____
E-mail address(es): _____
Your organization's Web site (if applicable): _____
Workshop title: _____
Co-presenter name(s): _____
Target audience: _____ Grade level: _____
Have you presented at this conference before: YES NO In which years: _____
Are you a member of Education Minnesota? YES NO
Content area of your presentation (e.g., math, science, reading) _____

Equipment & Room Requests

IBM PC DVD player Clip-on microphone Power strip
 LCD projector VCR/TV Flip chart w/easel/markers Boom box for cassettes
 T1 Internet connection CD player (music) Overhead projector Extension cords (# ____)
 Wireless Internet connection
 I plan to bring my own equipment, as follows: _____

If you have any additional tech questions or equipment needs, list here: _____

Room set-up: Please select one of the following; we will attempt to honor your request but cannot guarantee it.
 Classroom style (tables and chairs) Theatre style (chair rows) Round tables (round tables and chairs)

Proposals must be postmarked by Friday, May 23, 2008.

Please mail your RFP to:
Wendy Nelson, Education Minnesota Professional Conference
41 Sherburne Ave.
St. Paul, MN 55103