

# LGC Annual Conference Session Request Form

November 17 – 19, 2010

Radisson Hotel, Manchester, NH

The LGC Conference Planning Committee will review all session requests before being confirmed. You will receive a confirmation via email after the committee has reviewed the form. **ALL REQUESTS MUST BE SUBMITTED UTILIZING THIS FORM.** For more information or questions, please contact Erin Batstone at 603.224.7447, ext. 107. Please photocopy if you require additional forms. **Session request forms are due no later than Monday, June 14, 2010.** You may fax this form to 603.224.5406 or email to [ebatstone@nhlgc.org](mailto:ebatstone@nhlgc.org).

*Please print or type*

**Affiliate Group Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Title of Session:** \_\_\_\_\_

*This title will be used in our program and promotional materials.*

**Brief Description:**

(2-3 sentences)

**Speaker Information:**

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

**Preferred Day & Time:**

**Wednesday, November 17**

10:45 a.m. – 12:00 p.m.

1:30 p.m. – 2:45 p.m.

3:30 p.m. – 4:45 p.m.

**Thursday, November 18**

9:00 a.m. – 10:15 a.m.

10:45 a.m. – 12:00 p.m.

1:30 p.m. – 2:45 p.m.

3:30 p.m. – 4:45 p.m.

**Estimated # of attendees:**

10 – 20

20 – 45

45 – 75

75 – 100

*Attendee session interest survey results will determine final session room placement.*

**What track(s) would your workshop fit into?**

Check all that apply

Finance & Taxation

Governance

Health & Safety

Human Resources

Land Use & Environment

Schools

Technology & Communications

**Your form will not be considered by the conference planning committee unless it is 100% complete!**