

Sciencetech Club Presentation Proposal Form

Date submitted: _____

Note: Every Club Presentation must have a Sponsor. Any Club Member may serve as a Sponsor. Proposed Speakers and Subjects for talks at the regular Monday Club meetings may be submitted by a Sponsor at any time, using this Form, or one copied from the Sciencetech Club web site. The Sponsor should complete this **Proposal Form** in consultation with the invited Guest Speaker. **The Proposal Form should be sent (email preferred) to the Program Manager and the Club Webmaster (addresses below)**, which, after Board review and **approval**, will be placed on the Weekly Programs Menu/Suggested Future Talks page on the Sciencetech Club web site. The Board will review this list each month and **select** one or more Program Topics for future talks to the Club.

The Program Manager will notify you, the Sponsor, when your subject has been **selected** and will send you a **Confirmation Form**. You may then, in consultation with your Speaker, choose a suitable open date from the Weekly Programs Menu/SCHEDULE of Future Events page on the Club web site.** You must then notify Program Manager Upton and Webmaster Stanley, **IMMEDIATELY**, about the date chosen and return the Confirmation Form so that the date can be reserved for your presentation. No dates may be reserved prior to Board **selection** of the talk.

A **Speaker Information Form**, to be completed by the Speaker, will be provided to you after Board **selection** of the Subject and after the date has been confirmed. The Speaker Information Form **MUST** be completed and returned (email preferred) to the Club Webmaster, the Program Manager and to the Sponsor **NO LATER THAN 6 weeks before the reserved date**. If this is not done, the Board reserves the right to reschedule and move another presentation to this date. The Sponsor is responsible for obtaining from the Speaker all data required on the Speaker Information Form.

Talk Sponsored By: _____

Sponsor's Phone _____ Sponsor's E-Mail _____

Proposed Speaker: _____

Speaker's Affiliation: _____

SUBJECT of Talk: _____

SPONSOR'S BRIEF SUMMARY OF THE TALK:

Program Manager
Dr. Richard Upton
4652 Statesmen Drive,
Indianapolis, IN 46250
rtupton2125@sbcglobal.net

AND TO:

Webmaster
Bill Stanley
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