

**Add a topic, Change a topic, Delete a topic**

**Schedule**

<b>Proposal /information due</b>	<b>Webpage update</b>
2 <sup>nd</sup> Thursday of February	March 1
2 <sup>nd</sup> Thursday of May	June 1
2 <sup>nd</sup> Thursday of August	September 1
2 <sup>nd</sup> Thursday of November	December 1

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**Proposal for new Speakers Bureau Topic**

Please submit separate form for each topic you are proposing.

Presentation Title \_\_\_\_\_  
1-10 words

Subtitle or Descriptive Sentence \_\_\_\_\_  
10-30 words

Presenter \_\_\_\_\_  
Your name as you like it printed

Length of presentation \_\_\_\_\_  
Most presenters give a range, e.g. 30-45 minutes, but it's your choice.

Equipment needed \_\_\_\_\_  
This category should list the equipment you need the host organization to provide for you. GPMGA has a projector that you can use.

Special Considerations \_\_\_\_\_  
In most of our talks this category is "none."  
However, some possible examples are these:

- Something that participants need to bring with them
- Special space requirement for moving around or displays
- Tables for workshop space
- Specialized space so you can get dirt on the floor

Other topics you are working on \_\_\_\_\_

Suggested topic that you'd like someone else to prepare \_\_\_\_\_

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Part II

**Change to Speakers Bureau Topic**

Please submit separate form for each change you wish to make.

Presentation Title \_\_\_\_\_

Presenter \_\_\_\_\_

Change to be made \_\_\_\_\_  
\_\_\_\_\_

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Part III

**Delete from Speakers Bureau**

Please submit separate form for each change you wish to make.

Presentation Title \_\_\_\_\_

Presenter \_\_\_\_\_

Return completed form to

GPMGA Speakers Bureau  
P.O Box 194  
Goochland, VA 23063