

# URGENT! DUE OCTOBER 30

## SECTION MEETING PROGRAM OUTLINE 63rd Annual TCCTA Convention; March 5-6, 2010

Name of Section \_\_\_\_\_

Section Chair \_\_\_\_\_

College Address \_\_\_\_\_

Telephone: Area Code \_\_\_\_\_ Office \_\_\_\_\_ Home \_\_\_\_\_

Anticipated Attendance: Fri. Program \_\_\_\_\_ 2nd Fri. Program (optional) \_\_\_\_\_ Sat. Program \_\_\_\_\_

### Friday Morning Program:

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

Speaker's Name, Title, and Organization: \_\_\_\_\_  
\_\_\_\_\_

Speaker's Photograph and Biography Emailed to State Office?  Yes  Will be sent by Nov. 15

Room Arrangement Desired:  Set-up as decided by TCCTA  
 Other (Explain): \_\_\_\_\_

Other Arrangements Requested or Equipment Required: \_\_\_\_\_

### Saturday Morning Program:

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

Speaker's Name, Title, and Organization: \_\_\_\_\_  
\_\_\_\_\_

Speaker's Photograph and Biography Emailed to State Office?  Yes  Will be sent by Nov. 15

Room Arrangement Desired:  Set-up as decided by TCCTA  
 Other (Explain): \_\_\_\_\_

Other Arrangements Requested or Equipment Required: \_\_\_\_\_

### Are you requesting an OPTIONAL FRIDAY AFTERNOON Program? (Limited in number, available until space is filled)

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

Speaker's Name, Title, and Organization: \_\_\_\_\_  
\_\_\_\_\_

Speaker's Photograph and Biography Emailed to State Office?  Yes  Will be sent by Nov. 15

Other Arrangements Requested or Equipment Required: \_\_\_\_\_

**PLEASE NOTE:** If requested, TCCTA will provide a screen and media table and ensure there is a proper sound system in the room provided to the section. **TCCTA is not able to arrange for computers, computer speakers for audio PPTs, or LCD projectors.**

*Please send your program requests to Carole Hawkins at TCCTA by  
Email: [chawkins@tccta.org](mailto:chawkins@tccta.org); or fax: (512) 328-1086*