

**SECTION MEETING PROGRAM OUTLINE**  
64th Annual Convention; January 27-29, 2011

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

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

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

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

Anticipated Attendance for Section Meeting \_\_\_\_\_

**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 July. 1

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 July. 1

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; Open until filled)**

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

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

Speaker's Photograph and Biography Emailed to State Office?  Yes  Will be sent by July. 1

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

**PLEASE NOTE:** 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, sound-related equipment (i.e. - speakers), 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*