

URGENT! DUE OCTOBER 30



THIS FORM FOR FRIDAY MORNING'S PROGRAM! SECTION MEETING PROGRAM OUTLINE

Friday a.m.—February 20, 2009

Name of Section _____

Section Chair _____

College Address _____

Telephone: Area Code _____ Office _____ Home _____

Anticipated Attendance for Section Meeting _____

Program Topic: _____

Speaker (*complete* name): _____

Speaker's Title, Position, or other pertinent information: _____

Speaker's Photograph Enclosed? Yes
 Will be sent by Dec. 1
 No photograph available

Room Arrangement Desired: Theater (Auditorium) Style
 Other (Explain): _____

Other Arrangements Requested or Equipment Required: _____

PLEASE NOTE: TCCTA cannot accept responsibility for payment of outside rental of any audio-visual equipment or the cost of operating such equipment. TCCTA is not able to arrange for computers, computer-related equipment, or LCD displays. Requests for media equipment must be made on the appropriate form and submitted no later than January 15, 2009.

*Texas Community College Teachers Association
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Austin, Texas 78735
Fax: (512) 328-1086*