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| --- | --- | --- | --- |
| First Name |  | Last Name |  |
| Title |  | Organization |  |
| Address |  | City/State/Zip |  |
| Phone number |  | Email Address |  |
| Website |  | Social Media Information | Facebook:LinkedIn:Twitter: |
| Link to preview of prior presentation |  |
| Biography  |  |
| Fee for Presentation (if complimentary, write “complimentary”). Please provide your fee for a webinar presentation and for an in-person presentation if costs differ.  |  |
| Title of Presentation: |
| **Session Overview (Description suitable for session promotional efforts. If you are proposing multiple topics, you may attach a pre-prepared topic and description list in your e-mail along with this completed application instead of filling out this field):** | **Key Takeaways for Attendee (If you are proposing multiple topics, you may attach a pre-prepared topic and description list in your e-mail along with this completed application instead of filling out this field):** |
| References |
| Name: | Company: | Email: | Phone: |
| Name: | Company: | Email: | Phone: |
| Name:  | Company: | Email:  | Phone: |

**Please email the completed form to** [**education@nari.org**](file:///C%3A%5CUsers%5CPtodorova%5CDownloads%5Ceducation%40nari.org)

* Questions should be directed to Plamena Todorova, NARI Director of Credentialing and Education, at 847-298-9200 or [education@nari.org](file:///C%3A%5CUsers%5CPtodorova%5CDownloads%5Ceducation%40nari.org).

**NARI Responsibilities:**

* Provide copies of session materials to participants, or links to access.
* Register participants and field all attendee questions not related to the content of the presentation.
* Comprehensive promotion of the webinar through a variety of communication vehicles: website, announcements, newsletters, email, social media, and others as identified.

**Speaker Responsibilities:**

* Meet all deadlines
* Provide high quality educational presentations and course materials
* Coordinate any special equipment needs or other accommodations with NARI staff
* Provide a photo, topic summary, top three takeaways, and biography for marketing purposes, as well as a short video clip, if requested.
* Ensure the session is not perceived as an infomercial.