

# Conference Presentation Request Form



**Directions:** Complete the form and submit to NCTRC via email, [nctrc@nctrc.org](mailto:nctrc@nctrc.org).

**Purpose:** To request NCTRC Credentialing Specialists to present at your in-person, virtual, or hybrid conference.

## CONFERENCE INFORMATION

Conference Organizer Name:

Email:

Name of Conference:

Conference Website URL:

Date of Conference:

Location of Conference:

Type of Conference:    In-Person Event    Virtual Event    Hybrid Event

Expected Number of Attendees:

## SESSION TOPIC(S) REQUESTED

Certification Process (*students*)

Recertification and Specialization Area Designation (*CTRSs*)

NCTRC Overview of Services

Other:

## PRESENTATION FORMAT REQUESTED

Check all options that would be accepted. Note: If in-person, NCTRC requests a designated complimentary exhibit table/space.

Type of Presentation:    In-Person    Virtual—If Virtual please also select:    Live or    Recorded

Exhibit table/space will be provided to NCTRC.

## PRESENTATION REQUEST DETAILS

Note: NCTRC led presentations/sessions are preferred to be scheduled at a non-competing time during the conference.

Duration of Session:

Preferred Date/Time of Session:

Time Zone:

2nd Choice of Date/Time of Session:

Time Zone:

**TECHNOLOGY REQUIREMENTS FOR VIRTUAL PRESENTATIONS:** Reliable internet connection and either a webcam and microphone, a webcam and phone, or a phone only.

Hosted by Conference/Organization—List web based, video conferencing program you intend to use:

Hosted by NCTRC using Zoom (<https://zoom.us>)

## CONFERENCE REGISTRATION FEES

NCTRC requests conference registration fees be waived for all NCTRC staff presenters.

Please check here if you agree to waive the conference registration fees for NCTRC presenters.

**IMPORTANT NOTES:** NCTRC recommends conference presentation requests be submitted to NCTRC no later than 60 days prior to the scheduled conference date or in alignment with Call for Papers deadline. Please attach conference specific Call for Papers documents with this form.

Completed NCTRC Conference Presentation Request Forms will be reviewed by NCTRC staff and decisions will be emailed to the primary contact listed on this form. Please allow up to three (3) weeks for the request to be processed. NCTRC cannot guarantee that requests will be granted.

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Signature (*handwritten or digital*)

Date

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