

# Workshop Presenter Proposal

## Oregon Art Education Association

OAEA Fall Conference – October 8<sup>th</sup> & 9th 2010

Portland Art Museum, 1219 SW Park Avenue, Portland, Oregon 97205

### Please fill out form completely

Exhibitor/Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Title of Presentation \_\_\_\_\_

Description of Presentation: (25 words or less; to be printed in the program)

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Length of Session :      1 hour \_\_\_\_\_      2 hour \_\_\_\_\_      Longer (Specify) \_\_\_\_\_  
(Note: We will be running 1 and 2 hour sessions on Friday and Longer workshops on Saturday.)

Maximum # of Participants \_\_\_\_\_      Minimum # of participants needed to run session \_\_\_\_\_

Level:      Elementary \_\_\_\_\_      Secondary \_\_\_\_\_      Post Secondary/Administrative \_\_\_\_\_      All \_\_\_\_\_

Cost Per Participant (optional) \_\_\_\_\_ (Please figure in cost of materials as well as your time.)

Type of Workshop: Demonstration/Lecture \_\_\_\_\_      Hands- on \_\_\_\_\_

Room Arrangement Needs (please check all that apply).

\_\_\_\_\_ classroom with tables      \_\_\_\_\_ water source      \_\_\_\_\_ computers      \_\_\_\_\_ outlets

\_\_\_\_\_ messy activity area (e.g. clay, glue, printmaking)      \_\_\_\_\_ clean activity area (e.g. pencil, paper)

\_\_\_\_\_ other \_\_\_\_\_

Audio/Visual Needs \_\_\_\_\_

If you have any other special needs or time constraints please note them here.

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**Materials:** If you need to make purchases for your presentation, please save receipts for materials and supplies.

Reimbursements will be made upon approval from the conference committee. We reimburse \$2 per workshop participant, based on workshop maximum. If you need more than this please add a workshop lab fee.

**Honorariums:** It is assumed that your time is a donation to the OAEA, a nonprofit organization. We appreciate your contribution. Thank You. If you need to be paid for your time please add a cost per participant above.

*For more information email: the OAEA secretary, Kelly Hjelmeland, at [hjelmelands@verizon.net](mailto:hjelmelands@verizon.net)*

**Mail this form to OAEA Secretary Kelly Hjelmeland,**

18075 SW Augusta Lane, Beaverton OR 97006 or email to [hjelmelands@verizon.net](mailto:hjelmelands@verizon.net)

**Please return form by July 2<sup>nd</sup> 2010**