

WOMEN CAN DO 2008
Thursday, October 16
Presenter Information Form

Please fill out **both sides** of this form and fax/mail it to:

Vermont Works for Women
ATTN: Miriam Balsley
32 Malletts Bay Ave.
Winooski, VT 05404
fax (802) 655-8922
phone (802) 655-8900 x 105

Presenter name: _____
Presenter name: _____
Presenter name: _____
Address(es): _____
Town: _____ State: _____ Zip: _____
Phone number: _____ Email: _____

Workshop title: _____

Please write a short description of your hands-on workshop.

Please write a short biography of yourself. Please include bios of all presenters.

What is the maximum number of girls who can attend in one workshop session and stay actively engaged? _____

Which sessions can you fill? (we encourage you to fill three, if possible, as demand is extremely high)

9:20 - 10:50 _____
10:55 - 12:25 _____
1:15 - 2:45 _____

EQUIPMENT AND MATERIALS NEEDS

Please let us know everything you need for your workshop. We will work with you to make sure that you have everything that you need, but we must know about it all **in advance**.

Do you need:

Computers? yes no How many? _____

Internet access? yes no

Specific software? yes no What kind? _____

Please indicate website if you know of free downloads:

Safety glasses? yes no How many? _____

Other **safety equipment**? What kind and how many?

Other **special equipment or tools** that you cannot provide yourself? Please specify:

What **presentation equipment** do you need? (please check)

TV/VCR _____
Computer projector _____
Whiteboard or chalkboard _____
Flip chart and markers _____
Other _____

What **type of space** do you need? (inside/outside, on the first story, tables/desks/chairs/open space, access to water, ventilation, other)

Please obtain the **materials** you need. Please be sure to get **receipts** and give them to Miriam Balsley. Vermont Works for Women will reimburse you for these materials, though please estimate the APPROXIMATE COST here: _____. Vermont Works for Women does not reimburse sales tax, so please make sure to use the Tax Exempt Certificate included in this paperwork. If you have questions or concerns about this, please don't hesitate to call me at the number above. Otherwise, I will call to check in upon receipt of this form.