



Conference Presentation Request Form

Name Of Company:	
Address:	
City, State, Zip:	
Phone:	Fax:
Contact Person/Presenter:	
E-mail:	
Working Session Title:	
<p>Topic Synopsis (3-4 sentences describing the presentation and the targeted audience). Please note that breakout sessions at the Conferences listed below are 75 minutes in length and topics should be able to be covered in that time frame.</p>	
Submission Date:	

Please select the CCAP Conference(s) in which you are interested in participating:

- Spring Conference in March - Please submit ideas by December 1
- County Administration Conference in June - Please submit ideas by January 15
- Solicitor's Conference in June - Please submit ideas by January 15
- Annual Conference in August - Please submit ideas by February 15
- Fall Conference in November - Please submit ideas by August 1

CCAP receives numerous speaker/topic requests throughout the year. CCAP can not include every request received, but each request will be given equal consideration. The CCAP staff meets several months prior to each scheduled conference, and selects topics and speakers based on member needs and prevalent issues. If the topic is chosen, CCAP staff will contact you following the review, but due to the volume of requests CCAP is unable to contact individuals submitting topics not being used. Topics not selected for a particular conference will be kept on file for one year from the time delivered to CCAP and will be reviewed at each conference planning meeting held during that time period. CCAP reserves the right to alter topic content and/or add additional speakers and workshop agenda items to a suggested presentation.

Return To: CCAP

Attention: Karen Sweigard, Director of Education and Information
 PO Box 60769, Harrisburg, PA 17106-0769
 (717) 526-1010, fax (717) 526-1020, e-mail: ksweigard@pacounties.org