Presentation Proposal This form is to be used by individuals to apply to present to SWTJC faculty and/or staff

Return completed form to Professional Development email: pd@swtjc.edu

Your Name: _____

Campus Extension: _____

Cell Phone: _____

Email Address: _____

Title of Presentation: _____

Name of Presenter(s): _____

Intended Audience: _____

Mode of Delivery (Face-to-Face, Online, Hybrid): _____

Preferred Date and Time: _____

Materials Needed: _____

Technology Needed (Smartboard, Laptop): _____

Facilities/Equipment Needed (DL, Computer Lab, White Board, microphone):

_____

Description of Presentation, include Agenda and presentation goals/objectives:

Please return this form at least two weeks before your preferred date and time.
All presentations will be submitted for review by Division Chairs and Administration before being scheduled. All presentations are subject to recording for placement on the SWTJC Professional Development webpage.
Individual submitting a presentation proposal will be notified via email regarding the status of their proposal.