**Presenter Information Form**

Please complete this form and email it to Nathan Hoge and Courtney Custer at the following email addresses:

Nathan Hoge – [nhoge.swfgc@gmail.com](mailto:nhoge.swfgc@gmail.com)

Courtney Custer- [ccuster.swfgc@gmail.com](mailto:ccuster.swfgc@gmail.com)

**What is the title of the presentation?**

**Name & Credentials of Presenter(s):**

**Location:**

**Date:**

**Time:**

**Do you have preference on the maximum number of attendees?**

(\* If the training is taking place in Dr. Pierce’s office, the maximum capacity is 16 attendees, or 12 attendees if you need tables and chairs)

**Do you require any special set up?** (i.e., chairs in a semi-circle or chairs with tables)

**\*If so, please make sure to arrive early to set up.**

**Will you need a projector?**

**\*If so, please contact Desiree Fragua by email at** [**dfragua.swfgc@gmail.com**](mailto:dfragua.swfgc@gmail.com) **to reserve a projector. Also, make sure to arrive early enough to set it up.**

**Will you be offering CE Hours? If so, please complete the NBCC Training Form. These forms can be obtained on the SWFGC website (http://swfamily.com/staff-resources/) or from Courtney Custer or Nathan Hoge. These 2 forms must be submitted by email to Courtney Custer and Nathan Hoge.**

**Will you be providing handouts? If so, you must provide a copy to Courtney Custer and Nathan Hoge.**

**Is there any other information about your training you think we should know?**