



Collaborative  
Professionals  
of Washington

11<sup>th</sup> Annual Training Conference  
March 1 – 3, 2018 Campbell's Resort on Lake Chelan, WA

***Beyond the Well-Travelled Path***

<https://campbellsresort.com/>

**WORKSHOP PROPOSAL FORM**

- 1. Category:**     \_\_\_ Law and Legal Proceedings,  
                      \_\_\_ Ethics,  
                      \_\_\_ Personal Development and Mental Health,  
                      \_\_\_ Professional Development,  
                      \_\_\_ Office Mgmt.,  
                      \_\_\_ Improving the Legal System

Time Requirement:     \_\_\_ 90 minutes \_\_\_ 3 hours  
                                  \_\_\_ May be modified for either option

**2. Workshop Title:** 10 words Maximum

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**3. Presenters Name, Credentials and Brief Bio:** (please attached separate sheet if needed)

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**4. Resume:** *Please attach a hard copy of each presenter's resume. Please make sure there are page numbers and the name of the presenter in the footer.*

**5. Have you presented at a CPW event before:** Y/N If yes, date: \_\_\_\_\_  
topic: \_\_\_\_\_

**6. Short Description of Workshop:** (50 words maximum, may be used in brochure)

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**7. Detailed Description for Proposal Review Committee:** (You may attach outline or session materials)

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**8. Learning Objectives and Target Audience:**

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**9. Structure of Presentation:** (Please describe how you intend to present your workshop and whether you plan to use demonstrations and/or experiential exercises. Please also include how you would like the room to be set up.)

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**10. Audio Visual:** (please select your audio-visual needs from the following list and indicate if there are any other needs not mentioned.)

**AUDIO NEEDS:**

\_\_\_ Microphone if attendance over 25

\_\_\_ Sound for video(s)

**VISUAL NEEDS:**

\_\_\_ Flipchart, easel and markers

\_\_\_ Screen and Projector for PowerPoint (**computer is presenter's responsibility**)

\_\_\_ Internet access for presentation

**OTHER AV NEEDS AND/OR NOTES:** \_\_\_\_\_

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**11. Main Presenter Contact Information:** (Please include email address, phone number, and mailing address.)

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**12. References:** (Please provide two references familiar with your work as a presenter) \_\_\_\_\_

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Please initial below to confirm your understanding of the following:

This proposal submission indicates your availability and intent to present at conference \_\_\_\_

You understand the need to provide your own laptop computer if video is needed \_\_\_\_

Your final AV request will be confirmed by February 1, 2018. Any late requests may require a fee \_\_\_\_

**DEADLINE FOR SUBMISSIONS: September 6, 2017**

**Please submit proposals electronically to: [Samantha@newwaylaw.com](mailto:Samantha@newwaylaw.com). Please include 2018 CPW Conference RFP in subject line.**

***Please note presenters are eligible for discounted conference registration fees.***