

**Illinois Alcoholism and Drug Dependence Association
2011 Annual Conference
September 7 – September 9, 2011
Hilton Lisle/Naperville
Lisle, Illinois**



Workshop Proposals Due: May 1, 2011

Please *TYPE or PRINT*, illegible forms cannot be processed. *Thank you.*

Please complete a separate form for each workshop. *Complete this form in its entirety; incomplete proposals will not be reviewed.* The IADDA Conference Committee reviews workshop proposals; you will be notified if your proposal is accepted.

PRIMARY PRESENTER *(Please print name, credentials and title as it will appear on the program.)*

Name _____

Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

How many additional presenters? _____

Please complete the following information for any additional presenters.

Name _____

Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Target Audience: Clinician Executive Management Clinical Management
 Human Resources Preventionist Other *(please specify)* _____

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Workshop Length: 1 ½ hours 3 hours (2-Part) Plenary

Please note that workshops are typically 1 ½ hours in length. Longer workshops should fit within a 3 hour time frame and are designated as two-part workshops.

I am willing to repeat my workshop at an additional date/time at the conference. Yes No

Workshop Title: _____

Workshop Description: *Please attach on additional sheets a 50 – 100 word summary as you would like it to appear in the conference program. Please use complete and descriptive sentences.*

Learning outcomes: *Please attach on additional sheets 3-5 bulleted statements, telling us what you want the audience to walk away from your workshop having gained.*

Have you conducted this workshop before? Yes No **Date:** _____

Event: _____ **Contact person:** _____

Room Set-up: Workshop rooms will be set in classroom style and general session presentations will be set in rounds.

On a separate sheet of paper, please provide a presenter Bio for the conference program. Bio should be no more than 100 words. IADDA reserves the right to edit biographies for brevity.

Will you have handouts for participants? Yes No

The deadline for handouts/materials to be received for copying is August 1, 2011. After this date, reproduction of handouts is the responsibility of the presenter.

Equipment/Audiovisual Note: Workshop rooms will be equipped with LCD projector and screen and a flip chart and markers. **Laptop computers are the responsibility of the individual presenter.**

Honoraria: One presenter per workshop will receive complimentary conference registration on the day of their presentation. Additional requests should be forwarded to Pel Thomas at pthomas@iadda.org.

By submitting this form you are making a commitment that, upon acceptance, you or a substitute will present this workshop at the IADDA conference.

Please mail this form by May 1, 2011 to: IADDA, 937 South Second Street, Springfield, Illinois 62704, email to pthomas@iadda.org or fax it to us at 217.528.7340.

Questions? Call Pel Thomas at 217.528.7335 ext. 10, or email pthomas@iadda.org.

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