



AFRICAN AMERICAN LEADERSHIP CONFERENCE

“A New M.I.N.D: Moving In a New Direction”

September 10-13, 2009

WORKSHOP CRITERIA AND GUIDLINES

Submission Guidelines

- Complete Workshop Proposal Form
- Complete an Abstract on a separate sheet – include Workshop Title, Presenter(s) Name, Workshop Outline, and Workshop Description. The workshop description will be used in conference program and is limited to 150 words or less.
- Complete Presenter(s) Biography
- Workshop Proposal Form, Abstract, and Presenter(s) Biography must be typed and submitted via e-mail to aalc@txstate.edu

Dates and Deadlines

- The submission deadline is **Friday, July 10, 2009**.
- Notification of acceptance will be sent via e-mail on **Monday, July 27, 2009**.
- The AALC is **September 10-13, 2009**.

Program Format

- Workshop presentations will be allotted 60 minutes.
- Audio/Visual Equipment needed for your workshop must be designated on the Workshop Proposal Form, including the equipment not provided by the AALC. We will provide the following standard equipment at no cost: chalkboard, dry erase board, markers, chalk, VCR/DVD player, TV, CD player, overhead projector, and LCD projector. If your presentation requires a LCD projector, you must provide your own PC laptop.

Presenter Responsibilities

- Register for the African American Leadership Conference.
- Cover your own expenses for travel and lodging to and from the conference located on the Texas State University campus in San Marcos, Texas.
- Provide up-to-date information leading up to the conference.
- Make no substantive changes in content, format, names, or numbers of presenters after proposal has been accepted (without consulting the AALC Staff Advisors and Student Coordinators)
- Agree to refrain from marketing products or services during sessions unless otherwise agreed upon with AALC Staff Advisors and Student Coordinators.