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Presented by the North Carolina Home Builders Association

## Program Proposal – Cover Sheet

**Proposal submitted by:** *This person will receive all communications regarding the status of the proposal.*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*If my program is selected I understand that I will be required to provide detailed handouts to be emailed to students prior to the event. Initial here: \_\_\_\_\_*

**Mail, email, submit online or fax your completed proposal by 5:00 p.m. on Friday, November 16, 2018 to:**

NCBI Trustees  
P. O. Box 99090  
Raleigh, NC 27624

Email: [abarnes@nchba.org](mailto:abarnes@nchba.org)

Fax: (919) 676-0402

Website: <http://21buildingexpo.com/education/call-for-speakers/>



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## Program Proposal—Format/Speakers

Proposed Title: \_\_\_\_\_

Subject Track: \_\_\_\_\_

*See the "guidelines" page for a list of subject tracks*

Format:  1-hour conference program     1 ½-hour conference program     2-hour conference program

*Please note: In the interest of overall conference balance, proposed program content and/or speakers are subject to modification.*

### Principal Presenter or Moderator:

*(AIA, MIRM, etc.)*

Name: \_\_\_\_\_ Designation(s): \_\_\_\_\_

Company: \_\_\_\_\_ Title \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*Describe this individual's qualifications to speak on this subject matter below or on the back of this sheet. (You may substitute an attached biography if preferred.)*

### Additional Presenters (optional) *To list further presenters, you may photocopy this page*

*(AIA, MIRM, etc.)*

Name: \_\_\_\_\_ Designation(s): \_\_\_\_\_

Company: \_\_\_\_\_ Title \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*Describe this individual's qualifications to speak on this subject matter below or on the back of this sheet. (You may substitute an attached biography if preferred.)*



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## Program Proposal—Content

Please provide a description of your program to be included in marketing materials. *Please note: the description may be edited to better fit in our marketing content.*

Why your program will be relevant to builders in September 2019:

Briefly outline the major points you will cover, including presentation format:

Have you presented this program, or a similar program, previously?  Yes  No

If yes, when and where?

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Raleigh, NC 27624

**Fax:** (919) 676-0402  
**Email:** [abarnes@nchba.org](mailto:abarnes@nchba.org)  
**Website:** <http://21buildingexpo.com/education/call-for-speakers/>