

The Parliamentarian

Ohio Association of Parliamentarians

“Parliamentary Procedure: a Tool for Democracy”

October-November 2018

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Message from the President

By Robert L. Rosell, PRP, OAP President

Greetings OAP Members! Summer is over, and we are now in the beginning of Autumn here in Ohio, with a colorful landscape soon to follow (if it hasn't already occurred up north)..

OAP Vice President Barbara Whitaker and I recently returned from the 2018 National Leadership Conference and National Training Conference in Buffalo. It was truly an enlightening experience. One area in which we both took notice was in communication technology, and, in particular, the use of Videoconferencing tools such as Zoom and Adobe Connect. Such tools are coming to a meeting near you...more on that in future articles.

In the meantime, I'd like to continue focusing on the key elements of this biennial's OAP Theme, "Parliamentary Procedure: A Tool For Democracy": Associate, Educate, Advocate, and Facilitate. Last time, we addressed "Associate"...let's now move on to "Educate".

A definition of the term "educate", from Merriam-Webster, is: "to train by formal instruction and supervised practice, especially in a skill, trade, or profession." This tends to imply an act performed by a teacher; indeed, teaching is an important role which we who are involved in Parliamentary Procedure perform. It is also an effort which we would and should engage by ourselves for our own self-improvement.

Education is a function which enables us to become more knowledgeable in material and ultimately more proficient in its application. It can take place in a classroom, by private study, or through experience by use of the material in a real-life situation. The more we "educate", be it ourselves or others, we become better both at understanding and in using the subject matter.

There are multiple ways which we in OAP can "educate" ourselves. One way is by attending a Unit meeting, which typically includes in its agenda a program of educational instruction on aspects of Parliamentary Procedure. OAP itself includes useful workshops as part of its Annual Sessions which address material ranging from basic to advanced levels. NAP also provides workshops at its Biennial Conventions and Training Conferences, and offers period Webinars on various topics. For those desiring to move up to the Registered Parliamentarian level (or higher), study groups at the Unit level provide the opportunity to prepare for the current RP examination through interaction with others to address questions and gain understanding on why certain aspects are the way they are.

Please see *Message* on page 2

National Training Conference 2018

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OH..IO

Five members of the Ohio Association of Parliamentarians attended the 2018 National Training Conference in Buffalo, New York, in September. Pictured are: Gwen Gamblin, Barbara Whitaker, PRP, Robert Rosell, PRP, Mary Remson, PRP, and Jackie Bunch.



Mary Remson leading a session.



Robert Rosell and Barbara Whitaker attending a technology session.

Message from page 1

Ultimately, the goal of education in Parliamentary Procedure is to give us the skills which will help us to do what we need to do, in order to assist others in their efforts to properly conduct meetings. This could be in professionally advising a client (as a credentialed member) or assisting groups in which we participate. It is essential to our role as practicing or aspiring Parliamentarians in proving Parliamentary Procedure as "a tool for democracy."

So, are you ready to "educate", even if it is just yourself? Let's do it! If you would like to be an instructor of a workshop topic, please let us know; we'd love to have you on the team. If you have any suggestions, please let me know.

That about wraps it up.....see you next time.

Robert L. "Bob" Rosell, PRP

OAP Units

NORTH COAST: President - Patricia Koch, PRP (patriciaakoch75@gmail.com). Usually meets 3rd Monday at 6:00 PM (4th Monday in January) at South Euclid-Lyndhurst Library, 1876 South Green Road, South Euclid, OH 44122. No regular meetings in July, August, December.

CENTRAL OHIO: President - Mary Remson, PRP (meetings4u@att.net). Usually meets 1st Monday (except September) at 7:00 PM at Northside Public Library, 1423 N. High St., Columbus, OH. No regular meetings in July and August.

MIAMI VALLEY: President - Betty Reed (snookey@siscom.net). Usually meets 3rd Tuesday at 6:00 PM at Clark County Library, Park Shopping Center Branch, 1061 North Bechtle Ave., Springfield, OH.

LORI-EL: President - Ed Magiste, Ph.D (e.j.magiste@csuohio.edu). Usually meets 1st Thursday at 7:00 PM at Elyria YWCA Residence, 318 West Avenue, Elyria, OH. No regular meetings in January, July and August.

QUEEN CITY: President - Clarence Harris (thecincinnati@msn.com). Meets 3rd Friday at 10:15 AM at Oakley Library, 4033 Gilmore Avenue, Cincinnati, OH. No regular meetings in July, August, and December.

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Continued

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It's About Time To Renew Your Membership

It's about that time. Time to renew your dues. Remember, dues are paid to the National Association of Parliamentarians who in turn will send OAP the state dues.

How to Renew Online: Go to Bit.ly/nap-renew. Log in and click on 'My Transactions'. Click on 'Pay Open Orders,' check the box next to the dues order; click 'Next'. Click next on the affiliated membership page, as you do NOT need to select anything. An affiliated membership is already attached to your dues order. Enter the amount you wish to donate to the Henry M. Robert III Fund and NAP Educational Foundation. Remember your donations are tax deductible. Enter your credit card information (NAP accepts Visa, MasterCard, and Discover). A receipt of this transaction will be emailed to the address on your profile. If you prefer to renew over the phone using your credit card, call NAP at 816.833.3892 or 888.627.2929 (toll free). Soon you also will receive a renewal notice in the mail, in case you prefer to pay by mail or fax.

If you do not renew your dues and the time laps more than 12 months, you will need to take the membership exam again. NAP and OAP have exciting things "coming down the pike." Please continue your membership to learn of new benefits and materials available soon.

NAP's 5th Tuesday Town Hall

Join in to the virtual conference October 30th for the third Town Hall of the year. It will focus on education. Tune in at 8 PM EDT to nap.adobeconnect.com/townhall. You must have Adobe Connect downloaded to your device prior to this time to join the conference.

DATES TO REMEMBER

Fifth Tuesday Town Hall

October 30, 2018
Teleconference

OAP Annual Session

April 26, 2019
Springfield, OH

NAP Convention

September 5-8, 2019
Las Vegas, NV

SUBMISSION DEADLINES

All submissions for the *Parliagram* are to arrive to the Editor no later than the first day of the even numbered months with the publication date of the 15th of that month.

Articles and pictures of unit activities, as well as study materials (no more than 2 pages long in Trebuchet MS 11) to share are welcome.

General Robert's Ohio Connection

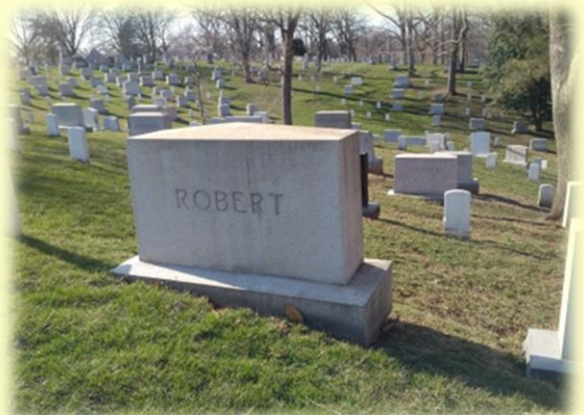
By Barbara D. Whitaker, PRP, Vice President-OAP

General Henry Martyn Robert, the author of *Robert's Rules of Order*, had a deep connection to Ohio. Born May 2, 1837, near Robertsville, South Carolina, to Joseph Thomas Robert, a Baptist pastor, and Adeline Robert, nee' Lawton, Henry Martyn came into a family with a background of character and education. His family opposed slavery and moved to the Dayton when he was a toddler. It is said he was precocious and opportunistic. When he was 16 he entered West Point, nominated by his Ohio congressman, to study military engineering. He graduated in 1857, number 4 in a class of 38. He did so well, he was asked to stay on as an assistant professor. However, he was soon needed elsewhere.

He was sent to Panama to study the land for a possible canal, to San Juan Island in Washington state, and to Washington, DC, to build defenses for the war. He was sent on to Philadelphia and to New Bedford, Mass. Eventually, he was assigned to San Francisco where he congealed his thoughts for the first Rules of Order. He built lighthouses in the Great Lakes region, the seawall around Galveston, TX, after the great destructive hurricane, and more. His brother, James, followed his father's footsteps and became an educator, a tutor at Vassar, and returned to Dayton to head Cooper Female Seminary.

A plan to broaden the levee in Dayton interested James, but he believed that more valuable real estate would be created by dredging the river basin and filling the land to the pasture that then served as a gypsy camp ground. Robert sought technical advice from his brother, Henry, then a colonel in the engineers, who agreed to help. The two brothers became so taken with the project that Henry was to make frequent trips to Dayton as the various phases were completed.

It was on one of these trips home that Henry met his future wife. On December 24, 1890, he married Helen Marie Thresher in Dayton, and together they had four daughters and a son. Helen died in 1895 and he remarried in 1901. Robert Boulevard in Dayton, named for the brothers, was the site of many fine, upscale homes, all of which are now gone, including the boulevard which became part of I-75.



It is of interest that James' wife, Agnes, helped found the Ohio Federation of Women's Clubs and was commended for her knowledge of parliamentary law. I can picture those family dinner time discussions now. General Robert and his second wife are buried at Arlington National Cemetery, Section 3, Lot 3945, Grid V-16, on Miles Drive, not far from the Tomb of the Unknowns. These pictures are from a March 2018 visit by the Editor to Arlington.

Annie Beverly



OAP and the Queen City Unit has lost another dedicated member with the death of Annie Beverly on September 1, 2018, from complications of cancer. Born in Akron, Alabama, she relocated to Cincinnati in 1962 after marrying Thomas Beverly, Jr. in 1959 and worked at Nutone from 1962-1998. She was an active member of New Mission Missionary Baptist Church. After retiring, Annie volunteered, working with the City of Cincinnati and the Department of Justice with the Cincinnati Problem Oriented Policing (CPOP) Group.

In 2005, Annie became a member of the National Association of Parliamentarians. Annie served on the Madisonville Community Council and assisted at the voting polls during elections. Her sister Precis is also a member of the Queen City Unit and is currently serving OAP as Membership Chairman. Annie was an active and dedicated member of the Unit for years, both at its meetings and its study sessions. She supported its key educational activities, most notably the Workshops for Local Elected Officials and the Community conducted by the Unit in the Cincinnati area every other year.

She will be greatly missed. Please keep her family in your thoughts and prayers.

NAP 2019 Vegas Preview

NAP showed a preview of the Las Vegas 2019 convention. You may see the video at <https://www.youtube.com/watch?v=4zha9ysb-sE> Save the date.

Master Calendar

NAP has developed a tool for Associations which can also be used by Units to help plan their upcoming study year(s). <http://www.parliamentarians.org/wp-content/uploads/2018/09/Master-Calendar-for-NAP-Association-1.pdf> is the place to visit and download the .pdf form. It is a guideline meant to be customized and is based on the NAP biennial term.

Can You Help?

Barbara Whitaker, who has served as the Parliagram Editor, is also now serving in the office of OAP Vice President. As such, OAP is in immediate need of a new Editor.

If you are able to perform this duty, please contact either Barbara via email at (b-j2519@sbcglobal.net) or Bob Rosell at 937-232-9267, or at rlrosell.prp@gmail.com."

Bridge to the Future

The Headquarters of the National Association of Parliamentarians is in need of updating to meet accessibility requirements, provide a meeting space, and better facilities for employees and for the management of member materials. To this end NAP has established the "Bridge to the Future" campaign to raise needed funds for these improvements. More information will be available from NAP future communications. There will be a decorative tile wall where donors may honor a member, unit or even an association. A 6x6 tile will be \$125, with 5 lines of print and 20 spaces per line, a 12x12 tile will be \$350 and a 12x12 with a graphic image will be \$365. A variety of graphics are available and there may be an opportunity for specialty graphics. The Headquarters has not been updated since purchase and has need of new plumbing and electrical wiring. In addition, a meeting facility for the Board of Directors will be a cost savings.

President's Report on the National Association of Parliamentarians (NAP) National Training Conference (NTC) Buffalo, New York, September 7-9, 2018

1. This member and 4 other OAP members attended the NAP NTC held on September 7 through 9, 2018, at the Hyatt Regency Hotel in Buffalo, New York.
2. Prior to the NTC, this member and OAP Vice President Barbara Whitaker, attended the one-day National Leadership Conference (NLC) on September 6th. The NLC addressed various topics, including the Eight Principles of Leadership, NAP Association and Unit Tool Kits, Unit Membership Growth, Enhancing Membership via Technology, and the means of Navigating from Registered Parliamentarian to Professional Registered Parliamentarian.
3. The NTC began in earnest with breakfast in the Grand Ballroom on Friday, September 7, and continued until noon on Sunday, September 9th. The NTC included a wide array of workshops, including instructional topics on various aspects of parliamentary procedure at the basic, intermediate and advanced levels. Also included were topics related to professional practice and on aspects of communications and management technology supporting such practice.
4. Additionally, on September 7th, the annual meeting of the NAP was convened during lunchtime in the Grand Ballroom by President James Jones, PRP. The following subjects were addressed.
 - a. Treasurer Wanda Sims, PRP, provided the Financial Report. The 2017 budget and actual figures were reviewed, with the budget of \$615,730, actual income of \$588,517, actual expenses of \$538,013, with an ending surplus for the year. The 2017 convention budget showed projected income of \$204,180 and expenses of \$171,530, with the actual income of \$136,108 and expenses of \$124,230. The 2018 budget and actuals as of August 14, 2018 were also presented, with a projected budget income of \$463,967 and expenses of \$94,075, with a projected deficit for the year. The actuals showed income of \$357,908 and expenses of \$297,953, with a current surplus to date. It was noted that an audit of the NAP financial books was ongoing, with preliminary and final results to be provided when available. It was also noted that an appraisal of the headquarters property had been conducted.
 - b. President James Jones provided his President's Report. He reported that the focus of NAP during the terms was on big plans, starting with the ongoing work of the NAP Strategic Plan. The plan focused on four goals with supporting objectives: Mission, including providing support to Associations and Units, developing partnership with external organizations, and increasing educational opportunities; Marketing, including improving internal marketing by improving communications with Units/Associations, utilizing partnerships to increase external visibility, and become supplier of choice for quality parliamentary and governance educational materials; Membership, including increasing membership to 5000 by 2020, credentialed members by 10 percent, and the number of units each year by 8); and Money, including increasing non-dues revenue through partnerships and sales, pursue targeted fundraising, and increase on-line and printed material sales. NAP partnerships included groups such as Veterans of Foreign Wars, General Federation of Women's Clubs, Jack and Jill of America, the University of Wisconsin, and the National Parent Teacher Association. Youth partnerships

included groups such as the Business Professionals of America, SkillsUSA, and Family, Career and Community Leaders of America.

c. Educational Cluster Group Leader Ramona Hill, PRP, presented progress on educational opportunities. Several areas consisted of accreditation; including credentials, the Professional Qualifying Course (PQC) and Professional Renewal Course (PRC), PRC modules, and Registered Parliamentarian (RP) exam preparation materials; printed materials provided by NAP, including the Focus on Leadership Series and Guided Discovery Series (formerly the Unit Lesson Series); workshops, including those for on-demand modules, facilitated modules, RP preparation series, body of knowledge training courses, and the Buffalo Unit Workshops conducted at the NTC; and partner activities, including convention presentations, bootcamp workshops and the “ask the parliamentarian” email process.

d. Loretta Tillery, Member Services Cluster Leader, provided a presentation on membership. It was noted that current NAP Membership was at 3575, up from 3377 a year ago. District, Association, and Unit Member figures were addressed. District 4 (which includes Ohio) was at 488 members, Ohio was at 135 members (putting it in the “Gold Club”), with Texas the highest at 286 members. Top unit was the McCaskill Unit at 71 members with the Green Gavel “E-Unit” at 67 members.

e. Finally, past NAP President Leonard Young, PRP presented a major fundraising effort in support of renovation of NAP Headquarters entitled “Bridge to the Future”. It was noted that since the purchase of the property in 1994, there have been no improvements made, no handicap accessibility and no meeting facilities on the first floor. The break room exists, and the current office was not conducive for staff interaction. The funds would be used to support major renovations to the building to bring it in line with Headquarters facilities of other major organizations. Fundraising by means of the purchase of “honor tiles” by which donors could purchase in honor or memory of key NAP members or other family member, which would be included in an “Honor Wall” immediately visible upon building entry.

5. Of key interest was an update provided by the NAP Commission on Credentialing during lunchtime on Saturday, September 8th on progress in transitioning to a new process on credentialing NAP members.

a. The current proposal focusses on a three-step process for Registered Parliamentarians (RPs) and Professional Registered Parliamentarians (PRPs). The three steps will consist of (1) on-line or paper tests of knowledge, (2) assessment of ability to apply skills via on-line or paper testing and written assignments, and (3) simulation to demonstrate capabilities as a parliamentarian, most likely in person. RPs will be credentialed to serve typical clients in normal meeting circumstances, with PRP credentialed to serve clients with unusual or complex problems.

b. Current efforts are focused on developing the new RP process, with alpha testing by credentialed members presently ongoing. Beta testing involving potential RP candidates will begin shortly after conclusion of alpha testing. Volunteers for alpha and beta testing are still being sought.

c. Given the current status of testing, it is anticipated that the grandfathering period for RPs to still take the existing test will not begin until the summer of 2019, with the period running for approximately two years. It was stressed that anyone who had taken and passed the RP exam under the old process and had not passed the PRP-courses would have to take the new RP and PRP exam process to obtain PRP status. At this point, existing RPs and PRPs are unaffected in terms of renewing their current credentials.

6. The following additional activities of interest took place during the NTC.

a. During the breakfast period on Friday, September 7th, the attendees was treated to a presentation of various examples of real-world parliamentary procedure issues by Robert's Rules of Order, Newly Revised, 11th Edition author Thomas J. "Burke" Balch and contributors Daniel Seabold and Shmuel Gerber.

b. Following the Workshops on September 7, NAP Leadership offered an "Listening Session" open to Association and Unit Leadership to facilitate communication on key issues and concerns of Associations and Units.

c. During the breakfast period on Saturday, September 8th, NAP Vice-President, Darlene Allen, PRP, provided a presentation on the status of the development of the NAP Strategic Plan, work of which is ongoing. (The presentation was mostly a reiteration of the material provided by NAP President Jones the previous day.)

7. In summary, the 2018 NTC, including the NLC, was a highly worthwhile event, with much new knowledge and experience acquired. The undersigned would strongly encourage any interested OAP members to attend the next NAP National event, the Biennial Convention, in Las Vegas, Nevada on September 5-8, 2019.

Robert L. Rosell, PRP
President, Ohio Association of Parliamentarians

Tidbits from the NTC

Barbara Whitaker, PRP

President Rosell has given an excellent report and some of the information is scattered throughout this newsletter with more to come in the future. I will share a few tidbits that I learned during our time in Buffalo.

1. Consider developing a Strategic Plan for your unit. This may be based on the "personality" of your unit. Is everyone all in (committed) to the success of the group?
2. Consider a scholarship to assist Provisionals take the membership exam.
3. Consider branding your unit. Look at the NAP website for information on how the NAP logo can be used. The information can be found in the Style Book under the documents section. Use consistent colors, font types, templates and themes when presenting to the public. Have name badges for members.
4. NAP has a new line of logo wear available on the website. This includes ball caps, jackets, polo shirts and more. These are useful when representing the unit or association to the public.
5. The suggested minimum requirements for a projector is 2200 lumens and should be HD compatible.
6. 72 point produces a letter 1 inch high. The optical center of a page is 2/3 up the page.
7. Use no more than 3 type styles on a page or document.
8. Yellow and black are the best contrast colors with black and white second.
9. Bylaws of a unit/association/group should authorize electronic meetings in order for such meetings to be "legal". The details of how it is done should be in "special" or "standing" rules. *(continued on the next page.)*

10. If a meeting has mixed attendance (some physically present in the room, others by electronic means) someone may need to be assigned to be an advocate for those at a distance. This means the person watches for raised hands or emailed/texted messages, or that the people at a distance are still on the call.
11. Does your unit use a consent calendar? It may expedite the meeting if there are certain things that are always done at that time of the year that is not controversial.
12. Consider a Dropbox or other such “cloud” account for your unit or association. Information can be stored where those involved can readily access it, provided they have internet access, and not have to remember where they stored it on which computer, thumb drive or filing cabinet.
13. NAP has a new association for electronic units call EAP. While electronic units can still have members and be a part of a state association, they are asked to become members of EAP.
14. Units may want to investigate the usage of “Facebook Live.” Instructions on how to use this system can be found as a YouTube video.
15. Units may want to develop an “emergency kit” to bring to meetings. This includes such things as extra paper, paper clips, stapler and staples, extension cords, pens, highlighters, spare thumb drive, power strip, charger cords for phones, etc. Modify it to the unit’s needs.

Pictures and articles of unit activities are always welcome in the *Parliagram*. Please email photos as .jpg files and written articles as Word documents to allow the editor to edit (usually margins and spacing). They will be transferred to a .pdf form before distribution to the association members. Send to b-j2519@sbcglobal.net. Type “For OAP Parliagram” in the subject line. Deadlines are the first day of the even numbered months.

Help Build the Toolbox

Greetings to All OAP Members:

President Rosell has chosen “Parliamentary Procedure - A Tool for Democracy” as the theme for this biennial. As plans for the 2019 OAP Annual Session are being finalized, there is the need for you to step up and share one of your very awesome educational presentations. The 2019 OAP One-Day Annual Session will take place in Springfield, Ohio on Friday April 27, 2019.

You can play a very important role in the educational offerings by presenting a workshop (or letting me know that you are interested in presenting a workshop). The theme, “Building your Parliamentary Toolbox”, will focus on getting the best results from the tools that are already in every parliamentarian toolbox and incorporating additional tools needed for building a more effective and efficient parliamentary toolbox.

The National Association of Parliamentarians is using the Body of Knowledge as a platform for all educational offerings. It is the hope of this Education Chairman to also utilize this very important document for the 2019 Annual Session workshops.

If you are interested in presenting this year, please submit the attached proposal for consideration by February 4th 2019 to meetings4u@att.net.

Thank you for your time, if you have any questions, please do not hesitate to contact me.

Mary Remson, PRP
OAP Education Chairman

OHIO ASSOCIATION OF PARLIAMENTARIANS 2019 OAP Annual Session – Springfield, Ohio Friday April 26, 2019

As NAP is becoming focused on parliamentary training as identified by the Body of Knowledge document, please use this to support your workshop training objectives. Please submit to meetings4u@att.net no later than February 4, 2019 for consideration.

Presenter Name: _____

Address: _____

City/ State, Country, Province/ Zip: _____

Phone (Home): _____ Phone (Work): _____

Phone (Mobile): _____ Phone (Fax): _____

E-mail: _____

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First Choice:

Workshop Attendee Level: _____ Beginner _____ Intermediate _____ Advanced

NAP Body of Knowledge Domain: _____

Workshop Title: _____

Workshop Description: _____

Audio-visual requirements: _____ LCD (includes screen) _____ Computer (presenter provides)
_____ Flip chart

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Second Choice:

Workshop Attendee Level: _____ Beginner _____ Intermediate _____ Advanced

NAP Body of Knowledge Domain: _____

Workshop Title: _____

Workshop Description: _____

Audio-visual requirements: _____ LCD (includes screen) _____ Computer (presenter provides)
_____ Flip chart

NOTE: If selected, printed handouts included in the Annual Session workshop packet are limited to six (6) or less pages double-sided. ALL HANDOUTS will be due to the education chairman by Monday April 8, 2019.