

WORKSHOP PRESENTER'S GUIDELINES
NORTHWEST PROCESS TECHNOLOGY ALLIANCE
TECHNICAL TRAINER'S CONFERENCE
MAY 2 - 4, 2007

If you have questions about the workshops, please contact:

Jeff McSorley
mcsorje@bp.com
Phone 360-371-1456

Workshop Goals

Workshops should enhance the professional development (knowledge and/or skills) of technical trainers who attend our conference.

Business advertisements, solicitations, and sales presentations are NOT allowed during the workshop. This activity should be restricted to exhibit tables or other conference functions.

Workshop Handouts / Support Materials

You should prepare and bring at least 100 copies of your handout materials.

The cover of your workshop material (handouts) may contain:

Workshop Title
Northwest Process Technology Alliance's Technical Trainer's Conference
Your Company Name
Date of the Workshop

DO NOT use the abbreviation "NWPTA" on any workshop material. NWPTA is not responsible for any representations or statements made by workshop presenters.

Hotel Information

You need to make your own travel and lodging arrangements.

Room blocks have been established with the following hotel:

The Best Western Lakeway Inn
714 Lakeway Drive
Bellingham, WA 98225
Phone: 360-671-1011

Ask for the NWPTA Conference room block in order to secure the discounted rate.

Conference Registration

Please fill out the enclosed complimentary registration form and fax it back to:

Satpal Sidhu
Fax 360-752-7244

Speaker Registration Form

NWPTA Technical Trainer's Conference * May 2-4, 2007

Best Western Lakeway Inn, Bellingham, WA

First Name: _____ **Last Name:** _____

Organization: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Fax:** _____

E-mail Address: _____

Emergency Information/Special Needs

In case of emergency, contact:

Name: _____

Day Phone: _____ Evening Phone: _____

If you have special needs, physical or dietary, that need to be addressed for you to fully participate, please indicate them here:

NWPTA is pleased to offer one complimentary attendee registration for each presentation. If your presentation requires more than one speaker, please fill out an additional registration form and pay the appropriate registration fee.

Session Title: _____

Session Date/Time: _____